



Volume 13: Monday, May 6, 2019

“The safety of our students, and the support of the dedicated employees who daily serve to provide them with a superior education, are top priorities for our district. To that end, we are firmly committed to addressing your concerns and ensuring proper compensation, benefits, working conditions, and growth opportunities for our Transportation teammates.” – Dr. R. Stephen Green, Superintendent

SUPERINTENDENT’S TRANSPORTATION COMMITTEE MEETING SUMMARY

As of this writing, fifty-eight (58) concerns have been shared with Superintendent Green and Interim COO Daniel E. Drake regarding the Transportation Department. Each concern has been documented, and the Superintendent, sub-committee, and District staff members are working collaboratively to address each one. To date, thirty-two (32) concerns have been addressed, nineteen (19) are currently in process to be addressed, and seven (7) remain to be discussed in greater detail. The following concerns and requests for updates were discussed during our meeting on April 24, 2019 and May 1, 2019. Some concerns will require time to research; however, all concerns will be addressed in future meetings and newsletters.

TRANSPORTATION:

Concern: Define protocol to follow when there is an issue with a pay stub error.

Status: The following steps are necessary for bus drivers/monitors to correct pay stub errors:

1. When a bus driver/monitor discovers a pay check error the first step is to contact their Transportation Supervisor;
2. The Transportation Supervisor directs the bus driver/monitor to their Regional Specialist;
3. Bus Driver/Monitor must bring all necessary documentation: pay check stub, statement of leave, field trip requisition, other;
4. Once the error has been identified and the documentation supports the correction, the Regional Specialist will complete and send the necessary documents to Central Payroll for the change within 24 hours;
5. The Office of Central Payroll sets the timeframe for manual check request processing.
 - a. *According to Central Payroll, manual check requests must be received by 12 noon in order to have a check available the same day.*
 - b. *The office also requires that the requested manual check pay to be a minimum of six hours. Anything less than six hours will be entered for the next payroll.*
6. The Office of Central Payroll will email the Regional Specialist when the check is available for the bus driver/monitor pick up;
7. Regional Specialist will contact bus driver/monitor for check pick up.

INFORMATION TECHNOLOGY:

Concern: Process for drivers/monitors to track hours, activity pay, etc. and reconcile it to their pay stub.

Status: DCSD is implementing an Enterprise Resource Planning (ERP) software project which will provide the extra activity detailed reporting being requested. Currently, the payroll module of the ERP project is scheduled to go live in January 2020. Consequently, the new pay stubs detailing Extra Activity Pay (including with hours worked and pay rate) will be implemented in January 2020 as well. IT will continue to meet with the Transportation Department for updates and continued collaboration on this request.

HUMAN CAPITAL MANAGEMENT/TRANSPORTATION:

Request: Provide information about how and when employees will be recognized for meritorious attendance.

Update: Drivers and monitors will be recognized in the following ways:

- The Meritorious Attendance Award will be conferred to Transportation employees that use three 3 days (or 24 work hours) or less of sick, personal, bereavement, leave without pay, and sick leave bank time between July 1, 2018 and March 31, 2019.
 - Employees that meet that requirement will receive \$150 in May. Payment will be made via direct deposit or rapid card (for those without direct deposit).
 - Those who believe there was an error will be reviewed on a case by case basis.
- The committee and Operations staff are considering an award of pins to recognize effective and safe driving. The pin will be designed collaboratively with employees. Criteria to earn a pin is as follows:
 - A passing score of 315 on the Annual School Bus Driving Proficiency Evaluation
 - A “400 Club” pin for scores between 400 and 449 on the Annual School Bus Driving Proficiency Evaluation
 - A 450 perfect score pin for those who earn a perfect score on the Annual School Bus Driving Proficiency Evaluation. There are 10 employees that have earned that honor this year.

- A Safe Driving Award certificate will be awarded for those employees without Preventable Bus Accidents. To qualify:
 - Must be an active full-time or substitute bus driver from August 1 through April 30 (without interruptions in employment)
 - Must not have been found responsible for a preventable school bus accident.

Each region will hold an End of the Year Awards and Retirement Celebration. The date, time and locations for the celebrations are listed in the chart below:

End of the Year Awards and Retirement Celebrations			
Date	Location	Region(s)	Time
5/10/2019	AIC	C1 & C2 (Special Needs)	10:00-12:00 PM
5/15/2019	Towers HS	5, 6, 7, & Lithonia	10:00-12:00 PM
5/16/2019	Clarkston HS	2, 3, & 4	10:00-12:00 PM
5/22/2019	Adams Stadium	1	10:00-12:00 PM

HUMAN CAPITAL MANAGEMENT:

Request: Provide latest information on step raises for classified staff.

Update: Human Capital Management (HCM) is working with an outside consultant to resolve the bus drivers and monitors salary concerns. The current process includes reviewing and developing a salary schedule to present for approval. The timeline for sharing the classified salary schedules will be communicated to employees by the end of June 2019. This communication will be sent to all transportation employees via email; however, as an extra layer of assurance that the information is received, HCM plans to also mail all updated plans via USMAIL.

Request: Provide an update on basic life insurance offered by DCSD.

Update: Human Capital Management is working with UNUM, the district’s life insurance provider, to update drivers and monitors. DCSD employees are provided with basic life/accidental death or dismemberment insurance. The benefits are different if the employee has an eligible survivor or not. Please be on the lookout for a mailer from UNUM in the near future that provides a comprehensive explanation of those benefits. Also, DCSD reminds employees to update their beneficiaries if they have a life-changing event (examples include marriage, divorce, child birth, etc.) to ensure that in case of a catastrophic event, their death benefits are assigned to the correct person.

In an upcoming DMAC meeting next school year (date to be determined), committee members will learn more about benefit offerings from a UNUM representative and a DCSD Human Capital Management representative. UNUM also offers a confidential Employee Assistance Program. Access to the hotline is available 24/7 at 1-800-854-1446 or at www.unum.com/lifebalance

SAFETY AND TRAINING:

The Operations Division congratulates its drivers and monitors for their participation in the 2019 Bus Rodeo, held on April 25 at the AIC. It was a great event that showcased the skills and experience of our employees. A special thank you goes to Georgia United Credit Union for sponsoring the event. The following is a list of our top performers at the event!

Regular Education

- 1st place - Jacqueline Lemons, District 148
- 2nd place - Gerald Sanders, District 122
- 3rd place - Maurice Sanders, District 129

Special Needs

- 1st place
- Marguerita Boards, District 165 driver
 - Carolyn Carnes-Miller, District 161 monitor
- 2nd place
- Kinisha Milton, District 167 driver
 - Iris Brooks, District 167 monitor

MESSAGE FROM THE SUPERINTENDENT:

The great strides in driver/monitor relations and outcomes in the last year would not have been possible without the collaboration of the seven-member Driver committee selected by the Superintendent. The committee continues to meet with Dr. Green and his staff to discuss issues of importance to the district’s bus drivers and monitors. Special thanks to the committee members for their time and commitment.

The committee includes:

- Lilvonna Burnett
- Kelvin Hicks
- Jacqueline Lemons
- Theresa O’Donnell
- Stephan Porter
- Kira Whitfield-Russell
- Elva Wyse

