

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
BEVERLY HILLS UNIFIED SCHOOL DISTRICT
AND THE
BEVERLY HILLS EDUCATION ASSOCIATION/OTBS UNIT**

**4-10 Summer Work Week
June 3, 2024**

The Beverly Hills Unified School District (“District”) and the Beverly Hills Education Association/ (“Association OTBS”), jointly known as the Parties (“Parties”) enter into this Memorandum of Understanding (“MOU”) and agree as follows:

1. By this agreement, the District may operate on a 4-10 (4 days per week, 10 hours per day) schedule. This voluntary schedule option will be available for OTBS-represented employees beginning at least one full week after the end of the student-day school year and ending at least one full week before the beginning of the subsequent student-day school year. For example, in the current year the 4-10 option would begin the week of June 10, 2024 with the final week of a 4-10 schedule being the week beginning July 22, 2024.

Some examples for a typical summer work week with Friday or another day off are listed below (Staff must work out specific hours with their direct supervisor):

5:30 A.M.- 3:30 P.M.
6:00 A.M.-4:00 P.M.
6:30 A.M.- 4:30 P.M.
7:00 A.M.-5:00 P.M.
7:30 A.M.- 5:30 P.M.
8:00 A.M.-6:00 P.M.

2. Each supervisor is responsible for authorizing individual employees to work a 4-10 schedule, based on the operational needs of the department. This includes authorizing which four days an employee works in a given week. If an hourly employee chooses to work four 10 hour days, a daily absence will be recorded to reflect 10 hours of absence (1.25 days)
3. The June 19th (Juneteenth) and Fourth of July holidays will occur during the 4-10 schedule period each year. As only eight hours of leave are allowed for holiday pay, employees who work the three remaining days of that week (totaling thirty hours) will need to use two hours of vacation time for that week or work additional hours per the supervisor.
4. This Memorandum of Understanding shall not be subject to Article IV, Grievance Procedure, in the classified collective bargaining agreement and shall terminate on July 31, 2024, unless extended by mutual written agreement of the parties. In the event this Memorandum is not extended, the District shall be under no obligation to continue this 4-10 work schedule as part of past practice.

Parties hereby approve and execute this agreement:

Parties hereby enter into this Tentative Agreement subject to approval by the Association and the District:

Adelfa Kubu

Matthew Horvath

Adelfa Kubu, President
BHEA, OTBS

Matt Horvath, Asst. Supt. Personnel Services

June 12, 2024

June 12, 2024

Date

Date

Signature: *Adelfa Kubu*
Adelfa Kubu (Jun 12, 2024 15:50 PDT)

Email: akubu@bhusd.org






BHEA IA-OTBS 4-10 Summer Schedule 2024 revised

Final Audit Report

2024-06-12

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