



Office of Human Resources, Training & Development

TO: Classified, Administrative/Confidential, and Salaried Professional Employees
FROM: Charo L. Albarrán, MPA
Associate Vice President, Human Resources, Training & Development
DATE: April 1, 2022
SUBJECT: Summer 2022 Four-Ten (4/10) Workweek

The college will adhere to a 4/10 workweek during the summer break between spring and fall semesters. The specifics are as follows:

- The 4/10 workweek schedule for summer 2022 is 10 weeks long.
- The 4/10 workweek begins the week of Monday, May 30, 2022, with the last week beginning Monday, August 1, 2022.
- Weeks that contain a holiday (Memorial Day, Juneteenth, and Independence Day) will be 3/10 workweeks; full-time employees will work three 10-hour days the weeks of May 30, June 20, and July 4, 2022.
- The college will resume the normal five-day, eight-hour workweek on Monday, August 8, 2022.

The purpose of the 4/10 workweek is to keep the campus closed on Fridays to the greatest extent possible. However, it is understood that a few offices or individuals might have special needs that require accommodation. Article 14.2.2 of the District/Union agreement allows for such requests. Individuals and departments wishing to be exempt from this clause shall put their requests in writing and submit to the Office of Human Resources and Training & Development by May 1, 2022.

Below are guidelines within which departments must schedule. Each employee's specific schedule will be determined in cooperation with, and approval of, the supervisor.

- 1) Choice of one hour or one half-hour for lunch.
- 2) Earliest beginning time is 6:30 a.m.; latest ending time for day employees is 7:00 p.m.
- 3) Less-than-full-time employees will divide their total weekly hours by four to determine the hours per day to be worked.
- 4) The following standard hours for day staff are suggested:

One Hour Lunch

6:30 a.m. - 5:30 p.m.

7:00 a.m. - 6:00 p.m.

7:30 a.m. - 6:30 p.m.

8:00 a.m. - 7:00 p.m.

One-Half Hour Lunch

6:30 a.m. - 5:00 p.m.

7:00 a.m. - 5:30 p.m.

7:30 a.m. - 6:00 p.m.

8:00 a.m. - 6:30 p.m.