

MEMORANDUM OF UNDERSTANDING BETWEEN THE MENIFEE COUNCIL OF CLASSIFIED EMPLOYEES AND THE MENIFEE UNION SCHOOL DISTRICT

REGARDING SUMMER WORK HOURS FOR THE PERIOD OF FEBRUARY 27, 2025,
THROUGH JULY 31, 2025

The Menifee Union School District ("District") and the Menifee Council of Classified Employees Union ("Association"), jointly known as the Parties ("Parties"), enter into this Memorandum of Understanding regarding Summer Work Hours.

Unless otherwise noted, all provisions outlined in the Collective Bargaining Agreement shall continue to apply.

1. Summer Work Hours

- 1.1. All 12-month - MUSD classified work year calendar employees shall work a 4/10 schedule.
 - 1.1.1. The Summer work hours shall consist of four (4) ten (10) hour days.
 - 1.1.2. The 4/10 schedule shall begin Monday, June 23, 2025, and end on July 25, 2025, consisting of 5 consecutive weeks with the exception of the week of the 4th of July.
 - 1.1.2.1. The week of 4th of July will be a standard 8-hour work week.
 - 1.1.3. Employee work hours:
 - 1.1.3.1. 8-hour employees work 10 hours
 - 1.1.3.2. 6-hour employees work 7 hours and 30 minutes
 - 1.1.3.3. 5-hour employees work 6 hours and 15 minutes
 - 1.1.4. The summer 4/10 schedule shall be within the following time frames as scheduled by their immediate supervisor:
 - 1.1.4.1. Clerical Staff/Administrative Support Staff/Technology Staff/Educational Services Warehouse Staff/Delivery Driver: 7:00 am to 5:30 pm
 - 1.1.4.2. Custodial Staff/Nutrition Service Delivery Driver and Warehouse Staff/Mechanics/HVAC Technicians/Maintenance Staff: 6:00 am to 4:30 pm
 - 1.1.4.3. Evening Custodial Staff: 8:30 am - 7:00 pm.
 - 1.1.5. For employees working the 4/10 schedule, any full or partial days missed during the summer 4/10 hours work schedule will be proportionate to 1.1.3 and debited against accrued sick leave or other accrued leave as appropriate.

1.2. DURATION

- 1.2.1. This Memorandum of Understanding addresses the specific components of the Summer Work Hours and expires on July 31, 2025, unless extended by mutual written agreement of the Parties. The provisions of this agreement shall not be modified and/or changed unless both parties mutually agree.