

Payroll Policies Quick Reference Guide 2020-2021

The following policies can be found posted online at <https://attridge.com/driver-portal/> under Policy Manual 2020.

Attridge Transportation Inc. **will** (policy no. 1-86):

8. Provide a hydro allowance of \$20 per month (December 15th – March 15th) to those drivers that plug in a bus at their home during the winter months. Extension cords will be loaned to drivers in need. Payment of the hydro allowance will be issued in the Spring of the current school year.
9. Reimburse each driver for inclement weather cancellations of the Board based on consortia policy. Drivers must work the day prior and the day after the inclement weather cancellation to be eligible for reimbursement. Drivers must start their bus and clean off the bus and clear the snow away from the bus. It is your responsibility to prepare yourself and the bus for the next travel day. Drivers must radio dispatch during regular working hours on the clean off day to confirm it is ready for next day service. If it is unsafe to travel to your bus on this day, drivers must radio dispatch from their bus on the next travel day a minimum of 90 minutes prior to scheduled service. Dispatch will be responsible for recording the radio transmissions on the day of and the next scheduled travel day. This log sheet will be used to determine eligibility to receive the \$50.00 inclement weather payment. Drivers will not be reimbursed for the inclement weather day unless they comply with this directive.
10. Pay a charter driver for the trip upon receipt of the appropriate documentation. Charter slips must be submitted by 8:00 a.m. on the first Monday morning following the charter trip to be included with that payroll. If the first Monday morning falls on a statutory holiday, the charter slip must be submitted by 2:00 p.m. on the first Friday following the charter trip to be included with that payroll. Charter documentation must be original, complete and signed. Any documentation that is not original, complete and signed will be held by the Payroll Department until receipt of the information. Photocopies will not be accepted. Charter slips must include any special circumstance that occurred eg. collision, weather etc. that caused a change in timing and must be signed by their charter dispatcher for confirmation. Shuttle charter trips must include every pick up and drop off time and include odometer readings for every trip of the shuttle charter.
14. Follow the statutory holidays as determined by legislation. Employees must work the full scheduled day prior to and following the statutory holiday to qualify for statutory holiday pay.
15. Provide an annual service award for employees that qualify.
 - i) Drivers and staff will receive a certificate for every 10 years of continuous service.
 - ii) Drivers that qualify for perfect attendance will receive the following benefit for each complete segment of perfect attendance.
 - a) September 1 through January 31 \$75.00 (paid in Spring)
 - b) February 1 through June 30 \$75.00 (paid in the fall for those drivers that return the following school year)
 - c) September 1 through June 30 \$150.00 (paid in the fall for those drivers that return the following school year)

Drivers must complete every full assigned route (all trips); for the entire segment; morning, midday and afternoon school trip to qualify for each reward segment. Any missed trip or route for any reason other than a non-preventable collision or mechanical breakdown that is not the fault of the driver will be a disqualification for that reward period. ½ time drivers, eg. drivers that work only morning or afternoon will not qualify for this award benefit.

16. Driver Pay:

All school bus drivers will be paid a base rate which includes:

- i) 3.0 hours per day of scheduled route time plus
- ii) 1.0 hours for all dead (unloaded) travel time, fueling, washing, pre-trip inspection and general upkeep of the bus interior.

Scheduled route time as listed on your route sheet as provided by the Board Transportation office. Any adjustment to the 3-hour scheduled route time must be listed on the route sheet as provided by the Board Transportation office.

Note: Any driver that requests a portion of their scheduled route be reassigned to another route will be deducted the equivalent amount from their base rate of pay. This assumes that the dispatcher can accommodate this type of request. The dispatcher has the right of refusal for any request for a trip reassignment.

Example: If a scheduled route totals 3 hours for the morning and afternoon route. And the driver requests that a trip on this route from 8:45 a.m. to 9:15 a.m. be reassigned to another route. 30 minutes will be deducted from the driver's base rate of pay. This will result in the driver receiving less than the base rate of pay for each day and will not qualify for the annual service award.

Shop & Miscellaneous Time:

All drivers will be paid at a rate of \$14.00 per hour for shop time, dry runs, courses and meetings:

- i) Drivers will only be reimbursed for one dry run within the school year.
- ii) This rate will also apply to a driver involved in a collision for time beyond the base rate hours to a maximum of 3 hours for items such as reporting to the police collision centre. The driver must present proof in the form of the MVA report from the police collision centre.
- iii) Drivers will not be compensated if they choose to participate in the air brake course.

