

**Memorandum of Understanding
between
Service Employee International Union Local 1021 (SEIU)
and
Sonoma County Office of Education (SCOE)
Summer 2024 Alternative Work Schedules**

May 22, 2024

This MOU is entered into between the Sonoma County Superintendent of Schools/Sonoma County Office of Education (“SCOE”) and the Service Employees International Union Local 1021 (“SEIU”), collectively “the Parties,” as of the latest date a party signed this MOU, below.

Recitals

Education Code section 45132 permits SCOE, with the concurrence of SEIU, to adopt a 10-hour-per-day, 40-hour, four-consecutive-day workweek for all or certain classes of SEIU unit members or for specific SEIU unit members within a class. This alternative work schedule is often called a “4/10” schedule.

The Parties wish to make available a 4/10 work schedule during the Summer of 2024 for SEIU unit members who do not directly support students during summer programs such as Extended School Year. The parties have met and negotiated this MOU in good faith.

Agreement

In consideration of the acts and promises contained in this MOU, the Parties agree to establish a 4/10 schedule for eligible, interested SEIU unit members during the summer of 2024 as follows:

- 1) The weeks of June 19 and July 4, 2024, include holidays (observation of Juneteenth and Fourth of July), so SEIU unit members shall work their normal schedules during these weeks and observe the holidays.
- 2) SEIU unit members supporting student services during the summer:
 - a. An SEIU unit member in any of the following classifications is eligible to switch to a 4/10 schedule for the workweeks listed in paragraph (3)(b) below:
 - i. Academic Support Staff
 - ii. Adaptive Technology Assistant
 - iii. Brailist - II

- iv. Department Systems Coordinator
- v. School Office Coordinator - II
- vi. TA - LVN
- vii. Teaching Assistant - Special Education
- viii. Teaching Assistant - Speech and Language
- ix. Teaching Assistant – Transition

b. Workweeks with a 4/10 schedule:

- i. July 15, 2024
- ii. July 22, 2024
- iii. July 29, 2024

3) Other SEIU unit members: an SEIU unit member who is not in any of the classifications listed in paragraph 3(a) above, is eligible to switch to a 4/10 schedule for the following workweeks:

- a. June 10, 2024
- b. June 24, 2024
- c. July 8, 2024
- d. July 15, 2024
- e. July 22, 2024
- f. July 29, 2024

4) If an eligible SEIU unit member would normally be scheduled to work fewer than 40 hours in a week in the workweeks identified above, the member may work with their supervisor to adjust their regular schedule to work the same number of hours in a week over four consecutive days.

5) By Monday, June 3, 2024, eligible SEIU unit members shall submit their preference to work a Monday-Thursday schedule or Tuesday-Friday schedule to their direct supervisors on the form provided by SCOE. The form shall also inform eligible SEIU unit members of the applicable overtime provisions in paragraph (6), below and require

them to acknowledge and agree to these overtime provisions while working their alternative work schedules as per this MOU. Supervisors shall attempt to honor schedule requests but have discretion to select Monday-Thursday or Tuesday-Friday schedules for eligible SEIU unit members as necessary to ensure adequate staffing to process essential business functions on Mondays and Fridays. SCOE shall notify eligible SEIU unit members of their alternative work schedules by Friday, June 7, 2024.

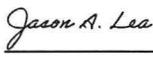
- 6) Eligible SEIU unit members who elect to participate in the Summer 2024 alternative work schedule shall, during those workweeks, receive overtime pay for all hours worked in excess of 10 hours in one day or all hours worked on their fifth, sixth, or seventh workday of the workweek. However, for any eligible SEIU unit member who is usually scheduled to work five hours or less per day during the regular workweek, such an eligible SEIU unit member shall receive overtime pay for all hours worked in excess of 10 hours in one day or all hours worked on their sixth or seventh workday of the workweek. The workweek begins each Monday. (Education Code section 45132.)
- 7) The parties agree this is a pilot program to explore whether to add alternative work schedules to the Parties' collective bargaining agreement in the future. The Parties shall meet and confer in the first quarter of 2025 to review the results of this pilot program and bargain the implementation of alternative work schedules in the future.

For SCOE:



 Dr. Amie Carter, Superintendent
 Sonoma County Office of Education

Date: 5/29/24



 Dr. Jason Lea, Assistant Superintendent
 Sonoma County Office of Education

Date: May 24, 2024

For SEIU:



 Aaron Burton (May 24, 2024 09:38 PDT)
 Aaron Burton, SEIU Local 1021
 Field Representative

Date: May 24, 2024



 alli britton (May 24, 2024 09:38 PDT)
 Alli Britton, Retirement Analyst
 SEIU Local 1021 Job Steward

Date: May 24, 2024



 Krystal Garcia (May 24, 2024 12:33 PDT)
 Krystal Garcia, LVN TA
 SEIU Local 1021 Job Steward

Date: May 24, 2024

SCOE Summer 2024 Alternative Work Schedule Form Instructions

Please fill out the information on the next page and return this form to your department lead for approval.

Once approved, please submit your form to Human Resources.

Due date: Monday June 3, 2024, 5:00 pm

Response from SCOE due: Friday, June 7, 2024

This form is for employees in positions listed on the SEIU salary schedule ([see attached list](#)), who would like to request an alternative work schedule, which will be in effect from June 10 to August 2, 2024, as the continuation of a pilot program. The alternative work schedule consists of working four (4) days per week for ten (10) hours each day; these arrangements are commonly called “4 - 10s”.

All lunch periods and rest periods still apply to this alternative work schedule. No overtime pay is applicable to the extended work days.

1) The weeks of June 19 and July 4, 2024, include holidays (observation of Juneteenth and Fourth of July), so employees shall work their normal schedules during these weeks and observe the holidays.

Due to the nature of the work involved, employees in the positions listed below can only request this type of schedule for the weeks beginning July 8, 15, 22 and July 29.

- Academic Support Staff
- Adaptive Technology Assistant
- Brailist - II
- Department Systems Coordinator
- School Office Coordinator -II

All requests are subject to approval based on department need and the preferences indicated by the employees in a department. Employees who do not get their preference of the choice indicated below may be offered the other choice.

SCOE Summer 2024 Alternative Work Schedule Request Form

Date: _____

Employee Name: _____

Employee Signature: _____

Position: _____

Department: _____

Preference:

_____ Fridays off work; Work 10 hours/day Mon.-Thursday | Daily Hours from ____am to ____pm

_____ Mondays off work; Work 10 hours/day Tuesday-Friday | Daily Hours from ____am to ____pm

**While working on this alternative work schedule (4-10s), employees are entitled to an additional 15 minute rest break.*

Supervisor Approval

Changes/Comments:

Supervisor's Name: _____

Supervisor's Signature: _____

Date: _____

Date returned to employee: _____

– PLEASE SUBMIT YOUR COMPLETED FORM TO HUMAN RESOURCES –