



Department of Human Resources

TO: Classified Professionals and Administrative/Confidential Staff
FROM: Charo L. Albarrán, MPA
Assistant Superintendent/Vice President, Department of Human Resources
DATE: March 6, 2026
SUBJECT: Summer 2026 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 2026 will be 10 weeks long. The 4/10 workweek will begin Monday, May 25, 2026, with the last week beginning Monday, July 27, 2026.
- 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 25, June 15, and June 29, 2026.
- The college will resume the normal five-day, eight-hour workweek on Monday, August 3, 2026.

The purpose of the 4/10 summer schedule is to keep the campus closed on Fridays to the greatest extent possible. Per Article 14.2.2 of the 2024-2027 District/Union collective bargaining agreement, upon mutual agreement between the employee and supervisor, an employee may work a Tuesday-Friday 4/10 schedule during this period.

It is understood that a few offices or individuals might have special needs that require accommodation. Article 14.2.2 also allows for such requests, and the classified union will be consulted regarding exceptions. Any individuals or departments wishing to be exempt from this clause shall put their requests in writing and submit them to the Department of Human Resources by May 1, 2026.

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 Department of Human Resources.

- 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.