



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**  
**HUMAN RESOURCES DEPARTMENT**

---

**ALTERNATE WORK SCHEDULE AGREEMENT**  
**(Classified Units A & B)**

**This form must be accompanied by a Change in Personnel/Employment Status Form that reflects specific hours. Please select one of the following:**

**Four-Day Consecutive Workweek (4/40)**

\_\_\_\_\_ I agree to work a four-day consecutive workweek consisting of four 10-hour days, 40 hours per week. I understand that all hours in excess of 10 each day shall be compensated on an overtime rate in accordance with Section 8.13 of the VCCCD/SEIU Agreement.

**Nine-Day Consecutive Workweek (9/80)**

\_\_\_\_\_ I agree to work a nine-day consecutive, two-week work schedule consisting of eight consecutive days of 9 hours each day and on the ninth day at 8 hours. I understand that all hours in excess of 9 each day shall be compensated at the overtime rate in accordance with Section 8.13 of the VCCCD/SEIU Agreement.

**Hybrid 9/80 Workweek (9/80)**

\_\_\_\_\_ I agree to work a five-day consecutive workweek consisting of four 9-hour days and on the fifth day at 4 hours. I understand that all hours in excess of 9 each day shall be compensated at the overtime rate in accordance with Section 8.13 of the VCCCD/SEIU Agreement.

**Other Alternate Schedule Information:**

---

---

---

---

1. If I am working a Four-Day Consecutive Workweek (4/40), I understand that when a holiday occurs, I will be required to use 2 hours of compensatory leave or vacation time to offset the 8 hours of holiday pay. I will continue to work 10 hour days for the remainder of the holiday week.
2. If I am working a Nine-Day Consecutive Workweek (9/80), I understand that when a holiday occurs, I will be required to use 1 hour of compensatory leave or vacation to offset the 8 hours of holiday pay. I will continue to work 9-hour days for the remainder of the two week period with the ninth day at 8 hours. If the ninth day falls on a holiday, I will not be required to use any offsetting leave.
3. If I am working a Hybrid 9/80 Workweek (9/80), I understand that when a holiday occurs, I will be required to use 1 hour of compensatory leave or vacation to offset the 8 hours of holiday pay. If the holiday falls on the fifth day of my work week, I will be entitled to 4 hours of holiday pay on an alternate day during the holiday week.





## VENTURA COUNTY COMMUNITY COLLEGE DISTRICT HUMAN RESOURCES DEPARTMENT

---

In the event an employee on an alternate work schedule does not have compensatory leave/vacation hours available for offsetting the holiday (i.e., probationary employees), the employee may revert to a standard 8-hour day/40-hour workweek during the week in which the holiday falls provided this schedule has been mutually agreed upon in writing by the employee and their supervisor.

Either party with fifteen (15) working days' notice may revoke this agreement.

### **Certification of Employee Concurrence:**

\_\_\_\_\_  
Employee's Name (Please Print)

\_\_\_\_\_  
Classification

\_\_\_\_\_  
Department/Location

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department

\_\_\_\_\_  
Date

