

TEMPORARY REDUCED WORKWEEK

ASSOCIATION OF CONFIDENTIAL EMPLOYEES (ACE)

The District will provide a temporary reduced workweek, effective June 22, 2026 through August 14, 2026, after which this temporary modification shall sunset and the status quo hand book language will resume in full force and effect.

1. For the eight-week period between Monday, June 22, 2026 and August 14, 2026, all participating ACE members regularly scheduled to work 40 hours per week shall have a reduced work week of 32 hours.
2. Participating ACE members shall enter eight hours of paid administrative leave to fulfill their regular 40-hour work week, a total of 64 paid administrative leave hours over the applicable period.
3. Participating employees include all ACE members regularly scheduled to work 40 hours per week during the applicable period.
4. ACE members regularly scheduled to work 40 hours per week during the applicable period whose work assignments during the applicable period cannot be completed in a 32-hour work week and are critical for student enrollment and registration, legal compliance, emergency response, or similar functions will continue to work 40 hours per week as scheduled by the appropriate manager.
5. The appropriate College President or Vice Chancellor must recommend the exclusion of any ACE member from the 32-hour summer work week to the Chancellor for approval. An informational copy of all exclusions approved by the Chancellor shall be sent to the ACE Board.
6. Any ACE member excluded from the summer 32-hour work week must be approved to use the 64-hour paid administrative leave allotment throughout the 2026-2027 academic year, managers will schedule the use of leave at the employee's discretion, except where critical operations would be significantly impacted.
7. Any denial of the use of the paid administrative leave allotment during the 2026-2027 academic year must be recommended by the appropriate College President or Vice Chancellor to the Chancellor for approval.
8. If two or more ACE members excluded from the summer 32-hour work week in the same work unit request to use paid administrative leave on the same day and critical operations would be significantly impacted, the ACE member with the greatest seniority will get the requested leave.
9. The 64-hour paid administrative leave allotment expires and shall not be available for use after June 30, 2027.

10. The 64-hour paid administrative leave allotment shall not be reimbursable.

Jared Burns, Vice Chancellor
People, Culture, and Technology Services

Date: _____