MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 21, 2026

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

4/10 SUMMER WORK SCHEDULE. As part of a District-wide effort to conserve resources, unless one of the Parties requests by March 1 of the calendar year that it not be implemented, the District will activate a four/ten (4/10) summer work schedule each year under the following conditions:

1. The dates for the four/ten (4/10) summer work schedule will be determined annually by the District, and are set forth below:

    a. **Calendar Year 2026:** The 4/10 summer work schedule will run from **Sunday, May 17, 2026, through Saturday, August 8, 2026.**

    b. **Calendar Year 2027:** The District will notify CSEA of the dates for the four/ten (4/10) summer work schedule **no later than March 1 of that calendar year.**

2. The District will determine which specific day any holiday occurring during the four/ten (4/10) summer work schedule will be observed, as set forth below:

    a. **Calendar Year 2026:** (1) **Memorial Day:** Monday, May 25, 2026, will be the observed Memorial Day holiday, and District Facilities will be closed, (2) **Juneteenth:** Friday, June 19, 2026, will be the observed Juneteenth holiday, and District Facilities will be closed, and (3) **Independence Day:** Thursday, July 2, 2026, will be the observed 4th of July holiday, and District Facilities will be closed.

    b. **Calendar Year 2027:** The District will notify CSEA of the days on which holidays occurring during the four/ten (4/10) summer work schedule will be observed **no later than March 1 of that calendar year.**

3. All unit members will work a ten (10) hour workday and forty (40) hour workweek; however, at their request, they may opt to use vacation in any combination to create a four/eight (4/8) or four/nine (4/9) workweek consistent with Article 19: Vacation.

4. For the week of June 14, 2026, all unit members will be required to work ten (10) hours on Monday, June 15, 2026; Tuesday, June 16, 2026; and Wednesday, June 17, 2026. In lieu of working these scheduled hours, unit members may request to use vacation in accordance with section #3 of this Memorandum of Understanding. Additionally, the District Facilities will be closed on Thursday, June 18, 2026, and will remain closed on Friday, June 19, 2026, in observance of the Juneteenth holiday.

5. The standard four/ten (4/10) summer work schedule will be Monday-Thursday with the hours of operations determined by each specific District/department, with the following exceptions; a. District/departments that are required to serve the public and/or students (e.g., Child Development Centers, Police Department, KVCR, Aquatic Center) Monday through Friday during the summer will provide staffing and remain open for five (5) days each week. Unit members in those departments will be required to maintain a five (5) day/week work schedule, forgoing the summer hours and keeping their

five (5) day/week work schedule for the entire four/ten (4/10) summer work schedule period.

6. Specific District/department needs may require unit members to maintain a schedule other than the standard summer work schedule (e.g., custodial, IT); therefore, unit members shall be scheduled by mutual agreement between the immediate supervisor and the unit member involved. Such scheduling shall remain the same for the entire summer and may either provide for (1) scheduling all unit members for five (5) eight-hour days or (2) an alternate scheduling plan that gives unit members the option to work four (4) ten-hour days with either Monday or Friday as their unscheduled day. If a satisfactory agreement cannot be reached, the schedule will remain five (5) eight-hour days for all unit members in that department.

7. Unit members will not acquire or lose shift differential during the 4/10 Summer AWS.

This Memorandum of Understanding will sunset on **June 30, 2028**, and shall be reevaluated and subject to negotiations at any time.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll, Police Services and Health and
Safety Administration

For CSEA

Ernest Guillen, President CSEA #291

Cameron Kroetz, CSEA LRR

Diana Vaichis

Diana Vaichis, Team Member

Ginger Sutphin, Team Member

Juan Zavala, Team Member

Aida Gil

Aida Gil, Team Member