



TO: Ten-Month Classified Employees

FROM: Mark J. Zacovic, Ph.D.
Interim Vice President, Human Resources and Employee Relations

SUBJECT: 2021-2022 Assignment Dates, Ten-Month Classified Schedule

Before you start planning your summer break, be sure to select your assignment dates for the next academic year. Please submit your classified schedule to your supervisor by **June 10, 2021**. Ten-month classified employees are scheduled to work from **August 16, 2021 through June 14, 2022**. Please note that **June 7, 2022 through June 14, 2022*** will be eight (8) hour workdays even though this is during the 4/40 schedule where other staff members will be working ten (10) hour workdays. This is to ensure that no additional hours are worked over the 1,736-hour limit (CSEA Collective Bargaining Agreement Article XI, Section 11.4). Any adjustment in these duty dates must be cleared through your supervisor and notification provided to Jennifer Baker, Human Resources Specialist, at jbaker@collegeofthedesert.edu.

The June 14, 2022 ending date shall be flexible and will be based upon the written mutual agreement between employee and his/her supervisor. Any adjustment in ending dates shall not extend the total months worked beyond ten months unless additional funds are budgeted and approved for such extensions. Vacation is to be scheduled during assigned workdays.

Questions regarding the ten-month schedule may be directed to your supervisor, appropriate Vice President, or the Office of Human Resources. Thank you for your commitment to College of the Desert. I hope you are all staying safe and healthy.

** Please note that due to the 4/40 schedule, the campus is closed on Fridays starting the week of June 7; June 11 is not a workday.*

cc: Administrators
Payroll
Jennifer Baker
Liliana Casas