

MEMORANDUM OF UNDERSTANDING  
Between  
RIVERSIDE COMMUNITY COLLEGE DISTRICT  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 535

**2023 SUMMER WORKWEEK & VACATION CARRYOVER**

The Riverside Community College District (hereinafter "District") and the California School Employees Association, Chapter 535 (hereinafter "CSEA"), have agreed to activate a four-ten workweek for 2023 summer, as described below:

1. The four-ten schedules will start Sunday, June 11, 2023 and will end Saturday, August 12, 2023.
2. Full-time classified employees who work Monday through Friday schedules will work ten (10) hours per day during the four (4) days Monday through Thursday of each week with the following exceptions:
  - a. Offices that are required to serve the needs of the District and/or the public Monday through Friday will provide staffing for the five (5) days.
  - b. For employees working schedules other than those noted in item #2 above, options for alternate work plans may be developed. The immediate supervisor shall schedule classified employees with input from the employees involved, and in consultation with CSEA. Such scheduling shall remain the same for the entire summer. Any exceptions will be approved and communicated by the appropriate President or Vice Chancellor to the immediate supervisor.
  - c. Those employees choosing not to participate in the alternate workweek schedule may be reassigned to an alternative work location if his/her regular work site is closed as a result of the summer schedule.
3. Part-time classified employees with supervisor approval may have their work hours adjusted to accommodate the four-ten summer workweek, but the total number of hours shall not increase the total number of hours worked in a week.
4. Employees taking advantage of the alternate workweek summer schedule, all full-day absences (vacation, sick, bereavement, etc.) will be reported in increments of ten (10) hours, not to exceed forty-(40) hours in a workweek.
5. Classified employees who do not wish to participate or be reassigned to an alternative work location at their respective location during the four-ten hour day workweek have the option of using vacation, compensatory time off, or may request a reduced workload. All requests are subject to supervisory approval.
6. Vacation Usage Changes:
  - a. Per the current collective bargaining agreement (CBA), vacation time must be used in the fiscal year following accrual of time. Upon ratification of this agreement, the Parties agree to;
    - i. CSEA and the District agree to permanently change the vacation usage deadline to the following: "Vacations are not accumulative and must be taken within fourteen-months after the fiscal year the vacation was earned (August 31)."
    - ii. Upon ratification of this agreement, the Parties agree to incorporate this change into the CBA Article XIX – VACATIONS, Subsection F during the next contract negotiations session.
    - iii. The cash compensation shall be paid on the first warrant after August 31<sup>st</sup> of the fiscal year following the year in which the vacation was earned.

This agreement is subject to approval per CSEA Policy 610 and by the RCCD Governing Board of Trustees.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023

*Casandra Greene*

Casandra Greene  
President – CSEA, Chapter 535

*Tammy Few*

Tammy Few (Mar 28, 2023 09:36 PDT)

Tammy Few  
Vice Chancellor – HRER

*Joshua T. Fleming*

Joshua T. Fleming (Mar 23, 2023 09:36 PDT)

Joshua Fleming  
Labor Relations Rep CSEA

RCCD Employees Chapter 535 Negotiation Team

*Julie Taylor*

Julie Taylor

*Andrew Graham*

Andrew Graham

*Bryan Medina*

Bryan Medina

*Sharlena Segura*

Sharlena Segura

*Azadeh Iglesias*

Azadeh Iglesias (Mar 27, 2023 14:09 PDT)

Azadeh Iglesias

*Elena Santa Cruz*

Elena Santa Cruz (Mar 23, 2023 09:36 PDT)

Elena Santa Cruz

# 2023 Summer Four-Ten Workweek MOU\_03-21-23

Interim Agreement Report


2023-03-28


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## Agreement History


Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.


## "2023 Summer Four-Ten Workweek MOU\_03-21-23" History

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-  Signer azadeh.iglesias@norcocollege.edu entered name at signing as Azadeh Iglesias  
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-  Signer jfleming@csea.com entered name at signing as Joshua T. Fleming  
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-  Document emailed to Casandra Greene (casandra.greene@rcc.edu) for signature  
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