

MEMORANDUM OF UNDERSTANDING
Between
RIVERSIDE COMMUNITY COLLEGE DISTRICT
And

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE COMMUNITY COLLEGE DISTRICT EMPLOYEES CHAPTER 535


2025 SUMMER WORKWEEK


The Riverside Community College District (hereinafter "District") and the California School Employees Association and its Riverside Community College District Employees Chapter 535 (hereinafter "CSEA"), have agreed to activate a four-ten workweek for 2025 summer, as described below:


1. The four-ten schedules will start Sunday, June 15, 2025 and will end Saturday, August 16, 2025.
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 at their regular work site if the employee's 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. Eight (8) hours will be given for the July 4th holiday during the 4/10 summer work week schedule. The District will revert back to the normal five (5) day/eight (8) hour work schedule, for the week of July 4th. The July 4th holiday will be recorded as an eight (8) hour holiday.


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


CSEA Chapter 535 Negotiations Team:


Yesenia Gutierrez (Jun 4, 2025 09:50 PDT)
Yesenia Gutierrez
Labor Relations Rep. – CSEA

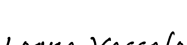

Stephen Ashby (Jun 4, 2025 09:52 PDT)
Stephen Ashby
President – CSEA, Chapter 535


Vincent Alonzo (Jun 4, 2025 09:56 PDT)
Vincent Alonzo


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District Negotiations Team:


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Director, ELRCSS


Tammy Few (Jun 5, 2025 09:37 PDT)
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Vice Chancellor, HRER