

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

**2024 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 2024 summer, as described below:

1. The four-ten schedules will start Sunday, June 9, 2024 and will end Saturday, August 10, 2024.
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 location 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.

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


Dated this 19 day of March, 2024



Casandra Greene  
President – CSEA, Chapter 535

  
Tammy Few (Apr 5, 2024 15:57 PDT)

Tammy Few  
Vice-Chancellor – HRER

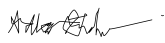
  
Yesenia (Apr 5, 2024 11:33 PDT)

Yesenia Gutierrez  
Labor Relations Rep – CSEA

RCCD Employees Chapter 535 Negotiation Team



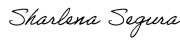
Julie Taylor



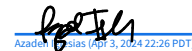
Andrew Graham



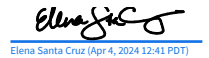
Bryan Medina



Sharlena Segura

  
Azadeh Iglesias (Apr 3, 2024 22:26 PDT)

Azadeh Iglesias

  
Elena Santa Cruz (Apr 4, 2024 12:41 PDT)

Elena Santa Cruz