

MEMORANDUM OF UNDERSTANDING

Between California School Employees Association and its Placentia-Yorba Linda Chapter # 293  
And the Placentia-Yorba Linda Unified School District  
May 18, 2017

This Memorandum of Understanding represents the conclusion of the parties' negotiations on the implementation of a 4-day /10-hour per day workweek schedule from June 19, 2017 until August 11, 2017. The parties agree to the following:

1. The parties agree that bargaining unit members, who are working during the specified time period, shall have the option of either working a 4-day /10-hour per day workweek schedule (4/10 Schedule) or maintain their regularly scheduled hours. The 4/10 Schedule shall not be an option for members in the classification of Child Care Teacher I, Child Care Lead Teacher and Hourly/Monthly Language Development Asst. – Assessment Center. Bargaining unit members shall let their immediate supervisor know of their decision by June 9, 2017.
2. Bargaining unit members choosing a 4/10 schedule who have a regular schedule of eight (8) hours per day for five (5) days per week shall work ten (10) hours per day for the first four (4) days of the week. Members shall choose from one of the following shifts.

<i>Shift Hours</i>	<i>Meal Period Duration</i>
6:00 a.m. – 4:30 p.m.	½ hour
6:00 a.m. – 5:00 p.m.	1 hour
6:30 a.m. – 5:00 p.m.	½ hour
6:30 a.m. – 5:30 p.m.	1 hour
7:00 a.m. – 5:30 p.m.	½ hour
7:00 a.m. – 6:00 p.m.	1 hour
7:30 a.m. – 6:00 p.m.	½ hour

3. Bargaining unit members choosing a 4/10 schedule who have a regular schedule of less than eight (8) hours per day shall have their shift hours equally distributed within the first four (4) days of the week.<sup>1</sup> Start and stop time of shift for each day shall be mutually agreed upon by the employee and the supervisor, except for members in the Custodial classification who work in elementary and middle schools. In the event that a member and her/his supervisor are unable to schedule a mutually acceptable shift, the affected employee and supervisor shall meet with the Assistant Superintendent of Personnel (or designee) and a representative of CSEA to resolve the issue.
  - a. Custodians who work in elementary and middle schools shall mutually agree and coordinate their start and stop times with the other custodians at their site. In the event that members are unable to mutually coordinate their schedules, the employees shall meet with their immediate supervisor to resolve the issue. In the event that the immediate supervisor is unable to resolve the matter, the affected employees and supervisor shall meet with the Assistant Superintendent of Personnel (or designee) and a representative of CSEA to resolve the issue.

---

<sup>1</sup> The schedule of a less than 8 hours per day employee shall be referred to as a 4/10 schedule in this document even if the unit members works less than 10 hours per day.


4. The 4/10 Schedule shall not apply to the week of July 3, 2017. Bargaining unit members shall work their regularly scheduled hours during this week with the July 4, 2017 holiday observed July 4, 2017 as a holiday per the parties' Collective Bargaining Agreement.
5. Bargaining unit members choosing a 4/10 schedule shall have the following 4/10 Schedule depending on the number of months worked per year, summer school schedule, and classification:
  - a. Unit members who are 12-month Employees working at a School Site or District Office (not in the Maintenance and Operations Department or the classifications of Child Care Teacher I and Child Care Lead Teacher) shall work a 4/10 Schedule from June 19, 2017 until August 11, 2017. Unit members shall return to their regular per week and per day schedule on August 14, 2017.
  - b. Unit members who are less than 12-month employees and have an ending date after June 16, 2017 shall work a 4/10 Schedule for the following period of time depending on their ending date. Unit members shall return to their regular per week and per day schedule upon their starting date for the 2017/2018 school year.

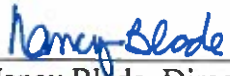
<i><u>Unit Member's End Date</u></i>	<i><u>Weeks with 4/10 Schedule</u></i>	<i><u>Days with Regular Schedule</u></i>
<u>June 28, 2017</u>	<u>June 19-22</u>	<u>June 26, 27, 28</u>
<u>June 29, 2017</u>	<u>June 19-22</u>	<u>June 26, 27, 28, 29</u>
<u>June 30, 2017</u>	<u>June 19-22</u>	<u>June 26, 27, 28, 29, 30</u>
<u>July 7, 2017</u>	<u>June 19-22, June 26-29</u>	<u>July 3, 5, 6, 7</u>
<u>July 14, 2017</u>	<u>June 19-22, June 26-29</u>	<u>July 3, 5, 6, 7, 10, 11, 12, 13, 14</u>

- c. Unit members working Elementary summer school, summer enrichment, and 9<sup>th</sup>-12<sup>th</sup> Grade summer school shall work a 4/10 Schedule for the duration of the respective summer programs. Unit members shall return to their regular per week and per day schedule upon their starting date for the 2017/2018 school year.
  - d. Unit members who are 12-month Employees in the Maintenance and Operations Department shall work a 4/10 Schedule from June 19, 2017 until August 11, 2017. Members who regularly work Monday through Friday shall work from Monday through Thursday during the 4/10 period and members who regularly work Tuesday through Saturday shall work Tuesday through Friday. Unit members shall return to their regular per week and per day schedule on August 14, 2017.
6. Calendar (1050) – MS Library Media Tech, Calendar (1075) – Monthly – School Secretary I, Clerk I/II, Attendance Clerk and Calendar (1076) – Hourly – Student Activities Finance Clerk that begin the week of August 7<sup>th</sup> have the ability to work with the site administrator to schedule their work days for the week of the August 7<sup>th</sup>-11<sup>th</sup>, 2017.

7. Bargaining unit members choosing a 4/10 Schedule shall be compensated for any Vacation and/or Leave time taken during the specified time period at ten (10) hours per day or for the appropriate number of hours they would have worked for that day as per the 4/10 Schedule.
8. Bargaining unit members working a 4/10 Schedule, who work ten (10) hours per day, shall be provided with a twenty (20) minute rest period within the first five (5) hours of his or her scheduled day and a twenty (20) minute break within the second five (5) hours of his or her scheduled day. Unit members working less than ten (10) hours per day shall be provided one (1) fifteen (15) minute rest period for each full four (4) continuous hours of work per day.
9. Overtime for bargaining unit members choosing a 4/10 Schedule, whose average workday without a 4/10 schedule is four (4) hours or more per day, shall be defined as any time required to be worked in excess of ten (10) hours in any one day or in excess of forty (40) hours in any calendar week, or the fifth, sixth, or seventh day following the commencement of the workweek. Overtime for bargaining unit members choosing a 4/10 Schedule, whose average workday without a 4/10 schedule is less than four (4) hours per day, shall be defined as any time required to be worked in excess of ten (10) hours in any one day or in excess of forty (40) hours in any calendar week, or the sixth or seventh day following the commencement of the workweek. Compensation under this section shall be consistent with Section 17.4 of the parties' Collective Bargaining Agreement.

Signed by:

  
\_\_\_\_\_  
Job Suarez, President  
CSEA and its Chapter #293

  
\_\_\_\_\_  
Nancy Blade, Director of Personnel  
Placentia-Yorba Linda USD

 5/9/17  
\_\_\_\_\_  
Ariana Gomez  
CSEA Labor Relations Representative