

MEMORANDUM OF UNDERSTANDING (MOU)  
BETWEEN PERRIS UNION HIGH SCHOOL DISTRICT AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND ITS PERRIS VALLEY CHAPTER #469  
  
ALTERNATIVE/FLEXIBLE WORK SCHEDULES

February 23, 2022

This Memorandum of Understanding is made and entered into effective February 23, 2022 ("Effective Date"), by and between the PERRIS UNION HIGH SCHOOL DISTRICT ("DISTRICT") and the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, AND ITS PERRIS VALLEY CHAPTER #469 ("ASSOCIATION") (hereafter collectively referred to as the "PARTIES").

**RECITALS**

The implementation of an alternative work schedule is designed to encourage better work-life balance through flexible scheduling, occasional longer days in exchange for predictable days off, or early departure (like summer hours).

In the past, the District has offered alternative or flexible work schedule options (e.g., early release Fridays, 4/10 work schedule, 9/80 summer break, etc.) to help improve employee morale, employee engagement, and assist with work-life balance.

**AGREEMENT**

Now therefore, the PARTIES hereby agree as follows:

- 1. Flexible Work Schedule (FWS).** The District may offer a flexible work schedule option on a voluntary basis. If the District offers a FWS, the work schedule shall consist of four 8-hour & 15-minute days (Monday through Thursday), and one 7-hour day (Friday) for a total of 40-hours in a work week. On weeks that include a holiday, the work schedule shall consist of 8-hour days only. Any work ordered and authorized beyond the 8-hour & 15-minute work day (Monday through Thursday) or 7-hour work day (Friday) or 40-hours per week shall be overtime.
  - a. If offered, bargaining unit members may volunteer to participate in an FWS immediately. However, bargaining unit members shall not be compelled to participate in an FWS and shall be allowed at least two-weeks to choose to participate in the FWS.
  - b. If a bargaining unit member volunteers to participate in an FWS, but later chooses to return to a traditional working schedule, the bargaining unit member must notify the bargaining unit member's immediate supervisor in writing. The District is not obligated to allow a bargaining unit member to return to an FWS.
- 2. Alternative Work Schedule (AWS).** The District may adopt and offer an alternative work schedule providing for no more than 10-hours of straight time in one-day without the payment of overtime on a voluntary basis.
  - a. 4/10 AWS - If the District offers a 4/10 work schedule, the work schedule shall consist of four 10-hour days and one day off in a 1-week period. Any work ordered and authorized beyond 40-hours a week or 10-hours a day shall be overtime. On weeks that include a holiday, all bargaining unit members shall work the traditional 8-hour day for the week.

- b. 9/80 AWS - If the District offers a 9/80 work schedule, the work schedule shall consist of eight 9-hour days, one 8-hour day, and one-day off in a two-week period. Any work ordered and authorized beyond 80-hours over a two-week period or after a 9-hour day, or after the single 8-hour day worked shall be overtime. On weeks that include a holiday, the holiday will be the one 8-hour day required for the 9/80 and the remaining work days shall be 9-hour days.
- c. The District will notify bargaining unit members of the implementation of an Alternative Work Schedule at least one month prior to implementation. There will also be at least one month's notice prior to returning to any other schedules.
- d. If a bargaining unit member volunteers to participate in an AWS, but later chooses to return to a traditional working schedule, the bargaining unit member must notify the bargaining unit member's immediate supervisor in writing. The District is not obligated to allow a bargaining unit member to return to an AWS.

- 3. Leave/Vacation.** In the event a bargaining unit member utilizes any available leave (e.g. sick, personal necessity, personal discretion, etc.) or vacation during FWS or AWS, the unit member must still apply the time scheduled to work (i.e., 8-hours & 15-minutes work day, 10-hour work day, or 9-hour work day) request for scheduled time off.
- 4. Complete Understanding.** This MOU represents a full and complete understanding between the Parties.
- 5. Grievance Provisions.** Violations of this Memorandum of Understanding are subject to Article 22 - Grievance Procedure of the collective bargaining agreement between the parties.
- 6. Policy 610 and Board Approval.** It is agreed and understood this agreement is subject to CSEA Policy 610 review and PUHSD Governing Board approval.

Dated this 23<sup>rd</sup> day of February 2022


**Association:**



Josh Rushing  
CSEA President



Lisa Towery  
CSEA Labor Relations Representative



Justin Brecht  
CSEA Representative



Tara Hefner  
CSEA Representative

**District:**



Kirk Skorpanich  
Assistant Superintendent, Human Resources



Nick Hilton  
Director, Human Resources



Audrey Mitchell  
Director, Nutrition Services



Dr. Erika Tejada  
Principal, Liberty High School



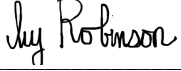
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Petra Nuñez  
CSEA Representative



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John Phillips  
CSEA Representative



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Ivy Robinson  
CSEA Representative



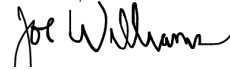
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Helen Stimach  
CSEA Representative



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Alisha Underwood  
Director, Fiscal Services



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Joseph Williams  
Executive Director, Information Technology