



***THE SCHOOL DISTRICT OF LEE COUNTY and
THE TEACHERS ASSOCIATION OF LEE COUNTY***

**SPALC Transportation Labor/Management Committee
September 24, 2018
Agenda**

Items

1. Introductions
2. District Update
 - a. Apprenticeship Program
3. SPALC
 - a. Payroll
 - b. Rebid Update
4. Committee Reports
5. Outstanding Business
6. Good of the Order

Mission: To ensure that each student achieves his/her highest personal potential

Vision: To be a world-class school system

SPALC Transportation Labor/Management Committee
FY19 (2018-2019 School Year)



The School District of Lee County and The Support Personnel Association of Lee County Transportation Labor/Management Committee Committee Meeting

September 24, 2018

Check-In:

Missing: Bill Snowden, Kenny Benjamin, ~~Robert Codie~~

Time Constraint: noon, 11:15

Elephants: none

Expectations: move on in progress, move forward, continue the process

1. Introductions:

- Cindy Smith is sitting in to hear the discussion of internships as she will be assisting with the job description process for this job title

2. District Updates:

- Apprenticeship program: the District would like to move forward as quickly as possible on this position as delays in service are beginning to take place
- There are currently 3 technician positions and 2 service positions available
- Some of our high school and Technical College students are already in training for mechanic careers
- This program allows us to have students learn from us. And if hired by SDLC, they will have the journeyman experience requirement completed
- October 1st is our preferred goal to have the program in place, but we are willing to push that back to November 1st if necessary
- East Lee High School, Ida Baker High School, and South Fort Myers High School are school locations in each zone where students can learn side-by-side with hands-on experience; this is an opportunity to grow our own; Fort Myers Institute of Technology (FMIT) students are another source for the apprentice program
- How many mechanics will be at each compound? 1 per compound with 2-3 apprentices based on need and geography
- Who is responsible for the students on the job site? There will be an On-the-Job teacher who will have oversight of high school students
- Transportation of students will be by bus similar to midday runs
- Some students will participate in the program in the evening
- High school students can only work 10 hours a week; FMIT students can work up to 20 hours – FMIT students are responsible for his or her own transportation

- There is a separate job description in draft form for qualifications and expectations for interns
- Students will receive two (2) to three (3) certifications at the end of the program
- Hiring salary is \$8.25 per hour; Mr. Codie is advocating for his hourly rate goal of \$10 due to these individuals having a specialized skill set
- If one of our District interns goes through another intern program such as the hospital, how are they paid?
- If our students do internships with other locations, that is dependent on the location
- Teaching students who intern from FSW or FGCU receive \$5000 per semester
- Internships can be one or the other: financial incentive or hours toward college/class credit
- Recruitment of quality people is becoming more and more difficult. If this program does not move forward quickly, within a year there will be major challenges to overcome
- In the Contract, it was negotiated for maintenance that once a position has been advertised so many times, and there are no qualified applicants found, then salary can be looked at
- Mechanics have been advertised for over 3 months; closest person to apply to be a mechanic is a building supervisor
- We are the 22nd largest transportation department in the nation; this needs to be addressed
- If it is not addressed then we will need to move forward with the potential of outsourcing; Mr. Codie is attending a conference in the near future on the subject; this is not the District goal or desire, but the need is dire
- Compensation and Labor Relations is working on District internships in general; eligibility requirements will be added to Salary Schedule N

Option - CONSENSUS

Move forward with the internship program

- Job descriptions will be going to the School Board soon
- Can SPALC see them before they go to the Board for approval? Yes

3. SPALC Updates:

- Payroll has been working very hard to get employees paid for summer training days
- Before next school-year SPALC would like to see a more reliable way for employees to receive their training pay other than electronic sign-in; there are still individuals who have not been paid
- It is difficult to get hundreds of people signed in when they do not have individual laptops assigned to them
- Is there anyway for payroll to make the process easier?
- Online sign-in is the best way to make sure people get paid

