

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CORONA-NORCO CHAPTER 369
AND
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT

Modified Work Schedule

March 4, 2019

This Memorandum of Understanding (MOU) is between the California School Employees Association and its Corona-Norco Chapter 369 (CSEA) and Corona-Norco Unified School District (District). On March 4, 2019, the District met with CSEA regarding establishing a modified work schedule for Summer Break. The District shall establish an opportunity for 11-month and 12-month unit members to select, on a voluntary basis, a modified work schedule consisting of a (10) hour day and a four (4) day workweek during the Summer Break.

On March 4, 2019 CSEA and the District met and agreed to the following:

Modified Work Schedule:

The District shall establish a modified work schedule consisting of a (10) hour day and a four (4) day workweek for 8-hour 11-month and 12-month unit members to select during the Summer Break.

- (a) Summer Break begins the Monday after the end of the Traditional School Year and ends the last Friday of July.
- (b) The modified work schedule is selected on a voluntary basis by the unit member.
- (c) The District cannot prohibit any qualified unit member from participating.
- (d) 11-month and 12-month unit members working at Year-round schools do not qualify.
- (e) 11-month and 12-month unit members working Summer School Programs may not qualify if their duties cannot be shifted
 - a. Unit members that elect to participate in the modified work schedule must work the modified work schedule for the entire Summer Break. Employees may modify their shift up to two (2) hours before or (2) hours after their start time.
 - b. Shift must be completed the day the shift commenced.
- (f) Requests to return to their regular work schedule will be at the discretion of the Assistant Superintendent of Human Resources or his/her designee.
- (g) The District shall distribute a Modified Work Schedule calendar to each unit member by April 15th of each year.
 - a. The calendar will display the schedule options for the High Schools, District departments, and other sites .
 - b. The calendar will define the Fourth of July holiday.
- (h) To participate unit members must submit a Modified Work Schedule Interest form to their immediate supervisor prior to May 1st of each year.
- (i) Unit member's immediate supervisor shall submit the Modified Work Schedule Interest form to payroll and provide a copy to unit member prior to May 15th of each year.
- (j) Overtime shall be paid in accordance with Article 6 Hours and Overtime of the Collective Bargaining Agreement.

- (k) Sick leave, vacation, and other leaves taken will be charged and paid on an hour-for-hour basis.
- (l) Holiday pay shall be paid in accordance with Article 9 Holiday based on a 10-hour day.
- (m) Specific requirements by location:

(1) District Department:

- i. District administration will determine department need and will divide shifts as equally as practicable.
- ii. Unit members shall select a Monday through Thursday or Tuesday through Friday schedule and it shall be offered by seniority.
- iii. Unit members shall be notified by their immediate supervisor by May 15th of each year notifying unit member of their calendar and confirming their participation.

(2) High School:

- i. Administrative staff will determine need and will divide shifts as equally as practicable.
- ii. Unit members shall select a Monday through Thursday or Tuesday through Friday schedule and it shall be offered by seniority.
- iii. Mid-day and night custodians can voluntarily elect to work day shift hours.
 - a. Mid-day and night custodians can also elect to participate in the Monday through Thursday or Tuesday through Friday schedule and it shall be offered by seniority.
- iv. Unit members shall be notified by their immediate supervisor by May 15th of each year notifying unit member of their calendar and confirming their participation.

(3) Other sites:

- i. Unit members shall work a Monday through Thursday schedule.
- ii. Unit members shall be notified by their immediate supervisor by May 15th of each year notifying unit member of their calendar and confirming their participation.

CSEA and the District shall revisit this MOU during the 2020-2021 Reopener.

This tentative agreement is subject to ratification by the CSEA Corona-Norco Chapter 369 membership, CSEA Policy 610 requirements and approval by Corona-Norco Unified School District Board of Education.

California School Employees Association
and its Corona-Norco Chapter 369

Lorena Lopez 3/4/2019
Lorena Lopez Date
President

Grace Coria
Grace Coria Date
Negotiation Team Member

Corona-Norco Unified School District

Glen A. Gonsalves 3/4/19
Glen A. Gonsalves Date
Assistant Superintendent, Human Resources

Alan Giles 3/4/19
Alan Giles Date
Assistant Superintendent, Business

Blanca Nunez 3/04/19
Blanca Nunez Date
Negotiation Team Member

Raquel Rodriguez 3/4/19
Raquel Rodriguez Date
Negotiation Team Member

Cheryl Gray 3-4-19
Cheryl Gray Date
Negotiation Team Member

Monica Landry 3/4/19
Monica Landry Date
CSEA, Labor Relations Representative

John Reynoso 3-4-19
John Reynoso Date
Administrative Director

Dalia Gadelmawla 3-4-19
Dalia Gadelmawla Date
Administrative Director

Kelley Gelzeichter 3-4-19
Kelley Gelzeichter Date
Principal