

## MEMORANDUM OF UNDERSTANDING

### SUMMER FOOD SERVICE PROGRAM (SFSP) 2024~~3~~

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 ~~2024~~ 2023. 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, considerable flexibility will be required. Therefore, the parties agree to the following:

- a. Assignment to the Summer Food Service Program is voluntary.
- b. FNS will provide notices relative to the SFSP dates on or about ~~May 10, 2024~~ ~~May 12, 2023~~. 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. 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.
- g. When it is judged that professional qualifications and ability are substantially equal among applicants, SFSP seniority and prior year SFSP performance reviews shall prevail.
- h. SFSP FNS employees will receive two (2) shirts with the Zone logo for the ~~2024~~ 2023 Summer Feeding Program. Shirt colors will be determined by FNS and school based FNS employees must wear shirts with the zone logo during each workday.
- i. SFSP school based FNS employees must wear safety shoes daily for work which must have non-skid soles. No canvas, mesh or open toed shoes are permitted, and safety shoes may not be tattered or torn and must be appropriate for work.

#### Program Positions and Dates:

- a. FNS Summer Employees: (up to approximately 150 positions anticipated)  
Calendar: ~~June 3 through July 26 2024~~ ~~June 5 through July 27, 2023~~  
Training Date: ~~May 30, 2024~~ ~~June 1, 2023~~ full day training for site leads, half day for Production Program Assistant (P.A.) and FNS Assistants. ~~May 31, 2024~~ ~~June 2, 2023~~ is a workday.  
Work Day: Employees will work Monday-Thursday of each week of the SFSP. Some sites may only require employees to work on Monday and Tuesday of each week. 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 3 through July 26 2024~~ ~~June 5 through July 27, 2023~~

Work Day: Employees will work Monday- Thursday of each week of the SFSP .Some sites may only require employees to work on Monday and Tuesday of each week. The position and needs of FNS will also dictate the hours each employee will work.

### **Program Sites**

For the SFSP there will be approximately thirty (30) ~~twenty-four (24)~~ school sites utilized. These numbers are tentative and subject to change, dependent on the need of the SFSP. Employees initially placed at one site may be moved to another site depending on the need of the SFSP. The plan for sites, that is subject to change, is to have approximately six (6) secondary sites open Monday through Thursday for the month of June; approximately twenty -five (25) elementary sites open Monday through Thursday for the month of June and either to July 19 or July 26; and to have four (4) sites doing curbside only pick-up on Mondays and Tuesdays for June and July. As always, these numbers are subject to change depending on the needs of each site.

### **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 SFSP 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.

### **Sick Leave Accrual:**

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 \$15.57 ~~\$15.38~~ per hour, whichever is greater.
- b. All other employees, either FNS, other non-instructional or instructional, will be paid \$15.19 ~~\$15.00~~ per hour.

End of SFSP Memorandum

*Pam Neader*

For the Board

*April 11, 2024*

Date

*Lynn M Cewall*

For the Union

*4/11/24*

Date