Memorandum of Understanding

Between

Local 264 and the Buffalo City School District

Re:  Summer Food Program

WHEREAS, the Board of Education operates a Summer Food Program which supplies pre-packaged lunches to students and usually operates from July to September; and

WHEREAS, the Summer Food Program is grant funded and is a totally self-sufficient operation; and

WHEREAS, the Summer Food Program was originally operated by the Buffalo City Parks Department and taken over by the Buffalo City School District in 1987; and

WHEREAS, prior to the summer of 2004 the food dispensed during the summer food program was prepared by an outside vendor and the Buffalo City School District hired employees to distribute the food; and

WHEREAS, in 2004 the Buffalo City School District began to prepare and distribute the meals; and

WHEREAS, in 2004 Local 264 which represents cook managers and food service employees protested that the Buffalo City School District had never negotiated the wages and other terms and conditions of employment for these summer employees but had imposed wage rates; and

WHEREAS, negotiations were conducted in 2005 to execute an agreement covering the terms and conditions of employment for these individuals which proved unsuccessful; and

WHEREAS, Local 264 commenced a proceeding at PERB to have these Summer Program positions included within the Local 264 bargaining unit; and

WHEREAS, Local 264 was successful in their PERB proceeding and PERB has designated the summer positions of Directors, Assistant Directors, Co-Coordinators, Monitors, Commissary Staff and Site Supervisors into the Local 264 Food Service bargaining unit; and

WHEREAS, the PERB order required the Buffalo City School District to negotiate with Local 264 concerning the terms and conditions of employment for these employees; and
IT IS HEREBY AGREED BY THE BUFFALO CITY SCHOOL DISTRICT AND LOCAL 264:

1. The Buffalo City School District hereby recognizes AFSCME Local 264 as the exclusive representatives of the Directors, Assistant Directors, Coordinators, Monitors, Commissary Staff, and Site Supervisors in the Summer Food Program.

2. It is agreed that term of employment for employees of the Summer Food Program is from the last day of the regular school year in June, to the first day of the following school year in September.

3. Notwithstanding any other positions the employees of the Summer Food Program may have with the Buffalo City School District, their employment in the Summer Food Program will be governed by the terms contained in this Memorandum of Understanding.

4. It is agreed that the level of staffing for the Summer Food Program will be determined by the Buffalo City School District.

5. The following encompasses the positions in the Summer Food Program and the corresponding duties and responsibilities of each position:

Main Office Staff

a) Director:

- Works closely with the Food Service Director;
- Responsible for preparation in the early stages of the Summer Food Program;
- Oversees all the day to day operations of the Summer Food Program;
- Directly handles all personnel issues and problems to sites;
- Works with Quadrant Coordinators to reassign and update monitor site assignments as needed;
- Assigns substitute site personnel;
- Attends all needed trainings;
- Receives all site applications, reviews, processes and approves or denies;
- Compiles site information for master site list and order sheets;
- Sets up weekly order sheets and logs approved special requests;
- Enters daily orders and sends to vendor daily;
- Reconciles daily meal counts with vendor and recaps weekly figures;
Oversees and approves labor hours issued and submitted by all and reports overtime issues to the Food Service Director;
- Opens new sites during the Summer Food Program as space permits and notifies the SED of any and all changes to the original employee list;
- Works closely with Assistant and oversees figures for reimbursement.

b) Assistant Director
- Works closely with the Food Service Director;
- Responsible for the entire meal tracking process to be completed in a timely manner. This responsibility entails:
  - Reviewing weekly Meal Service Records for accuracy
  - Submitting Meal Service Records on a timely basis
  - Enter meal count information on computer worksheet indicating losses for temped meals
  - Record and balance all figures for meals
  - Record and total closing recap figures for each week
  - Record and total program tally for each week
  - Record and total year to date comparisons for all meals
- Check sample meal deliveries to office daily which includes:
  - Check for menu and portions accuracy
  - Check temperature of meal at delivery
  - Check packing for dry ice and trash bag
- Compare delivery receipts to order sheets;
- Review and compile, approve, or deny Special Request forms;
- Recap payroll figures when required for claim.

