

SIDE LETTER OF AGREEMENT BETWEEN THE MENIFEE COUNCIL OF CLASSIFIED EMPLOYEES AND THE MENIFEE UNION SCHOOL DISTRICT REGARDING SUMMER WORK HOURS

July 1, 2025 through July 31, 2025

This Side Letter of Agreement ("Agreement") is made and entered into by and between the Menifee Union School District ("District") and the Menifee Council of Classified Employees ("Association"), collectively referred to as the "Parties." This Agreement outlines the requirements needed for the District regarding Summer Work Hours for Payroll for the week of July 21, 2025

The Parties agree that all provisions of the Menifee Council of Classified Employees Collective Bargaining Agreement shall remain in effect unless expressly modified by this Agreement.

The purpose of this Agreement is to establish clear expectations for Payroll regarding the Summer Work Hours, specifically concerning their duties surrounding the time period payroll would need to be processed the week of July 21, 2025. The Agreement seeks to ensure that payroll is processed and that those employees receive the agreed-upon 4/10 schedule for the week of July 21, 2025.

Summer Work Hour Amendment:

- Payroll staff shall amend their 4/10 work schedule for the week of July 21, 2025, to the following:
 - Monday, July 21, 2025, shall be a non-work day.
 - Tuesday, July 22, 2025 - Thursday, 24, 2025, shall be a 10-hour scheduled day from the designated work location.
 - Friday, July 25, 2025, staff shall work a 10-hour schedule remotely to ensure payroll is processed within the county's two-day window.

This Agreement constitutes the entire understanding between the Parties and may only be modified or amended in writing and signed by both Parties. It shall sunset on July 31, 2025, unless extended, memorialized, or renegotiated in writing by mutual consent.