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**MEMORANDUM OF UNDERSTANDING
PASADENA AREA COMMUNITY COLLEGE DISTRICT
AND ITS
PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS (PCC-CFT)
LOCAL 6525 PCC/CFT**

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April 20, 2023

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SUMMER SCHEDULE

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The collective bargaining proposal presented herein by the Pasadena Area Community College District (PACCD) to the Pasadena City College California Federation of Teachers (PCC-CFT) Local 6525 PCC/CFT is expressly made pursuant to the Educational Employment Relations Act and the Collective Bargaining Agreement between the parties.

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The parties agree that beginning with the period commencing on or after June 11, 2023, unit members will have their work schedule converted to a four day a week (Monday through Thursday) ten-hour workday (summer 4/10 schedule). The summer 4/10 schedule will remain in effect through August 19, 2023. Beginning with the first scheduled workday after this date, unit members' schedules will revert to the schedules worked prior to the implementation of this MOU.

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- Definition of a 4/10 Work Schedule: A 4/10 work schedule is where employees work 10 hours per day for four days each week.
 - The 4/10 work schedule is available to all full-time unit members, except those who are employed in positions that require continuous staffing, or whose duties cannot be performed on a 4/10 schedule due to business needs.
 - The 4/10 work schedule will begin the week of June 11, 2023 and will end the Saturday before the first academic day of the fall semester (August 19, 2023). The standard workday will be 10 hours long, not including a 30-minute unpaid meal break but including two 20-minute paid rest breaks. Breaks may not be combined or used to shorten the workday; however, a unit member may elect to combine one rest break with their lunch break. The workday will begin at the designated start time, and the end time will be 10 1/2 hours later, with a 30-minute meal break. All employees will work four days each week, Monday through Thursday with three days off.
 - The standard work shift will begin at 7:00 A.M. and end at 5:30 P.M. with a one-half (1/2) hour uninterrupted, duty-free lunch period. Alternate schedules may not begin earlier than 6:00 A.M. and may not end later than 6:30 P.M.
 - Employees may arrange an alternate work schedule by communication and mutual agreement with their supervisor prior to the beginning of the summer schedule.
 - Employees may request to work less than 10 hours per day by use of their vacation and/or compensatory time. Such requests must be received by their supervisor no less than one week prior to the date of use. Sick and/or Personal Necessity Leave may not be used to supplement the 10-hour day.
 - Overtime will be paid for any hours worked beyond the scheduled 40 hours per week at the regular overtime rate. Employees who work overtime must obtain prior approval from their supervisor.
 - Employees on the summer 4/10 work schedule will receive holidays and time off. Employees will be eligible for vacation, sick leave, personal time, and other leave benefits based on their respective eligibility criteria.

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- Exceptions to this agreement may be made on a case-by-case basis with prior approval from the appropriate supervisor or department head.
 - The effectiveness of the summer 4/10 work schedule will be evaluated at the end of each summer to assess its impact on employee productivity, work-life balance, and other relevant factors.
 - Communication: This agreement will be communicated to all employees in writing and will be available on the organization's website. Supervisors will be responsible for ensuring that their employees understand and comply with the agreement.

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56 This MOU is subject to ratification by the Board of Trustees. This MOU shall take effect upon its

57 execution and approval by the Parties, and shall be deemed to be effective through August 31,

58 2023. This MOU shall remain in effect for its duration, and shall immediately lapse thereafter. This


59 MOU is non-precedential, and may not be utilized as the basis for any current or future claim of a

60 past practice.

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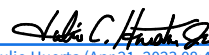
64 For the District: 
[Robert Blizinski \(Apr 20, 2023 13:06 PDT\)](#) Date: Apr 20, 2023

65 Robert S. Blizinski,

66 Assistant Superintendent/Vice President Human Resources

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69 For PCC-CFT, Local 6525: 
[Julio Huerta \(Apr 21, 2023 08:45 PDT\)](#) Date: Apr 21, 2023

70 Julio C. Huerta,

71 CFT President