Commissary Personnel

c) Director
- Responsible for planning, organization, directing of the distribution of Summer meals to sites on a daily basis according to USDA, DOH Regulations
- Prepare and review monthly menu with the Director assigned to the Main Office
- Plan, prioritize, assign, supervise and review the work of staff
- Evaluate operations and activities of assigned responsibilities, recommend improvements and modifications
- Prepare various reports on operations and activities (USDA, DOH, HACCP)
- Coordinate staff training with Assistant Director, performance evaluations, recommend discipline if necessary
- Order placement of all food and paper products needed for service as designated by the Assistant Director from inventory taken
- Answer incoming phone calls
- Prepare labels and receipts

d) **Assistant Director**
- Work directly with Director of Summer Program
- Prepare Daily Production Records
- Oversee assembly lines and all stations regarding summer meal production
- Responsible for supervising Inventory and Receiving
- Assure food is being assembled, packaged and stored according to USDA and DOH regulations
- Supervise, train, and evaluate employees
- Responsible for payroll and scheduling
- Implement opening and closing procedures
- Maintain refrigeration and food temperature logs
- Follow HACCP procedures
- Insure that all meals charged for are utilized
- Responsible for keeping losses due to failure to use meals to a minimum
- Overseeing deliveries and checking temperatures at the dock when the truck are loaded

e) **Commissary Coordinators**
- Report to Director or Assistant Director for routing sheets
- Pull boxes for Breakfast/Snack/Lunch and bring to dock for truck pick-up
- Assist with labeling boxes and organizing cooler for shipment of boxes
- Pull boxes of meals and bring to dock for truck pick-up
- Oversee drivers and coordinate their pulling of full and short boxes
- Coordinate field trips and assign them to drivers for a timely delivery
- Prepare and assemble the bulk breakfast and snack meals
- Assure all meals meet the USDA and DOH regulations
- Monitor inventory levels of products for breakfast and snack production
- Punch in and out at beginning and end of shifts and at meal times
- Work closely with delivery men on getting the meals in and out of the commissary on time and to the sites on time
- Make sure the correct number of meals are there for each site
- Collect all receipts at the end of the day to check for mistakes
f) Summer Commissary Staff

- Punch in on time clock at beginning of shift
- Shift work based on needs of operation
- Review production sheet and job assignments for the day
- Follow commissary opening procedures as stated in Standard Operating Procedures
- Bring all food-paper items needed for production line as designated by Assistant Director of Production and Routing
- Prepare boxes and set up stations
- Follow directives of Commissary Director, Assistant Director of Production and Routing, Assistant Director of Bulk and Assembly, and Coordinators of Designated Areas
- Break Down line/place cardboard back into rotation or in appropriate dumpsters as designated
- Follow commissary closing procedures as stated in Standard Operating Procedures Punch Out and in for lunch break in a timely fashion
- Follow weekly cleaning schedules as posted according to HACCP Regulations
- Punch out and in for lunch break in a timely fashion
- Punch out at the end of the shift

Field Personnel

g) Quadrant Coordinators

- Primary link between the monitors, all site activity, the site supervisors, and the main office
- Reports all problems in quadrant to Food Service Director in a timely manner
- Must attend required training and meetings
- Utilize the Daily Sign-in Sheet for Monitors to check in at the beginning and end of each day for directives and information
- Monitor assigned sites
- Assist monitors with problem sites
- Oversee all sites in quadrant for compliance with regulation
- Collect all required paperwork, check for accuracy and return to main office within needed timeframe
- Disburse information, SED changes, instructions, assignment changes, site openings, and closings to monitors
- Provide continual on-site training as needed
- Assist monitors in completion of site reviews
- Assist monitors in identifying problems at the sites
- Assist with payroll, review all payroll submitted as per payroll procedure
- Place timecards in alphabetical order and enter them into payroll disk
- Report problems and concerns immediately
- Seek prior approval from Food Service Director for schedule changes
- Notify monitors when there is a substitute site supervisors present

h) Monitors
- Reports directly to the assigned Quadrant Coordinator
- Responsible for all assigned sites and site supervisors within those assigned sites
- Ensure compliance with SED regulations, Food Service Department policies and Health Department regulations
- Provide continual on-site training
- Assist site personnel with problems
- Attend required trainings and meetings
- Collect and submit all paperwork on time and review for accuracy
- Must sign in at base site at beginning and end of workday
- Must complete the monitor visitation log daily
- Must collect timecards for all site personnel and review for accuracy by following payroll procedure sheet
- Seek prior approval from Quadrant Coordinator for schedule changes
- Visit the site with substitute site supervisor, fill out substitute site supervisor's timecard and have it signed.
- Take the substitute site supervisor's timecard and the delivery receipt for the assigned site supervisor's records.
- The substitute site supervisor's timecard is to be left only when the sub is scheduled for more than one day at a site. On the last day of the assignment the monitor should return to pick up the timecard.

i) Site Supervisors
- Reports directly to Monitor and/or Coordinator
- Ensure compliance with all SED regulations, Food Service Department policies and Health Department regulations
- Must sign name and time of delivery on receipt daily
- Check the accuracy of orders and the delivery boxes' contents
- Take temperature of meal and record on approved form
- Complete necessary paperwork and file paperwork on site
- Provide point of service checking at all meals using tick sheets provided
- Adjust count as needed reducing to keep leftovers to a minimum and increasing so all attending can be fed
- Maintain accurate payroll record
- Report site problems immediately to Monitor and Coordinator

6. This list of duties and responsibilities is not exhaustive of the duties and responsibilities assigned to each position and should be used as a general description of job duties.

