



Nutrition Services Summary

This document is a digest of the unit-specific settlements for Nutrition Services. Anything underlined in this document is the new contract language. Anything that has a strike-through is no longer in the contract. Other language is summarization of new changes. Any section that is not addressed in these documents remains the same. The purpose of this document is to provide a summary of the Nutrition Services tentative agreement for the 2016 General Membership Meeting and is pending ratification.

In addition to gains made as outlined in the overall summary document, the following additions were made to the Nutrition Services Collective Bargaining Agreement:

Article VI, Section 2 - Stipends

- **Contract Incentive Stipend:** A new stipend was created for a total of \$659. This was created by rolling the stipends together listed below. This is not prorated, unless an employee starts after the start of school and then only by the number of months worked in the year.
 - *Training Stipend – Formerly \$200 a year*
 - *Clothing Stipend – Formerly \$425 a year, \$200 of which was prorated*
- This new Contract Incentive Stipend will increase by the same percentage as the base wage, so each year it will grow by the percentage bargained that year.

Article III, Section 9 - Assignment and Transfer

- **Reassignment:** We removed the option for people to volunteer to be reassigned. Only the least senior employee will be moved.
- **Involuntary Transfer Process:** The District will send a list of open positions to employees being involuntarily transferred three days prior to the meeting where they choose from open jobs.
- Employees may choose to be the involuntary transfer if they are more senior, but if they don't like the jobs on the list, must withdraw their name from the involuntary transfer list no later than 24 hours prior to the meeting.
- **Posting of vacancies:**
 - The district will send notice to all employees – no longer required by e-mail
 - Positions won't be posted over the summer unless the District notifies the bargaining unit prior to the end of the school year.
- **Demotion:** Employees may choose to demote to a lower position using the following process:
 - Complete the designated form
 - The District places the employee in the pool of interested candidates requesting a transfer to the open position.
 - The most senior qualified employee in the voluntary transfer pool shall receive the position.
- **Promotion:** In-District Nutrition Services experience, subbing out of class and cross training experience shall be strongly considered.
- **Subbing out of class:** We updated this language to reflect current practice.
 - Assignments will be made at the site first. They will be made by seniority as long as the employee is qualified to assume the position.
 - A new system for timekeeping is being implemented in the near future. Once implemented, employees will log into the system to record when they are subbing out of class.
 - In the first days of school, the District will request names of employees wishing to sub out of class at other sites. After 10 days, the list will be published in seniority order. The list will be used to make subbing out of class assignments.

Article III, Section 12 - Hours of Work and Overtime/Scratch Cooking

- Menu Development: The District will collaboratively work with the Nutrition Services Leadership team to develop menus that are cost effective, comply with federal regulations, and comply with the agreed upon staffing formula. The leadership team will review and discuss the revised staffing formula and impacts of the new scratch cooking menu items.
- To offset the implementation of scratch cooking in elementary schools, additional staffing shall be added in kitchens using the following formula:
 - 15 minutes for the first 150 meals served
 - Between 151-300 – the kitchens will get 30 minutes of additional staffing time
 - 301-450 meals – an additional 45 minutes of staffing
 - 451-600 – an additional 60 minutes of staffing time
 - In the first year of implementing scratch cooking in elementary schools, kitchens will receive twice the amount of additional staffing based on the previous year's daily average of meals served.
- The District intends for point of service work (IE: Mosiac) to return to the secretaries. However, in the instance this doesn't happen, the following language applies:
 - As part of the agreed upon staffing formula contained in Article III, Section 12 (5), in elementary schools where NS staff are implementing point of service system will be provided the following:
 - Kitchens that serve 0-50 breakfasts per day on average shall receive 30 additional staffing minutes.
 - Kitchens that serve 51-150 breakfasts per day on average shall receive 45 additional minutes of staffing.
 - Kitchens that serve 151+ breakfasts per day on average shall receive 60 minutes additional minutes of staffing.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE SPOKANE SCHOOL DISTRICT
AND
THE SPOKANE EDUCATION ASSOCIATION
REPRESENTING
NUTRITION SERVICES STAFF**

The District and the Association agree that the following memorandum of understanding represents a commitment to perform specific activities in order to improve the food services program. Specifically, the District and the Association agree on the following activities:

- Effective September 2016, the District will begin updating job descriptions and NS Management will use these updated job descriptions to set expectations consistent with the collective bargaining agreement proposal mutually agreed upon through collective bargaining.
- Beginning the 2016-17 school year, the district and the association agree that sub out of class options will only be provided if the employee to be substituted for is out for more than 1 hour on a given day. Sub out of class assignments at another site must be a minimum of 2 hours.
- Beginning September 2016, the District will explore options for utilizing an electronic time reporting system. The intent is that such a system would:
 - Allow employees to sign in to each potential job assignment;
 - Improve reporting accuracy and efficiency regarding subbing out of class assignments;
 - Allow management to monitor and confirm that employees are taking all required breaks and lunch periods; and
 - Allow the District and the Association access to more reliable data on labor hours used in the staffing formula.
 - Prior to implementation, the parties will bargain the impact.
- By January 2017, the NS management will develop a skills check list for each position to ensure that all staff understand the skills required to be considered for promotion within the work unit, and to clarify job expectations consistent with the job descriptions.
- By November 2016, the District's HR will provide professional development to all NS administrators on the progressive discipline process, and how to conduct meaningful conversations regarding job performance. Kitchen managers shall be provided professional development on how to conduct meaningful conversations regarding job performance.
- By February 2017, NS management will provide professional development to all NS staff on the progressive discipline process and training on how to provide and listen to meaningful job performance feedback to colleagues.
- By March 2017, the District and the Association will work together to explore practices in place in other districts to determine if improvements can be made in the way employees sub out of class and cross train.
- By July 2017, the District will develop a Standard Operating Procedures (SOP) manual that will assist staff in meeting quality standards for our customers. The topics and content of the SOP manual will be developed in collaboration with Nutrition Services team members and the leadership team.
- By July 2017, the District's NS management and Human Resources Department will update its training plan to ensure it can deliver both technical and soft skills training to improve the effectiveness and culture in district kitchens. This training will include workplace culture expectations.