

SUMMER HOURS AGREEMENT

Unit members will have the following work options subject to the needs of the District and to the prior written approval of their immediate administrative supervisor and the Director of Human Resources, or designee:

REGULAR WORK SCHEDULE & ALTERNATIVE WORK SCHEDULE OPTIONS

REGULAR WORK SCHEDULE:

Four (4) day work week; ten (10) hours per day, Monday through Thursday. Friday is not a work day, with some exceptions to be determined on an individual or departmental basis.

ALTERNATIVE WORK SCHEDULE OPTIONS:

If an alternative work schedule is elected by the unit member and approved by the District, this shall be in effect for the duration of the summer (i.e., from May 31 - July 31, 2004).

Unit members shall receive holiday pay based on his/her scheduled work hours on any day designated a holiday.

No unit member's shift differential or other premium pay shall be affected by the 4/10 work plan, or any option under the plan, unless s/he elects to work less than eight (8) hours per day.

It is the intent of the District to attempt to reasonably accommodate a unit member's request to work one of the below alternative work schedules:

Four (4) day work week, eight (8) or nine (9) hours per day, Monday through Thursday. Friday is not a work day. This alternative schedule can be achieved in any of the following ways:

- a. A unit member shall be permitted to utilize earned and unused vacation and CTO equal to, but not to exceed, a forty (40) hour work week in paid status. Upon the unit member's written request to the Director of Human Resources, the District will advance vacation hours which the unit member will be eligible to earn in 2004-05, if necessary.
- b. A unit member with medical restrictions documented by a physician, and subject to verification by a District selected physician, may use earned and unused sick leave to maintain their regular FTE pay status.
- c. Unit members may elect a leave without pay in lieu of maintaining their FTE pay status with no impact on the unit member's District paid benefits or benefit accrual rates. Retirement service credit is subject to the rules and regulations of the Public Employees Retirement System or the unit member's retirement system.
- d. Upon written request to (and approval by) the Director of Human Resources, a unit member may utilize personal necessity leave to maintain their regular FTE pay status to accommodate difficulties with the 4/10 schedule concerning dependent care.

REST PERIODS:

An additional break of ten (10) minutes per day may be added to another rest period during the day or be utilized independently, as scheduled between the employee and the supervisor.

REQUEST PROCESS:

1. The unit member may request an alternative work schedule using the form on front page, (which also serves as a Notice of Absence form [NOA]), and forward to his/her immediate supervisor and to the Director of Human Resources, or designee. If approved at both levels, the schedule shall be implemented. Reasonable requests shall not be arbitrarily denied.
2. If not approved by immediate supervisor, the unit member, within five (5) calendar days of being denied by the supervisor, may appeal in writing to the Appeals Committee composed of the Director of Human Resources or designee, one administrator representative appointed by the Superintendent/President and a representative appointed by SEIU, Local 1021. Their decision shall be made by consensus and it is final and not subject to any further administrative review.

Article 13 (Grievance Procedure), current collective bargaining agreement between SCJCD/SEIU, shall not be used to grieve unit members' work schedule decisions made by the District and/or the Appeals Committee.

SUMMER 2005 - ALTERNATIVE WORK SCHEDULE CALENDAR

May 2005

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 H	31 10				

1 Holiday, 1 Work Day

June 2005

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 10	2 10	3 X	4
5	6 10	7 10	8 10	9 10	10 X	11
12	13 10	14 10	15 10	16 10	17 X	18
19	20 10	21 10	22 10	23 10	24 X	25
26	27 10	28 10	29 10	30 10		

18 Work Days

July 2005

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 X	2
3	4 H	5 10	6 10	7 10	8 X	9
10	11 10	12 10	13 10	14 10	15 X	16
17	18 10	19 10	20 10	21 10	22 X	23
24	25 10	26 10	27 10	28 10	29 X	30
31						

1 Holiday, 15 Work Days

30 hours work requirement during holiday weeks.

Santa Rosa Junior College

DEPARTMENT

Date: March 28, 2005
To: All Regular Classified Employees
Management Team/Department Chairs
From: Karen Furukawa, Director of Human Resources
Subject: Summer Hours for the Period From May 30 — July 29, 2005

Beginning the week of May 30, 2005, the District will implement the 4/10 work week. The work week will be four (4) days per week, Monday through Thursday. The work day will be either from 7:00 a.m. to 5:30 p.m. with a half hour lunch, or to 6:00 p.m. with an hour lunch. This schedule will be in effect until July 29, 2005.

The College's public hours will not be changed. Offices should plan on being open from 8:00 a.m. - 5:00 p.m. The College will be closed from Friday through Sunday. Any requests for exceptions to the normal public hours must be recommended to the employee's immediate supervisor and Component Administrator. If approved, those requests shall be forwarded to the Human Resources Department.

The full text of the Summer Hours Agreement is attached. The agreement explains how an employee may use vacation time and compensatory time off (CTO), or sick leave, if applicable, to work less than ten hours a day, Monday through Thursday.

NOTE: The form below must be completed and returned to the Human Resources Department only if the employee is requesting an alternative work schedule. Otherwise, it shall be assumed that employees are working within the established summer work hours and no form is required.

NOTICE OF ABSENCE FORM

Summer 2005 Alternative Work Schedule Request

NAME (PRINT OR TYPE): DEPT:

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

Table with columns: DAY, START TIME, LUNCH, END TIME, TOTAL HRS. WORKED, TIME CHARGED IF [LESS THAN 10 HRS/DAY or 40 HRS/WK]. Rows include MON, TUE, WED, THU, and FRI with checkboxes for CHARGE TO: Sick, CTO, Pers.Nec., Unpaid, Vacation, Other.

★ FRI TOTAL HRS/WEEK CHARGED: []

(★ = ONLY EXCEPTIONS FOR FRIDAY APPROVAL ARE DEPARTMENTS WITH SPECIAL REQUIREMENTS)

EFFECTIVE DATES FROM: TO: TOTAL HOURS CHARGED FOR MAY/JUNE: []

EFFECTIVE DATES FROM: TO: TOTAL HOURS CHARGED FOR JULY: []

EXPLANATION FOR REQUEST (Attach sheet if necessary.):

Signatures:

Employee's Signature, Immediate Supervisor's Signature, Component Administrator, Director of Human Resources, or Designee. Includes checkboxes for APPROVED and DENIED with Date fields.

RETURN ATTN: DIRECTOR OF HUMAN RESOURCES, HUMAN RESOURCES DEPARTMENT NO LATER THAN MAY 9, 2005
cc: NOA FILE; PAYROLL IF APPLICABLE.