

Sideletter
between
San Francisco Unified School District
and
Service Employees International Union Local 1021
Student Nutritional Services (SNS) School Year 2021- 2022 Bidding

The San Francisco Unified School District (the “District”) and Service Employees International Union (the “Union”) enter into this Side Letter to provide guidelines for SEIU bargaining members in the 2615 & 2616 Student Nutritional Services classifications to bid for School Year open positions. This Side Letter will be incorporated into the collective bargaining agreement upon ratification of the current agreement which expired on June 30, 2020. The parties agree to meet and confer at the end of the 2021-22 school year or upon request of either of the parties to discuss possible modifications to this side letter, prior to incorporating this language into the upcoming collective bargaining agreement.

18.1 Assignment

Any changes in hour or site assignment for Student Nutrition Service employees will be based on program needs and seniority. All things being equal, seniority will be the governing factor.

18.2 First Bidding Process for Upcoming School Year

Every spring, all known open positions for the upcoming school year will be filled using a bidding process that includes three major steps: (1) Building the List of Openings by Site, (2) Submitting Choices, and (3) Filling Open Positions. At each step in the process, SNS management will provide packets of written information to SNS employees, which will be available in English, Chinese, and Spanish.

Employees will be notified of their assignment for the upcoming school year before the end of the current school year.

18.2.1 Building the List of Openings

18.2.1.1 Every spring SNS management will send a Bidding Survey to all SNS employees via mail, email and asking them to indicate their plans for the coming school year and to return it within a two-week time frame.

18.2.1.1.1 SNS employees will use the Bidding Survey to indicate whether they:

- (a) Will not be participating in the bidding process because they would like to stay in their current position for the coming school year;
- (b) Want to move to a different position via the bidding process for the coming school year; or

- (c) Are not planning to work in SNS in the coming year and whose current position will be added to the list of openings for the bidding process.

18.2.1.1.2 The Bidding Survey will include language to help employees understand some of the implications of participating in and how the bidding process works. For example:

- (a) There is no guarantee that everyone will get one of their choices.
- (b) Employees with higher seniority are more likely to get one of their choices than employees with lower seniority.
- (c) Employees must submit the request form on time to be considered for the bidding process.
- (d) How seniority is determined.

18.2.1.2 When a position has a change in hours

Employees working in a regularly scheduled position that will have a change in hours for the upcoming school year will also receive a Notice of Schedule Change Form that describes the changes for the coming year, and they will be asked to fill out the form and return it to SNS management with the same two-week time frame as the Bidding Survey. By completing the Notice of Schedule Change Form SNS employees will indicate whether they are:

- (a) interested in keeping their current position with the new hours in the coming year, or
- (b) want the position with the new hours added to the list of openings for the coming year because they would like to move to a different position via the bidding process.

18.2.1.3 Seniority List Sorted by Total Seniority

SNS management will also send the Seniority List of all SNS employees. Employees with higher seniority will be more likely to get one of their choices than employees with lower seniority, so reviewing the Seniority List will help employees understand where they will be positioned in the bidding process. Employees who have any questions about their place on the Seniority List can follow-up with Human Resources.

If errors are found in the Seniority List, a new list will be sent to employees before bidding is completed.

18.2.1.4 Creation of Bidding List

SNS management will compile all the responses from the Bidding Survey and Notice of Schedule Change Form to create a list for the coming school year. A position will be considered open for the coming school year if:

- (a) it is a new position;
- (b) the regularly scheduled employee has indicated that they would like to move to a different position in the coming school year;
- (c) the regularly scheduled employee has indicated that they are not planning to work in SNS in the coming school year; or

- (d) there is no regularly scheduled employee in the position (including positions which were vacated during the school year and currently filled by temporarily assigned employees);
- (e) the position is located at a Refresh site/cooking kitchen (Middle/ High school) or Heat & Serve site (Elementary, Middle, or High schools) location;
- (f) if the position includes benefits.

18.2.2 Bidding Orientation

18.2.2.1 SNS management in partnership with the Union will host a voluntary Bidding Orientation Session(s) for any interested employees to learn about the bidding process.

18.2.2.2 The Bidding Orientation will review:

- (a) implications of bidding process
- (b) how bidding process works including
 - (i) how to review the list of open positions
 - (ii) how to submit Bidding Survey
 - (iii) seniority process

18.2.3 Submitting Choices

18.2.3.1 SNS management will provide all employees participating in the bidding process for the coming school year with an Openings and Bidding Form asking them to list their top choices and return it within a two-week time frame.

18.2.3.2 The Opening and Bidding Form will include the name of the school and the hours for all positions.

18.2.3.3 Each employee will have the option of listing up to five choices in order of priority on the Opening and Bidding Form, and may include their current position as one of their choices.

