

MEMORANDUM OF UNDERSTANDING
Between the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS SAUGUS CHAPTER #112
And the
SAUGUS UNION SCHOOL DISTRICT

May 18, 2017

The following Memorandum of Understanding (herein after "MOU") reflects the full and complete agreement of the California School Employees Association and its Saugus Chapter #112 (hereinafter "Association") and the Saugus Union School District (hereinafter "District") regarding the Summer Modified Work Schedule (SMWS).

In light of the HVAC upgrade that must be done at the District Office, the parties agree to the following for the period of June 12, 2017 through August 4, 2017:

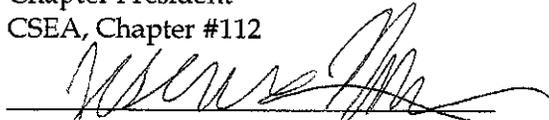
- Unit members assigned to the District Office shall modify their work schedules to a four day work week (Monday through Thursday) in which they will complete their total assigned weekly hours. (For example, full time employees would work four, ten-hour days.) Unit members electing this schedule will take Friday's off without using any leave time. The manner in which the unit member's schedule is modified is subject to the approval of their immediate supervisor.
- During the week of July 31-August 4, unit members shall modify their work schedules to a four day work week (Tuesday through Friday).
- Unit members at school sites may elect to participate in the SMWS subject to approval of the Principal and needs of the site.
- Unit members electing to work the SMWS ("4/10") will waive their rights to overtime pay and comp time within the first forty hours of work within a week.
- If a unit member's work load permits they may use vacation time or other *appropriate* leave (such as sick, PN, or jury duty if appropriate) if they decide to work less than a ten hour day.
- Unit members unable or unwilling to participate in the SMWS shall be accommodated by mutual agreement between the unit member, their immediate supervisor, and with the approval of the Assistant Superintendent of Personnel Services and CSEA.
- Unit members assigned to the Maintenance Department may also elect to participate in a staggered SMWS (a "4/10" schedule, with members of the department taking different "off" days), with the approval of their immediate supervisor.
- As the July 4th holiday is being celebrated on Tuesday, July 4, employees should work no more than thirty-two (32) hours between July 3 – July 6. Employees may work 2 hours in the morning on July 7th with their supervisor's approval.

Dated: 5/23/17

FOR THE ASSOCIATION:

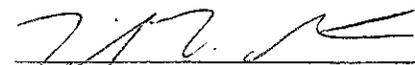


Michele Hill
Chapter President
CSEA, Chapter #112



Jessica Morrow
Labor Relations Representative, California School Employees Association

FOR THE DISTRICT:



Jennifer Stevenson
Assistant Superintendent, Human Resources
Saugus Union School District