

Board Proposal

June 30, 2022

MEMORANDUM OF UNDERSTANDING

Department of Transportation Services Return to Work Supplement

In recognition of, and appreciation for, the efforts of the District's bus drivers, relief drivers, and transportation assistants, in safely transporting Pasco County Schools students under difficult circumstances brought on by a worldwide pandemic causing staff shortages and a shrinking workforce during the 2021-2022 school year, the District is proposing a return to work supplement for eligible transportation employees during the 2022-2023 school year, contingent upon the eligibility outlined below.

Eligibility:

1. The return to work supplement is for bus drivers, relief bus drivers, and transportation assistants only (eligible transportation employees).
2. All eligible transportation employees must have worked all or at least part of the 2021-2022 school year, as either a bus driver, relief bus driver or transportation assistant, and be employed by the District as either a bus driver, relief driver, or transportation assistant on the last day of their contract on May 25, 2022.
3. All eligible transportation employees must return to work for the 2022-2023 school year as either a bus driver, relief bus driver or transportation assistant and work all of the following days:
 - a. Both Inservice days: July 26 and 27 for eligible transportation employees at the West, Northwest and South garages, August 1 and 2 for eligible transportation employees at the East, Southeast and Central garages;
 - b. August 9 for Trial Run day;
 - c. August 10 through September 9;
 - d. All eligible transportation employees must have perfect attendance for the above 26 days. Perfect attendance is defined as being at work for the entire day of the employee's shift and/or inservice session. Employees who are unable to report to work/inservice for the entire day of the above listed days, regardless of the reason, will not be eligible for the bonus/supplement.
4. To be eligible for the return to work supplement, an eligible transportation employee must remain actively employed by the District through November 1, 2022.
5. Eligible transportation employees must also maintain satisfactory attendance, by not using more sick/personal time than they accrue, from September 10 through November 1, nor receive documentation for poor attendance during that time, to be eligible for the return to work supplement.

Supplement Breakdown:

1. Approximately \$155,000 of non-recurring funding has been made available for the return to work supplement payments. Approximately \$27,000 of this amount must be used to cover the required benefits (Social Security, Medicare, FRS, Unemployment Insurance, Workers Compensation Insurance, etc.) associated with the supplement payments, leaving approximately \$128,000 for the actual supplement payments to eligible transportation employees.

2. The supplement payment amount will be determined by length of continuous service with the District. The date used to determine the actual length of service will be September 9, 2022. If an employee has experienced a break in service, the most recent date of hire will be the date used in determining the length of service through September 9, 2022.
3. Eligible transportation employees will be placed in one of three groups dependent upon their continuous length of service with the District;
 - a. Employees with Less than Ten (10) Years of Continuous Service:
 - i. There are approximately 357 employees in this group.
 - ii. \$65,000 or 51% of the available supplement dollars will be allocated to this group.
 - iii. All employees who meet the eligibility criteria above will earn an equal share of this group's funds, with the exact amount dependent on the total number of eligible employees who meet the eligibility criteria.
 - b. Employees with More than Ten (10), but Less than Fifteen (15) Years of Continuous Service:
 - i. There are approximately 52 employees in this group.
 - ii. \$19,000 or 15% of the available supplement dollars will be allocated to this group.
 - iii. All employees who meet the eligibility criteria above will earn an equal share of this group's funds, with the exact amount dependent on the total number of eligible employees who meet the eligibility criteria.
 - c. Employees with Fifteen (15) or More Years of Continuous Service:
 - i. There are approximately 81 employees in this group.
 - ii. \$44,000 or 34% of the available supplement dollars will be allocated to this group.
 - iii. All employees who meet the eligibility criteria above will earn an equal share of this group's funds, with the exact amount dependent on the total number of eligible employees who meet the eligibility criteria.
4. The table below is included in this memorandum for illustrative purposes only to help explain/demonstrate how actual eligible employee payment amounts will be determined.

| Group | Total Supplement \$ | 100% Qualify | 75% Qualify | 50% Qualify | 25% Qualify |
|-------------|---------------------|--------------|-------------|-------------|-------------|
| 0-9 Years | \$65,000 | \$182.07 | \$242.54 | \$363.13 | \$730.34 |
| 10-14 Years | \$19,000 | \$365.38 | \$487.18 | \$730.77 | \$1,461.54 |
| 15+ Years | \$44,000 | \$543.21 | \$721.31 | \$1,073.17 | \$2,200.00 |

Other Considerations:

1. The supplement is non-recurring and does not become part of the eligible employee's base salary.
2. The supplement payment is for the 2022-2023 school year only.
3. The supplement will be subject to applicable withholdings.
4. The supplement shall be paid no later than the last scheduled pay date in November 2022.
5. The District and Union agree that the Return to Work Supplement outlined in this memorandum is contingent upon state and/or federal approval of the amendment to the District's plan to utilize federal COVID relief funds (i.e., ESSER I/II and/or America Rescue Plan funds) and receipt of these funds for this program.

End of Memorandum

For the Board

Date

For the Union

Date