18.2.4 Filling Open Positions

18.2.4.1 Positions will be filled based on Seniority, and SNS management will make every effort to assign all employees to their highest ranked choice.

- (a) The Union will designate a minimum of two (2) people who will act as observers of this process.

18.2.4.1.1 SNS management will create a list of employees who submitted an Opening and Bidding Form and sorted it in order from highest to lowest seniority. If employees have the same seniority date, the last three digits of their social security number will be used as a tie-breaker with the largest three-digit number ranked the highest.

18.2.4.1.2 The employee ranked highest on the list noted above will be assigned to their highest ranked choice with an opening. Then the next person on the list will be assigned to their highest ranked choice with an opening, and this process will be repeated until every employee's Opening and Bidding Form has been reviewed.

18.2.4.1.3 Employees who are not assigned to one of their choices via the foregoing process will be assigned to an unfilled opening based on seniority and proximity to home. The employee ranked highest on the seniority list will be assigned to the unfilled position that is closest to their home address. The employee with the next highest seniority will be assigned to the unfilled position that is closest to their home, and this process will be repeated until all openings are filled.

18.2.4.2 Before the end of the current school year, SNS management will mail, email and assignments for the upcoming school year to all employees, and will work directly with SNS employees to explore ways to address any concerns about their assignments.

18.2.4.3 SNS management will provide copies of the following to the Union: (1) packets of written information sent to SNS employees; (2) a ranked list of employees who submitted an Openings and Bidding Form that is used to fill openings via the bidding process; (3) a list of employees who did not get assigned to one of their choices via the bidding process; (4) list of all assignment offers from the bidding process; and (5) a list of each worker's bids.

18.2.5 Second Bidding Process

18.2.5.1 To prevent any long-term vacancies the bidding process will be repeated in the 2nd bidding. The same process will be implemented and will occur and will be completed no later than September 30th of every year.

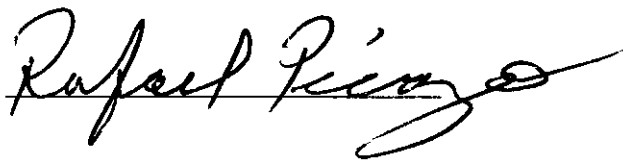
18.2.5.2 Employees will be placed in their position within twenty (20) working days of completion of the bidding process.

For the District:

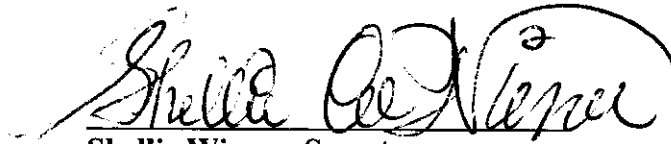


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For the Union:

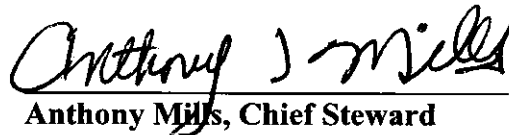


**Rafael Picazo, President
San Francisco Unified School District
SEIU Local 1021**



Shellie Wiener, Secretary
SEIU Local 1021

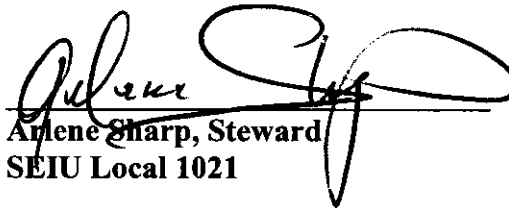
Antonae Robertson, Treasurer
SEIU Local 1021



Anthony Mills, Chief Steward
SEIU Local 1021

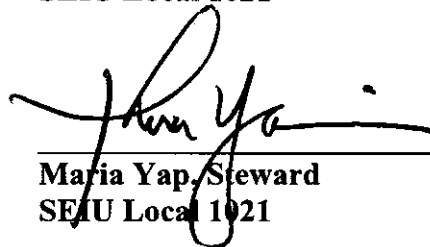


Lorraine Bowser, Steward
SEIU Local 1021

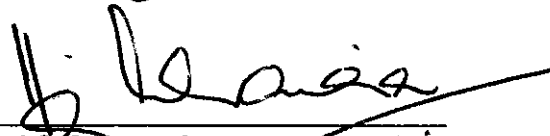


Arlene Sharp, Steward
SEIU Local 1021

Jeanine Butler, Steward
SEIU Local 1021



Maria Yap, Steward
SEIU Local 1021



Hari Subramanian
Field Team Supervisor - Education
SEIU Local 1021