- OSHA trainings are offered online and can be completed on any computer
- If going to require OSHA be complete before the school year, employees will need to complete at home; be aware this will cause more issues with pay and number of days that should be on the first paycheck
- Other trainings are offered onsite
- Sign-in is done electronically for all trainings for transportation; Professional Development sets up the sign-in for these trainings
- Employees can scan his or her badge; if they forget their badge or forget their password to sign-on to a computer, there is a physical sheet to sign-in on
- Those locations that had the 4 ways to sign-in: there are 12 to 15 that are unverifiable; all others have been identified
- Most of the issues come from the West Zone due to WiFi not connecting; small percentage of employees are affected
- How much time is being taken up by this type of follow up; maybe use sign-in and form to save time next year
- September 7th caused a list of missed punches that happened due to an electrical issue
- All punches are captured and stored in an electronic file, even during an electrical issue
- On the day in question, the punches did not rollover to payroll the way they were supposed to; however, they were captured and the concern has been resolved
- When visiting locations, SPALC makes it a priority to look at missed punches and the payroll cutoff calendar to assist employees in understanding the importance these two play in their pay check
- Punches have gotten better this year. The scanner is working
- Technology can cause issues for people using pictures of bar codes on their phones
- Payroll can become more efficient with summer calendars and training pay with the Transportation Department being more aligned with payroll cutoff dates
- Payroll Director, Kim Hutchins, has compiled a comparison of three calendars. Of the three, the “blue” calendar looks to be of the most benefit to the employee (see handout)
- Transportation would like to complete the Safe Driver check at spring break
- If a driver has an accident after this time, then the accident counts toward the following school year’s Safer Driver incentive
- The “blue” calendar provides 4 extra days to help with summer expenses
- This makes taxes higher and of no benefit to the employee
- Taxes will always be an issue
- Summertime jobs are available in the district. If the district has filled positions then handouts are provided with information on jobs hiring for the summer months
- Overtime is valuable; the percentage of employees with overtime, due to absenteeism, is 75-80 percent
- There was a 90% decline in informational session attendees in one year
- Longevity pay for Transportation employees could be a consideration
- Please consider the “blue” calendar in order to pay people for when the work is completed instead of waiting another pay period
- There are more 10 day pays on the “blue” calendar
- SPALC would like to give the employees the chance to take a look at the calendars and vote which one they would like better

- 90% of the calls received by SPALC are due to overtime pay questions; this might help alleviate those calls
- Can a PowerPoint be created and sent to compounds to help employees understand the calendar differences? Yes
- SPALC will set a day to send a survey for employees to vote on the preferred payroll calendar
- Can data be provided to Transportation management to show what percentage of employees voted? Yes
- October 2nd, payroll employees will begin going out to compounds twice a month to answer questions and provide information
- The survey can be sent to district email with a link; it's important to work with payroll
- The payroll department is not the issue, it is the process that is the issue
- Mr. Lloyd and Mr. Law will review the PowerPoint prior to sending to compounds in order to anticipate questions and concerns from employees; PowerPoint does not need to be overly detailed

Re-bid:

- Re-bid to be held September 27th and made effective the week of October 16th due to FTE week
- Number of routes up for re-bid?
- Information to be sent to SPALC; maximum 35

4. Committee Reports:

- Safe driver manual was published to employees summer of 2018
- Quarterly meetings for Safe Driver Subcommittee are to change to annually; meeting to talk place in March

5. Outstanding Business:

- Bus Hive is slated to go live October 1st; there will be a dual system to start to make sure we get through the glitches
- There are many moving parts, training trip people, training the schools to use the program (principals, secretaries, etc.)
- When will Field Trip drivers be trained? Sometime after October 1st; Kenny and Jamie to attend for knowledge purposes
- With technology it becomes more difficult for human error to be the reason employees are missed for runs – this is why we have purchased Bus Hive
- Want drivers to have money, but need to limit last minute changes and Bus Hive will help with both situations
- Dr. Short in Information Technology has been on board with Bus Hive from the inception; this will help payroll, budget, and transportation by tracking all extracurricular activity where Transportation employees are concerned

7. Good of the Order

- Providing and receiving a CDL endorsement costs both the provider and participant money

- The School District of Lee County trains our employees, for free, to receive their CDL endorsement; most employees, after receiving their CDL, last two (2) – three (3) months then they leave for a higher paying job in the private sector
- The District is asking for employees trained by the district, for a CDL endorsement, stay a certain number of months or repay the District the cost of providing this training
- This will help with both recruitment and retention by providing a financial incentive for employees to remain with the District
- Should we be considering a hiring bonus that is paid incrementally?
- Only 13% of all Transportation applicants were hired; those not hired were due to poor driving records, fingerprint issues, or other legal concerns
- 90 days is a generous period of time for an employee trained by the District for their CDL to be asked to give to the District. Other companies require 12 months
- Non-compete language for the state of Florida can be difficult to hold up in court
- Babcock Ranch Charter has a self-driving bus with a bus attendant; technology is becoming more and more prevalent in Transportation
- The cost to an individual to receive his or her CDL endorsement is \$5500 in Hendry County
- Lee County would like to have its own CDL School, eventually, there have been numerous call from outside industries, private schools, and other districts to train and test their staff; this could be a new revenue source for the District
- The number of hours required to receive the CDL endorsement are 40 hours classroom and minimum of eight (8) on the road

Check-out

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School District of Lee County
Transportation Department - Bus Employee Pay Schedule
FY 2018-2019

