

Memorandum of Understanding
Between the California School Employees Association (CSEA)
and its College of the Redwoods Chapter #509
to the Redwoods Community College District (District)
February 24, 2025

The Redwoods Community College District (hereinafter referred to as "District") and California School Employees Association, College of the Redwoods Chapter 509 (hereinafter referred to as "CSEA"), agree to the following summer four-day workweek schedule for 2025:

1. The District and CSEA agree to the implementation of a Monday through Thursday workweek according to the following schedule.

2025 – Monday, May 26, 2025 (Holiday) through Friday, August 1, 2025

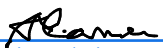
2. All campuses shall be closed to the staff and public on each Friday during this summer workweek schedule. Public Safety staff shall remain on their normal work schedule while the modified summer schedule is in effect, unless other arrangements are approved by their supervisor.
3. It is understood and agreed to between the parties that the topic of the summer schedule will remain subject to negotiations as a proposed element of Article 4 (Hours and Overtime), as indicated on CSEA's initial proposal for successor negotiations for the 2024-2027 collective bargaining agreement.
4. The President/Superintendent or designee shall approve all emergency services and/or obligated program commitments that require employee staffing on any Friday during the summer workweek schedule.
5. Employees are expected to work their regular weekly hours in four days (e.g., 10 hours per day Monday through Thursday) during this period. In no case will the daily scheduled hours be less than what is currently listed on the employees Standard Weekly Schedule form. Actual starting and ending time of daily shifts is subject to agreement between the employee and their immediate supervisor. In no event may an employee be scheduled to work more than 10 regular working hours on any one day during this period.
6. Employees who do not fulfill 100% of their weekly hours within the Monday through Thursday timeframe will cover their remaining weekly hours with accrued Comp time, paid annual leave time, personal holiday, unpaid leave time, or a combination of these leaves for their remaining weekly hours. The election will be in effect for all weeks during this summer workweek schedule. Payroll shall deduct the full amount of leave indicated for the entire summer workweek schedule on a monthly basis as part of normal payroll procedures. Employees

requesting unpaid leave will have the appropriate monthly amount deducted the month following the beginning of the summer schedule. For example, unpaid time in June will be reflected in the July end-of-month payroll.


6. Each affected employee must submit a Summer Workweek Schedule form to the Human Resources Office two weeks prior to the start of the summer workweek schedule, detailing their summer workweek schedule. Once this schedule is submitted, changes will be made only through Human Resources at the District's discretion.
7. Employees who are participating in the 4-day, 10-hour/day work week schedule shall receive 10 hours holiday pay for Memorial Day and Juneteenth. Employees using an alternative workweek schedule (not participating in the 4-day, 10-hour/day work week schedule) will receive holiday pay at their normal rate. Independence Day will be observed on Thursday, July 3, 2025, for which unit members shall receive 10 hours of paid holiday time off.
8. Employees participating in the 4-day, 10-hour/day workweek will receive an uninterrupted paid ½ hour lunch period. Employees using an alternative work week schedule (ie., not participating in 4-day, 10-hour-day work week schedule) will receive their normal unpaid ½ hour lunch period.

Agreed to this 24th day of February, 2025.

For the District:



Keith Flamer (Feb 24, 2025 18:59 PST)

Keith Flamer **02/24/2025**
President/Superintendent


Alia Dunphy (Feb 24, 2025 16:47 PST)

Alia Dunphy **02/24/2025**
Assoc. VP Human Resources

For CSEA:


Rachel Warze (Feb 24, 2025 16:28 PST)

Rachel Warze **02/24/2025**
CSEA Chapter 509 President



Holley Luia **02/24/2025**
CSEA Labor Relations Rep.












Summer Schedule MOU 2025 2025-02-24

Final Audit Report

2025-02-25

Created:	2025-02-25
By:	Kayla Hansen (kayla-hansen@redwoods.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdCT1cVW9J8JsbxDLcCII6UAkacqW_hz2

"Summer Schedule MOU 2025 2025-02-24" History

-  Document created by Kayla Hansen (kayla-hansen@redwoods.edu)
2025-02-25 - 0:26:10 AM GMT- IP address: 207.62.203.2
-  Document emailed to Keith Flamer (keith-flamer@redwoods.edu) for signature
2025-02-25 - 0:27:43 AM GMT
-  Document emailed to Rachel Warze (Rachel-Warze@Redwoods.edu) for signature
2025-02-25 - 0:27:43 AM GMT
-  Document emailed to Alia Dunphy (alia-dunphy@redwoods.edu) for signature
2025-02-25 - 0:27:43 AM GMT
-  Document emailed to Holley Luia (hluia@csea.com) for signature
2025-02-25 - 0:27:43 AM GMT
-  Email viewed by Rachel Warze (Rachel-Warze@Redwoods.edu)
2025-02-25 - 0:27:59 AM GMT- IP address: 104.47.55.254
-  Email viewed by Holley Luia (hluia@csea.com)
2025-02-25 - 0:28:13 AM GMT- IP address: 166.182.7.203
-  Document e-signed by Rachel Warze (Rachel-Warze@Redwoods.edu)
Signature Date: 2025-02-25 - 0:28:30 AM GMT - Time Source: server- IP address: 207.62.203.2
-  Document e-signed by Holley Luia (hluia@csea.com)
Signature Date: 2025-02-25 - 0:32:56 AM GMT - Time Source: server- IP address: 166.182.7.203
-  Email viewed by Alia Dunphy (alia-dunphy@redwoods.edu)
2025-02-25 - 0:46:40 AM GMT- IP address: 104.47.55.254
-  Document e-signed by Alia Dunphy (alia-dunphy@redwoods.edu)
Signature Date: 2025-02-25 - 0:47:35 AM GMT - Time Source: server- IP address: 207.62.203.2

 Email viewed by Keith Flamer (keith-flamer@redwoods.edu)

2025-02-25 - 2:58:44 AM GMT- IP address: 75.111.15.163

 Document e-signed by Keith Flamer (keith-flamer@redwoods.edu)

Signature Date: 2025-02-25 - 2:59:09 AM GMT - Time Source: server- IP address: 75.111.15.163

 Agreement completed.

2025-02-25 - 2:59:09 AM GMT