

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LONG BEACH COMMUNITY COLLEGE DISTRICT
AND
LBCCE/AFT/AFL-CIO
ARTICLE X – HOURS AND OVERTIME
March 21, 2018**

In consideration of the budget implications to the District, the District and LBCCE have an interest in reducing operational expenses, and will institute an alternative work schedule for summer session 2018. A 4/10 work schedule will provide cost savings in support of the District's priorities and goals.

1. The 2018 alternative 4/10 work schedule will begin the week of June 4, 2018 and continue through August 17, 2018.
 - a. During this period, the District will schedule unit employees to work four days per week, ten hours per day, Monday – Thursday.
 - b. The daily hours of operation will be from 7:30 am – 6:00 pm.
 - c. Scheduling exceptions may prevail where coverage is essential for operational needs, safety concerns, departmental efficiency, or reasonable accommodations. A list of those impacted classifications is attached as Exhibit A. The District, however, reserves the right to identify other classifications as the need arises. These classifications or impacted positions shall not be governed by this MOU and will not be subject to the 4/10 schedule.
 - d. Other issues will be addressed jointly by these parties on a case-by-case basis before implementation by the District.

It is management's responsibility to ensure that there is office coverage during the operating hours.

2. To mitigate fatigue, breaks shall be extended from 15 minutes to 20 minutes. Employees may request a 60 minute lunch break by extending the work day an additional 30 minutes.
3. Instructionally related employees with a reduced workload as a result of a limited or non-existent instructional program may be temporarily assigned to other locations and assignments to support other programs. In such instances the union will be notified 5 days prior to reassignment by Human Resources.
 - a. No such assignment will cause an employee who has been laid off or assigned a reduced workload any diminution of employment or supersede any right to reemployment.

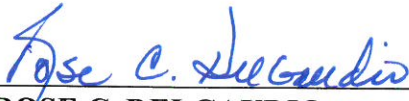
- b. On a case-by-case basis, where there will be a minimal impact on bargaining unit employment, the District may request exemptions to assign employees to work outside of their customary duties for instructionally related employees only. Such requests must be made to Human Resources at least 5 (five) working days prior to assignment.
 - c. The District will provide a weekly list of all variances provided under this Section.
4. With the approval of the supervisor, where two or more employees in the same classification request the same schedule, and there are less schedule modification opportunities than employee requests for a modified schedule, the employee with the highest seniority will be granted the request. [This Section is subject and subordinate to Paragraph 5, below.]

The District and LBCCE recognize that the demands of reasonable accommodation, child and elder care, and other like issues may take precedence on a case-by-case basis over seniority, but seniority remains the presumed basis for granting modifications unless a variance is granted (see paragraph 3(c)).

5. Employees may request accrued vacation, compensatory time, personal necessity or unpaid leave to reduce their day from 10 hours per day up to 8 hours per day. Area supervisors shall evaluate those requests by order of seniority in an effort to accommodate employees, while meeting the operational needs of the respective departments. Such requests must be submitted by May 1, 2018. Management shall respond back by May 18, 2018.
- a. Employees with a bona fide need for a variable schedule due to child care, elder care, reasonable accommodation or California Family Rights Act (CFRA) or Fair Employment Housing Act (FEHA) related issues, will have first priority for a reduced or changed schedule up to eight (8) hours per day. All changes require supervisor approval. No reasonable request shall be denied. In order to properly and timely evaluate any such requests, they must be presented to the supervisor by May 1, 2018.
 - b. Any employee who requests or has a flexible schedule, or uses any form of relief available in Paragraph 5 above, will not suffer any adverse employment action or evaluation as a result.
 - c. Should employees plan to retire soon and 2018 will be included in the final compensation year, it is recommended that employees consult with CalPERS prior to submitting for any unpaid leave as it will reduce the employee retirement benefit.
6. Employees who are approved to take a floating holiday during the period of the summer session 4/10 alternative work schedule shall be able to take the full 10 hours as a floating holiday.

7. The District retains the right to rescind the implementation of a 4/10 alternative work schedule prior to April 30, 2018. Beyond, April 30, 2018 the District reserves the right to take any reasonably necessary action in the event of an emergency under the provision of Article IV.D., Management Rights.

LONG BEACH COMMUNITY COLLEGE DISTRICT




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EXHIBIT A

4/10 Alternative Work Schedule

Exempt Classifications

2018

Academic Affairs: Child Development Center

- Administrative Assistant
- Child Center Assistant II
- Child Development Center Associate Teacher
- Child Development Center Teacher
- Child Development Program Assistant
- Nutrition Aide
- Office Assistant

Facilities and Stadium Operations: Trades and Custodial

- Accountant
- Administrative Assistant
- Aquatic Facilities Technician
- Athletic Field Maintenance Worker
- Carpenter
- Custodian(s)
- Electrician
- Fleet and Equipment Mechanic
- Grounds Maintenance Worker(s)
- HVAC Mechanic(s)
- Irrigation/Grounds Maintenance Technician(s)
- Lead Custodian(s)
- Locksmith
- Painter
- Plumber(s)
- Senior Administrative Assistant
- Senior Locksmith
- Skilled Maintenance Workers
- Stadium Maintenance Technician

Instructional and Information Technology Services

- Help Desk Support Specialist
- Media Producer
- Multimedia Services Technician(s)
- Network Administrator
- Senior Network Administrator
- Senior Technical Support Specialist(s)
- Technical Support Specialist(s)

Revised 3/20/18