

## Transportation - Moving from 6 to 8 hours per day

### Background:

- Currently there are 263 Bus Drivers and 186 Bus Monitors listed (scheduled) in ERP/MUNIS at 6 hours/day. (Total = 449)
- There are 12 Bus Drivers and 11 Bus Monitors listed in ERP/MUNIS at 8 hours/day.
- Of the 449, 125 Bus Drivers and 70 Bus Monitors are scheduled to work 8 hours/day to cover mid-day runs, trips, etc. by Transportation Department administrators; not in ERP/MUNIS.

To cover all routes, employees earn “over-scheduled” hours, these are hours worked over the 6 for which they are listed/scheduled in ERP.

When staff are absent, they only use leave time up to 30 hours/week because they are listed for 6 hours/day in ERP. If they typically work 40 hours, they only need to use enough leave to get their weekly total to 30 hours/week if they are absent. If they are not at work after they have met their 30 hours listed in ERP, staff do not receive additional compensation. The Employee Handbook states, “Leave time can never be added to hours worked to cause the total hours for the week to exceed the employee’s normal contracted hours for that workweek”. The inability to use leave time for hours over 30 causes great consternation for the employees who are typically paid for more than 30 hours/week when they physically work.

### **Our Request:**

The Transportation Department would like to move 215 of the 449 positions to 8 hour positions to assist in recruitment and retention, cover overscheduled hours, match leave to work obligations and mitigate overtime.

### **Benefits:**

Employees will receive and be able to use leave time for the time that they are scheduled to work. Employees will be held accountable for absences. Attendance should improve as a result of using leave time and the possibility of reassignment for excessive absences beyond annual leave time allocations. Overscheduled hours will be reduced and intentional efforts will be made to decrease overtime.