

**WEST KERN COMMUNITY COLLEGE DISTRICT
AGENDA FOR SPECIAL MEETING**

May 8, 2024

Cougar Room

(Access Through the Library Entrance)

29 Cougar Court

Taft, California 93268

4:50 p.m.

- A. Accessibility.** *In compliance with the Americans with Disabilities Act, if you need special assistance to access the meeting room or to otherwise participate in this meeting, including auxiliary aids or services, please contact Sarah Criss at (661) 763-7711. Notification at least 48 hours prior to the meeting will enable the Governing Board to make reasonable arrangements to ensure accessibility to the meeting.*
- B. Obtaining Public Records.** *A copy of the Board packet, including documents relating to any open session item are available to members of the public on the District website and also at the District Office. Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 29 Cougar Ct., Taft, California, during normal business hours. These documents will be made available to the public at the same time that they are made available to a majority of the Board.*
- C. Language Assistance.** *The District welcomes Spanish and other language speakers to Board meetings. Anyone planning to attend and needing an interpreter should call Sarah Criss at (661) 763-7711 forty-eight (48) hours in advance of the meeting so that arrangements can be made for an interpreter. El Distrito da la bienvenida a las personas de habla hispana a las juntas de la Mesa Directiva. Si planea asistir y necesita interpretacion llame al (661) 763-7711 (48) horas antes de la junta, para poder hacer arreglos de interpretacion.*
- D. Addressing the District Board.** *The Board encourages public participation and involvement. Community members will therefore have several opportunities to address the Board. However, please respect the Board's time and the need for efficient board meetings. The Board also requests that comments be respectful and professional.*
1. **Agenda Items.** *If you wish to address the Board on an agenda item, please do so when that item is called. Presentations will be limited to a maximum of five (5) minutes. Time limitations are at the discretion of the Board President.*
2. **Non-Agenda Items.** *Individuals have an opportunity to address the Board during the period set aside for Public Comment on Items of General Interest on topics within the subject matter jurisdiction of the Board **not** listed on the agenda. Presentations will be limited to a maximum of five (5) minutes, with a total of thirty (30) minutes designated for this portion of the agenda.*
- E. Questions for the Board.** *Individuals with questions on District issues may submit them in writing. The Board will refer such requests to the Superintendent, who will endeavor to respond to your questions after the meeting.*
- F. Placing issues on the Board Agenda.** *Items from the public pertaining directly to College business may be placed on the Board agenda by submitting the request in writing to the Office of the Superintendent. The proposed agenda item will be reviewed and placed, if appropriate, on the Board's agenda within a reasonable period of time. Please contact the Office of the Superintendent at (661) 763-7711 for further information.*

1. CALL TO ORDER

2. PUBLIC COMMENT ON OPEN SESSION ITEMS

3. NEW BUSINESS

- a. First Reading – Memorandum of Understanding between CSEA Chapter #543 and WKCCD – Four-Day Workweek Policy

4. NEXT MEETING DATE

The next regular meeting is scheduled for Wednesday, May 8, 2024, at 5:00 p.m.

5. ADJOURNMENT

Date: April 26, 2024
Submitted by: Heather del Rosario, Vice President of Human Resources
Area Administrator: Brock McMurray, Interim Superintendent/President
Subject: Information Item

Board Meeting Date: May 9, 2024

Title of Board Item:
Four-Day Workweek Policy

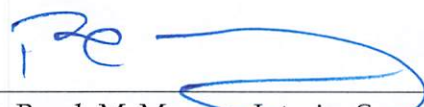
Background:
The District would like to extend its current practice to implement a four-day summer workweek policy for all District faculty and staff in departments that are able to participate. The summer workweek schedule will start the Monday after commencement and ending the Friday prior to the start of Fall in-service. Departments that are eligible as outlined in the relevant MOU will work Monday-Thursday and have Friday off.

