

**MEMORANDUM OF UNDERSTANDING
SUMMER FOOD SERVICE PROGRAM (SFSP) 2021**

The District and Union mutually agree to the following provisions in order to implement the United States Department of Agriculture (USDA) Summer Food Service Program (SFSP) for Summer 2021. This program provides meals to qualifying Extended School Year and After School Enrichment Program sites, as well as other sites hosting school and community-based summer programs and activities, and mobile feeding units. Due to the variety of programs being serviced and the current environment regarding the pandemic, considerable flexibility will be required. Therefore, the parties agree to the following:

- a. Assignment to the Summer Food Service Program is voluntary.
- b. Current FNS employees will receive priority in being hired for the SFSP. All interested FNS employees will complete a Mach Form specifically designed for FNS employees.
- c. If the need arises, once all interested FNS employees are hired, other District non-instructional employees will be eligible for summer employment for the SFSP. There will be a separate Mach Form for interested non-FNS employees to complete.
- d. After all interested FNS and non-instructional employees have applied and been hired, if a need still arises for more employees, District instructional employees may complete a Mach Form for consideration for summer employment for the SFSP.
- e. All employees hired for the SFSPS will engage in all, some, or one of the following: the preparation, packing, transporting and/or distribution of meals for the students/families of Pasco County; as well as other duties assigned.
- f. Summer feeding will be similar to the feeding that has occurred since the onset of the pandemic. Food will be prepared on Monday, packed and distributed on Tuesday in a similar fashion, and placed in community member's cars.
- g. All SFSP employees are required to wear a face covering and should bring a mask or other face covering from home. This can be a bandana, scarf or handmade mask. The District has a minimal number of masks for emergencies, but we do not have enough to provide a mask to employees every day.
- h. All employees hired for the SFSP will be informed of and amenable to possible changes in their work duties, hours, days and/or location dependent on the needs of the SFSP. Employment dates and times will be determined based on the needs of the individual sites and may change/close during the course of the summer depending on the needs of the SFSP.
- i. When it is judged that professional qualifications and ability are substantially equal among applicants, SFSP seniority and prior year SFSP performance reviews shall prevail.

Program Positions and Dates:

- a. FNS Summer Employees: (up to approximately 400 positions anticipated)
Calendar: June 4 through July 31, 2021
Training Date: Approximately 2 hours – to be held virtually on June 4th, 2021
Work Day: Depending on the position, employees will work either Monday and Tuesday of each week of the SFSP or only on Tuesdays. The position and needs of FNS will also dictate the hours each employee will work.
- b. Non-FNS Summer Employees: (number of positions dependent on need after FNS employees are hired)
Calendar: June 7 through July 31, 2021

Work Day: Depending on the position, employees will work either Monday and Tuesday of each week of the SFSP or only on Tuesdays. The position and needs of FNS will also dictate the hours each employee will work.

Program Sites and Bus Routes

For the SFSP there will be approximately forty (40) school sites utilized. There will also be nine (9) buses needed with a driver and one or two driver/assistants per bus. These numbers are tentative and subject to change, dependent on the need of the SFSP. Employees initially placed at one site/route may be moved to another site/route depending on the need of the SFSP.

Summer Physical Requirements

- a. Exerting up to 20 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- b. Frequently performing the following physical activities: bending, stooping, and pulling.
- c. Regularly performing the following physical activities: sitting, standing, walking, twisting, reaching, pushing, lifting, grasping, repetitive motions, talking, hearing activity and visual activity.
- d. Occasionally performing the following physical activities: climbing, balancing, kneeling, crouching, crawling, and feeling.
- e. Work environment consists of indoors and outdoors, and extreme cold temperature and possibly extreme warm outside temperature.

Potential Reduction in Force (RIF) or Addition of FSFP Summer Staff:

Since this program is funded separately from other District programs and relies upon student/community participation as the factor for determining funding, there may be a need to reduce staff at a specific worksite in order to be cost effective or dependent on the needs of the SFSP. If reductions in staff are necessary, they will be conducted by program site, led by Food and Nutrition Services, and will be based upon seniority. However, non-FNS employees will be reduced first prior to any FNS employees, again based on seniority. If reduction in staff occur, the reduced employee will be offered a position at another site within their geographical preference, if available. If student/community participation exceeds anticipated projections, there may be a need to add staff to a specific worksite.

Due to COVID and potential quarantines, FNS staff may be asked to work at a site in their selected geographical preference to cover a quarantine or short-staffed situation. This will be done by first, asking for FNS volunteers, and then, if needed, by FNS seniority.

Sick Leave Accrual:

Due to the manner in which the SFSP is being implemented this year, few, if any employees will earn sick leave. Employees will earn one (1) day of sick leave for working every twenty (20) scheduled workdays. The time earned will equal the length of the employee's scheduled workday, 4-8 hours. Should an employee complete this program and have the earned sick day remaining, that time shall be added to the employee's regular sick leave balance for use during the regular school year.

Pay Rates:

- a. FNS Production Assistants will be paid their hourly rate or \$13.00 per hour, whichever is greater.
- b. All other employees, either FNS, other non-instructional or instructional, will be paid \$13.00 per hour.

The District and Union have discussed, met and negotiated the above MOU in response to a worldwide pandemic that has necessitated the need for flexibility in meeting the needs of the Pasco County students/community members we serve, to ensure they receive the necessary feeding during the 2021 Summer Food Service Program.

Sam Beal
For the Board

May 14, 2021
Date

Wynne McCall
For the Union

5-14-21
Date