

**Memorandum of Understanding  
Between the Citrus Community College District and  
the California School Employees Association and its Citrus College Chapter 101**

This Memorandum of Understanding (MOU) is entered into between the District and CSEA for the purpose of implementing a 4/10 work week schedule during the 2025 summer months as set forth below:

1. This MOU is entered into between the District and CSEA and is consistent with Article 8, Section 8.3.1 of the collective bargaining agreement.
2. Effective June 16, 2025, and ending on August 15, 2025, unit members, except as noted below, will be assigned to a four (4) day, ten (10) hours per day – as a 4/10 work week schedule – with Friday as the day off. Unit members assigned to the grounds department will continue to be assigned to a five (5) day, eight (8) hours per day work week. Based on staffing needs, the District may exempt unit members assigned to the Campus Safety department from the 4/10 work week schedule.
3. If a unit member works in a classification that is assigned to classroom activity on Fridays, such unit member may adjust their 4/10 schedule to be off on a day other than Friday, in consultation with their immediate supervisor.
4. Unit members may elect to use two hours of vacation per day to adjust their workday to eight (8) hours per day. Any such request to use vacation time to adjust the length of the workday will be presented to the unit member's immediate supervisor at least one week prior to the week requested to apply vacation to reduce the workday. Unit members may continue to request vacation as set forth in Article 13 of the collective bargaining agreement.
5. The Juneteenth holiday, recognized on Thursday, June 19, 2025, will be observed with no reduction in pay or charge to vacation time.
6. The Independence Day holiday, recognized on Friday, July 4, 2025, will be observed with no reduction in pay or charge to vacation time. During the week of June 30 – July 4, 2025, unit members will revert to a five (5) day, eight (8) hours per day work week.

Dated: Mar 27, 2025

*Simone Brown Thunder*

Simone Brown Thunder  
For the District

*Danielle Weller*

Danielle Weller (Mar 27, 2025 13:19 PDT)

Danielle Weller  
For the Association

*Michelle Ruiz*

Michelle Ruiz (Mar 27, 2025 16:18 PDT)

Michelle Ruiz  
For the Association