The attached MOU outlines the details of the change in the Districtwide work schedules during this time period. The attached policy also serves as a qualified alternative work schedule under the Classified Bargaining Agreement and under the Education Code. Any hourly classified employees working the ten hour-four day work schedule will not incur overtime for hours worked over 8, but not more than 10, in the day for the standard overtime work schedule during this time period.

Terms (if applicable):
N/A

Expense (if applicable):
N/A

Fiscal Impact Including Source of Funds (if applicable):
N/A

Approved: 
Brock McMurray, Interim Superintendent/President

Memorandum of Understanding

Classified School Employees Association and its Taft College Chapter #543

And

West Kern Community College District

2024 Summer Four-Day Work Week

This West Kern Community College District (“District”) and California School Employee Association and its Chapter #543 (“CSEA”) (collectively referenced as the “parties”) here by agree to the following Memorandum of Understand and is with respect to the following recitals:

As part of continuing dialogue through the Taft College Classified Collective Bargaining Committee, the parties have reached a consensus regarding implementation of a Four-Day Work Week, effective May 20, 2024 through August 16, 2024.


Now, therefore, CSEA and the District hereby agree as follows:

1. The above recitals are true and correct.


2. The parties agree to implement a Four-Day Work Week as follows:

- a) For the period of May 20, 2024 through August 16, 2024, employees in eligible departments will be moved to a “four-tens” work schedule, working Monday-Thursday and will be off on Friday. The parties agree that these dates may be modified, including extended, by mutual agreement of the Taft College Classified Collective Bargaining Committee. The following exceptions to apply:
 - Employees in Maintenance and Operations: will work a four-day workweek. District need requires Maintenance and Operations duties be performed Monday through Friday. Schedules will be created to ensure necessary coverage while complying with the four-day workweek requirement.
 - Cafeteria will maintain on-site operations Monday-Friday through June 30, 2024. Staff will move to a four-day workweek for the period of July 1, 2024-July 31, 2024, with the cafeteria closed on Friday. Effective August 1, 2024 all staff will return to a 5 day workweek.
 - Child Development Center and Bookstore will maintain on-site operations Monday – Friday.
 - Transition to Independent Living (TIL) will maintain on-site operations Monday-Friday through June 30, 2024. TIL will move to a four-day workweek for the period of July 1, 2024 – July 31, 2024, with Friday off. Effective August 1, 2024 all staff will return to a 5 day workweek.
 - Dental Hygiene is not eligible as individual alternate work schedules are in place to support department and clinic needs.
 - Campus Security will continue to provide on-campus security 7 days per week.
- b) The parties agree that effective dates and impacted departments are subject to change based on student support needs. Changes will be made through mutual agreement with the Taft College Classified Collective Bargaining Committee.
- c) The parties agree to waive the daily overtime provision for hours worked up to 10 per day for full-time employees eligible to work a four-day work week. Any hours worked over 10 on a regularly scheduled workday and any hours worked on a day not scheduled will be paid at the applicable overtime rate. Part-time employees will be paid overtime as applicable with current California law.

- d) The parties agree that any scheduled holiday that falls during this period will be paid at the scheduled hours. Should a holiday fall on a day that the campus is closed, the holiday will be recognized on the nearest business day.
3. This MOU does not establish a precedent or create a past practice in regard to the subject matters set forth herein.
 4. The terms of this MOU may not be cited or relied upon for any other purpose in any other administrative or judicial matter or forum.
 5. This Agreement will become effective after ratification by the CSEA members and the District's Governing Board.


Brock McMurray (Apr 10, 2024 14:54 PDT)
Brock McMurray, Interim Superintendent/President
West Kern Community College District

Dated: Apr 10, 2024


Greg Hawkins (Apr 15, 2024 16:09 PDT)
Greg Hawkins, President
California School Employees Association Chapter #543

Dated: Apr 15, 2024



Andrea Juarez, Labor Relations Representative
California School Employees Association

Board Approval:

Billy White, President
Board of Trustees, West Kern Community College District

First Presentation: _____, 2024

Second Presentation/Approval: _____, 2024