7. The Buffalo City School District will fill the above described positions by seniority from among those who qualify in the judgment of the Director of the Summer Lunch Program:

**Director and Assistant Directors - Main Office**
- Director and Assistant Directors in the Main Office shall be filled by employees who have previously worked the summer program. Qualified employees with the most summer program service shall be given seniority in staffing.
- If vacancies still exist in the main office, the remaining positions shall be filled by qualified Cook Managers and then hourly employees assigned to schools during the regular school year, who did not previously participate in the summer food program.

**Commissary Positions**
- Cook Managers, cooks, and hourly food service workers assigned to the commissary during the school year shall have priority in staffing for summer commissary positions.
- If vacancies still exist in the commissary, then the remaining commissary positions shall be filled by employees who have previously worked in the commissary during the summer program. Qualified employees with the most summer program service shall be given seniority in staffing.
- If vacancies still exist in the commissary, then the remaining commissary positions shall be filled by qualified Cook Managers and then hourly employees assigned to schools during the regular school year, who did not previously participate in the summer food program.

**Field Positions**
- Monitors, Quadrant Coordinators and Site Supervisors shall be filled by employees who have previously worked the summer program. Qualified employees with the most summer program service shall be given seniority in staffing.
- If vacancies still exist in the field, the remaining positions shall be filled by qualified Cook Managers and then hourly employees assigned to schools during the regular school year, who did not previously participate in the summer food program.

8. The starting pay for the positions beginning July 1, 2015 will be as follows:
<table>
<thead>
<tr>
<th>Title</th>
<th>2015 Per Hour</th>
<th>2016 Per Hour</th>
<th>2017 Per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>20.80</td>
<td>21.42</td>
<td>22.07</td>
</tr>
<tr>
<td>Assistant Director</td>
<td>19.14</td>
<td>19.71</td>
<td>20.30</td>
</tr>
<tr>
<td>Coordinators</td>
<td>16.85</td>
<td>17.35</td>
<td>17.87</td>
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<tr>
<td>Monitors</td>
<td>14.56</td>
<td>15.00</td>
<td>15.45</td>
</tr>
<tr>
<td>Commissary Staff</td>
<td>12.74</td>
<td>13.12</td>
<td>13.52</td>
</tr>
<tr>
<td>Site Supervisors</td>
<td>11.70</td>
<td>12.05</td>
<td>12.41</td>
</tr>
</tbody>
</table>

9. Any Director, Assistant Director, Monitor, or Co-Coordinator who uses his or her privately owned vehicle in the conduct of authorized business of the Buffalo City School District during the Summer Food Program will be compensated at the rate of fifty cents ($0.50) per mile.

10. Any employee who is asked by their superior to work more than eight (8) hours in any workday will be paid time and one-half (1 1/2) the employee’s regular hourly rate of pay for all work performed in excess of the eight (8) hours. The decision to work overtime is voluntary and there shall be no discrimination against any employee who declines to work overtime.

11. It is agreed that there is no perfect attendance incentive for workers in the Summer Food Program.

12. Any employee expecting to be absent from a scheduled workday must inform the Food Service Director two hours before the work shift. An employee who is absent and/or tardy 3 or more times during the summer program will lose their summer program assignment and be placed on the substitute list. It is agreed that any employee who applies to be a substitute must have transportation to get to the various summer program sites in a timely manner.

13. When an employee is or expected to be absent the Buffalo City School District shall post this vacancy at Summer Food Program commissary location for individuals that are interested in substituting for the absent employee. It is agreed that any employee who applies to be a substitute must have transportation to get to the commissary in a timely manner.

14. No employee of the Summer Food Program may be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Any action by the Buffalo City School District or any agent or representative thereof shall be subject to the applicable provisions of the Civil Service Law.

15. Quadrant coordinators, Monitors, Site Supervisors and commissary staff will be issued 2 summer program T-Shirts to be worn while working the summer program. The dress code for the summer program will be closed toe shoes,
pants, knee length shorts or skirts, or capris with the summer program shirt.
The shirt cannot be altered in any way. Replacement shirts will be at the cost
of the employee. Hair restraints and food service gloves must be worn while
serving the meals.

16. The appropriate amount of union dues will be assessed and paid through
payroll deduction.

17. This Memorandum of Understanding shall not be effective or binding on
either party until it is ratified by the Union membership and approved by the
Buffalo City School Board of Education.

For the District

[Signature]
Donald A. Ogilvie
Interim Superintendent of Schools
Date 11/13/14

For Local 264

[Signature]
Sean Carney
President of Local 264
Date 11/13/14