



Office of Human Resources, Training & Development

TO: Classified Professionals and Administrative/Confidential Staff  
FROM: Charo L. Albarrán, MPA  
Assistant Superintendent/Vice President, Human Resources and Training & Development  
DATE: March 7, 2025  
SUBJECT: Summer 2025 Four-Ten Workweek

The college will adhere to a four-day, ten-hour (4/10) workweek during the summer break between spring and fall semesters. The specifics are as follows:

- The 4/10 workweek for 2025 will be 10 weeks long. The 4/10 workweek will begin Monday, May 26, 2025, with the last week beginning Monday, July 28, 2025.
- 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 26, June 16, and June 30, 2025.
- The college will resume the normal five-day, eight-hour workweek on Monday, August 4, 2025.

The purpose of the 4/10 summer schedule 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 2021-2024 District/Union collective bargaining agreement allows for such requests. By prior agreement, the classified union will be consulted regarding exceptions. Any individuals and departments wishing to be exempt from this clause shall put their requests in writing and submit them to the Office of Human Resources and Training & Development (OHRTD) by May 1, 2025.

Below are guidelines within which departments must schedule. Each employee's specific schedule will be determined in cooperation with, and approval of, the supervisor. Exceptions to the schedule options below require review by the OHRTD.

- 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.