73. After three or more years of continuous employment:

- a) Will reimburse the renewal driver medical cost to a maximum of \$75.00. The \$75.00 rate matches the cost of a driver medical at the walk-in clinics designated by Attridge Transportation. Drivers may choose to complete the medical at the facility of their choice noting the maximum reimbursement of \$75.00. Drivers must submit to the Payroll Department an original receipt noting the date, service received and clinic location within 6 months of the medical.
- b) Will reimburse the cost of a mandated renewal of the Vulnerable Sector Screen cost to a maximum of the actual administrative cost of the local police service for the VSS.

74. Provide assistance to employees that require confirmation of pay. Pay stubs will not be printed by staff. Payroll-related questions must be directed to the employee's immediate supervisor. The immediate supervisor will contact payroll on behalf of the driver. Questions in regard to pay statements should be directed to the immediate supervisor within two weeks of the pay period to expedite the process.

75. Employees are required to book in advance an appointment with the Payroll Department by calling 905-333-4047. Questions in regard to pay statements should be directed to the Payroll Department within two weeks of the pay period to expedite the process. All requests for a payroll adjustment should be submitted to the Payroll Department within 10 days of the pay period.

76. Provide supporting documentation to employees that require confirmation of employment or pay. Requests for this type of documentation must be submitted a minimum of 10 days prior to the expected delivery date. Requests should be submitted via email to shelley@attridge.com.

77. Require the employee to provide Attridge Transportation with current information and this includes telephone number, complete address and bank account information for direct deposit. Changes to employee information should be immediately submitted to dispatch and payroll (shelley@attridge.com). Employees are required to complete the Employee Information Form.
78. Require that the driver provide the charter trip number and date for all inquiries to the Payroll Department.
79. Provide letters of employment within 10 business days.
80. Provide the ability for employees to access paystubs online.
83.
 - a) School bus drivers are hereby advised that part time route employment is available throughout the school calendar year; normally starting on or about the first Tuesday following the Labour Day Statutory Holiday and continuing through the end of scheduled school days in June. The start date and finish date are dependent upon the specific route assigned to the bus driver. All school bus drivers will receive a lay-off for the months of July and August with the dates specific to the route selection.
 - b) A select group of school bus drivers may be offered additional charter, camp, summer school, shuttle or cleaning work during July and August. There is no guarantee of employment during these months and all drivers should expect a July and August lay-off and the issuance of a Record of Employment at the conclusion of the school year. The ROE will be provided for June.

Attridge Transportation Inc. may (policy no. 87-92):

92. Pay holiday pay such as Christmas Day, Boxing Day and New Year's Day upon return to work in January.

Attridge Transportation Inc. will not (policy no. 93-118):

93. Provide wage advances.
94. Reimburse drivers for inclement weather cancellations of the Board unless they work their scheduled full day prior to and immediately following an inclement weather cancellation. Or reimburse drivers that do not clean off the bus and clear snow away from the bus and be prepared and on time for the next scheduled travel day. In the event that a location has multiple (two (2) or more) inclement weather cancellations consecutively, the payroll department will review any discrepancies presented by the dispatcher on behalf of the driver.
95. Pay a driver for an afternoon school route if the charter driver does not return from the charter trip in time to complete the school route.
109. Hold a route or vehicle for an employee returning from an absence exceeding the three unpaid protected leaves allocated by the government in a calendar year or grant a leave of absence. The protected leaves are as follows; three days per year of sick leave, three days per year of family responsibility leave, and two days per year of bereavement leave.
111. Permit staff, other than the Human Resources Department, to answer questions in regard to Human Resources issues. Staff must direct employees to Shelley Toole (shelley@attridge.com) in the Human Resources Department at 905-333-4047.

112. Provide additional copies of T4 forms to employees. It is the responsibility of the employee to contact Revenue Canada at 1-800-959-8281 to request another copy of a T4 form.
113. Authorize any holiday or absences other than the scheduled:
 - a) March break (1-week dates as determined by the local school boards)
 - b) Christmas break (2-week dates as determined by the local school boards)
 - c) Summer break (8-week dates as determined by the local school boards)

Any other driver absence is unauthorized. No exception.
114. Pay for legislated statutory holidays unless the employee works the full scheduled day prior and directly following the statutory holiday. No exception.
115. Continue the seniority date for an employee returning from an unauthorized absence(s).
116. Provide payment for a Professional Activity Day listed by the consortia.
117. Issue a reimbursement for expenses without an original receipt.
118. Provide copies of ROEs. It is the responsibility of the employee to obtain their ROE through Service Canada.