Check Number	Current Schedule			
	First Day Begin Date	Last Day End Date	Check Date	Number of Days in Periods
1	08/10/18	08/20/18	08/31/18	7
2	08/21/18	08/31/18	09/14/18	9
3	09/01/18	09/14/18	09/28/18	9
4	09/15/18	09/28/18	10/12/18	10
5	09/29/18	10/11/18	10/31/18	9
6	10/12/18	10/25/18	11/15/18	9
7	10/26/18	11/07/18	11/30/18	9
8	11/08/18	11/22/18	12/14/18	10
9	11/23/18	12/05/18	12/21/18	9
10	12/06/18	12/19/18	01/15/19	10
11	12/20/18	01/17/19	01/31/19	9
12	01/18/19	01/31/19	02/15/19	9
13	02/01/19	02/13/19	02/28/19	9
14	02/14/19	02/28/19	03/14/19	10
15	03/01/19	03/13/19	03/29/19	9
16	03/14/19	04/03/19	04/15/19	9
17	04/04/19	04/17/19	04/30/19	10
18	04/18/19	05/02/19	05/15/19	10
19	05/03/19	05/16/19	05/30/19	10
20	05/17/19	05/30/19	06/14/19	10
TOTAL SCHEDULED PAID DAYS:				186

Schedule as Contract and 12 month			
First Day Begin Date	Last Day End Date	Check Date	Number of Days in Periods
08/10/18	08/15/18	08/31/18	4
08/16/18	08/31/18	09/14/18	12
09/01/18	09/14/18	09/28/18	9
09/16/18	09/30/18	10/15/18	10
10/01/18	10/15/18	10/31/18	10
10/16/18	10/31/18	11/15/18	12
11/01/18	11/15/18	11/30/18	11
11/16/18	11/30/18	12/15/18	10
12/01/18	12/15/18	12/21/18	10
12/16/18	12/31/18	01/15/19	5
01/01/19	01/15/19	01/31/19	5
01/16/19	01/31/19	02/15/19	11
02/01/19	02/15/19	02/28/19	11
02/16/19	02/28/19	03/15/19	8
03/01/19	03/15/19	03/29/19	10
03/16/19	03/31/19	04/15/19	5
04/01/19	04/15/19	04/30/19	11
04/16/19	04/30/19	05/15/19	10
05/01/19	05/15/19	05/31/19	11
05/16/19	05/31/19	06/14/19	11
TOTAL SCHEDULED PAID DAYS:			186.00

Schedule Friday End Date (Overtime)			
First Day Begin Date	Last Day End Date	Check Date	Number of Days in Periods
08/10/18	08/17/18	08/31/18	6
08/18/18	08/31/18	09/14/18	10
09/01/18	09/14/18	09/28/18	9
09/15/18	09/28/18	10/15/18	10
10/01/18	10/12/18	10/31/18	10
10/13/18	10/26/18	11/15/18	9
10/27/18	11/09/18	11/30/18	10
11/10/18	11/23/18	12/15/18	10
11/24/18	12/07/18	12/21/18	10
12/08/18	12/21/18	01/15/19	10
12/22/18	01/18/19	01/31/19	8
01/19/19	02/01/19	02/15/19	9
02/02/19	02/15/19	02/28/19	10
02/16/19	03/01/19	03/15/19	8
03/02/19	03/15/19	03/29/19	9
03/16/19	03/29/19	04/15/19	5
03/30/19	04/12/19	04/30/19	10
04/13/19	04/26/19	05/15/19	9
04/27/19	05/10/19	05/31/19	10
05/11/19	05/31/19	06/14/19	14
TOTAL SCHEDULED PAID DAYS:			186.00



**THE SCHOOL DISTRICT OF LEE COUNTY and THE
SUPPORT PERSONNEL ASSOCIATION OF LEE COUNTY**

**Transportation Labor/Management Committee
September 24, 2018
Sign-In Sheet**

COMMITTEE MEMBERS		
<u>Name</u>	<u>Position</u>	<u>Initials</u>
Roger Lloyd, Chair	Dir., Operations	RL
James Buchanon	Senior Administrator, South	
Richard Perdue	Senior Administrator, West	
Jarriad McKinney	Senior Administrator, East	
Nena Garrett	Supervisor, Safety	NG
Pam Rivera	Supervisor, Garage Services	PR
Will Rothenberg	Dir., Compensation & Labor Relations	
Jamie Michael	President of SPALC	JM
Elizabeth Peterson	Island Coast FEA	EP
Kenny Benjamin	East Zone Rep.	KB
Amanda Evans	SPALC – Bus Operator	AE
Bill Snowden	West Zone Rep.	
Leo Burt	Retiree Liaison	LB

Guests		
<u>Name</u>	<u>Position</u>	<u>Initials</u>
Bill Law	Dir. - Fleet	WL
Kim Hukkins		
Robert Corda	Exec. Director	

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Vision: To be a world-class school system

Transportation Labor/Management Committee
FY19 (2018-2019 School Year)