



Lompoc Unified School District

"Teach • Learn • Succeed"

ATTN: Classified Personnel

RE:

Site	Employee Name	Title of Position

The following changes are being requested to begin ___/___/___ pursuant to section 7.1 of the CSEA contract:

7.1 Regular Work Week

The regular workweek of a full-time unit member shall be established as being forty (40) hours of work served over a seven (7) day period, which normally shall be eight (8) hours per day exclusive of meal breaks, Monday through Friday. At the time of creating a new bargaining unit position, the hours and workdays (consecutive or non-consecutive) shall be assigned at the discretion of District management. If the District wishes to change the existing hours and/or workday of any vacant position (not newly created) they shall first reach mutual agreement for such change(s) with the Association prior to staffing. Any changes to hours and/or workdays after the time of hire shall be by mutual agreement of the employee and the District. If mutual agreement is not reached, the Association and District shall negotiate any proposed change(s).

Current employment hours:

Start	End	Time

New employment hours:

Start	End	Time

This is an agreed upon change with the site administrator and employee.

Administrator Name

Employee Name

Administrator Signature

Employee Signature

Date

Date