



**MEMORANDUM OF UNDERSTANDING
BETWEEN MERCER COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES
AND MCCC FEDERATION OF ADMINISTRATIVE PROFESSIONALS**

This Memorandum of Understanding amends the July 1, 2022 agreement between the Mercer County Community College Board of Trustees and the MCCC Federation of Administrative Professionals, and is entered into this 30th day of April 2024. All prior agreements, amendments and provisions are incorporated by reference into this Memorandum of Understanding and shall remain in full force and effect.

All provisions of the above-referenced Collective Bargaining Agreement shall remain unchanged during the duration of the contract with the following exception:

ARTICLE 7 – SUMMER HOURS

The summer hours will be as follows:

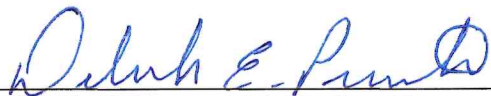
- This agreement is in effect for the period of June 3, 2024 through August 9, 2024; whereas, the workweek shall be reduced by one (1) day for a period of ten (10) Mondays or Fridays.
- The Summer Hours work schedule will be in effect either from Monday, June 3, 2024 through Monday, August 5, 2024 OR Friday June 7, 2024 through Friday, August 9, 2024.
- The four (4) day schedule, for those participating, will consist of eight (8) hour work days for four (4) days per week with ten (10) Mondays or ten (10) Fridays off.
 - 8.0 hours per day minus 30 minutes for lunch
 - 7.5 hours worked per day
- Employees may choose to work the existing five (5) day Summer Hours schedule, in accordance with Article 7 of the Administrative Professional, Local 2319 AFT, AFL-CIO 2022-2025 Collective Bargaining Agreement.
- Employees who choose to work the existing five (5) day summer schedule must arrange work assignments with their supervisor and will be positioned at an alternate work location, if the department is closed on Fridays.
- During the summer schedule, employees with approved hybrid schedules shall not work remotely on Friday (if department is closed on Friday) nor on Monday or Friday (if department is open five (5) days).

- This will be evaluated by department manager under extenuating circumstances with leadership approval.
- The chosen four (4)-day or five (5)-day schedule is a commitment made for the entire summer.
- Any deviations from or exceptions to the guidelines in this document must be approved by the appropriate VP for that department or division.

The parties hereby agree that, if any provisions of this Memorandum of Understanding should conflict with any prior agreements, amendments or provisions, the terms of this agreement shall govern.

In witness thereof, Mercer County Community College Board of Trustees and the MCCC Federation of Administrative Professionals, have cause this Agreement to be signed.

For Mercer County Community College:

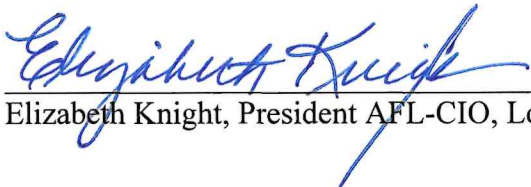


Deborah E. Preston, Ph.D., President

4-30-24

Date

For the MCCC Federation of Administrative Professionals:



Elizabeth Knight, President AFL-CIO, Local 2319

4/30/24

Date