

**MEMORANDUM OF UNDERSTANDING
2014 SUMMER WORK SCHEDULE**

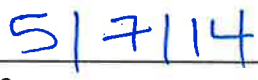
This MEMORANDUM OF UNDERSTANDING (MOU) is entered into, by and between the Mt. San Antonio Community College District (District) and the California School Employees Association (CSEA) and its Mt. San Antonio College Chapter 262. The intent of this MOU is to produce cost savings for the District through reducing the number of buildings in use during the duration of this MOU. This MOU shall not be deemed precedent setting and shall only be valid from Sunday, June 15, 2014, through Saturday, August 9, 2014.

The District and CSEA have agreed as follows:

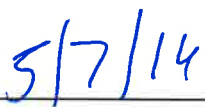
1. This MOU implements an alternative work schedule consisting of ten (10) hours worked per day over a four (4) day week, Monday through Thursday, with Friday through Sunday designated as non-work days, (i.e. "4/10 work schedule"). This work schedule shall be referred to in this MOU as the "summer work schedule".
2. During the summer work schedule, the workday shall be defined as 10 hours per day. This shall include sick days, vacation days, jury duty, bereavement, and holidays, including floating holidays. Those assigned to a position of less than one hundred percent (100%) shall be pro-rated. Floating holidays may be used incrementally, no less than a quarter hour (15 minutes). At the end of the summer work schedule remaining floating holiday time will be converted back to an eight (8) hour per day equivalent in accordance with the attached chart.
3. Since July 4th falls on a Friday during the 2014 summer work schedule, Thursday, July 3rd will be observed as the alternate holiday for employees on a summer schedule. Employees who work on July 4th will be compensated in accordance with the collective bargaining agreement.
4. There may be some departments/work units and/or programs for which it is not feasible to eliminate services on Fridays, and/or Saturdays and Sundays to run District programs or provide necessary services on these days (Ex. Public Safety, etc.). In these instances, employees may observe a day other than Friday as the day that is not worked. Vice Presidents may designate a different four (4) days worked based upon operational needs. In the event where an unforeseen or urgent operational need is identified, the Vice President will notify CSEA 262 and the Vice President of Human Resources of the intent to adjust schedules.
5. The lunch will be scheduled in accordance with the provisions of the collective bargaining agreement, which allows for a minimum of a one-half (1/2) hour uninterrupted lunch period, and two (2) twenty (20) minute rest periods for workdays of ten (10) hours or longer.
6. Employees may use leave provisions of the collective bargaining agreement or dock time to accommodate personal obligations provided required service levels are maintained. Time off requests shall be approved in advance by the immediate manager. If no response is received within five (5) working days of the request, it will be considered approved.
7. Employees may request alternate scheduling options to meet their individual needs through their immediate manager. All such requests must be communicated by the manager to his/her Vice President, who will review the request and notify the manager of his/her decision. The Vice President of Human Resources may be consulted by the division Vice President and/or CSEA if conflicts arise.
8. The summer work schedule will end, and employees will resume the regular work schedule that they were assigned prior to the start of this MOU on Sunday, August 10, 2014.

ACCEPTED AND AGREED TO:

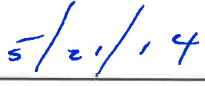

Hawk Yao, 1st Vice President
CSEA, Chapter 262


Date


Andy Ritchie
CSEA Labor Relations Representative


Date


James P. Czaja, Vice President
MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT


Date