

**Memorandum of Agreement  
Between  
Lane Community College Employees Federation  
And  
Lane Community College**

**2018 – Employment Separation Incentive Proposal**

This Memorandum of Agreement (MOA) reflects the agreement between Lane Community College Employees (LCCEF) and Lane Community College (College) to the employment separation incentive outlined below for eligible C-1 and C-2 classified employees (.500 – 1.00 FTE). This Separation Incentive will remain in effect for the dates enumerated in the agreement. Neither the College nor LCCEF should consider this agreement to be precedent setting. LCCEF and the College agree that:

1. **Eligibility:** Current C-1 and C-2 Classified employees (.500 – 1.00 FTE) hired by or before January 1, 2004 into a C-1 or C-2 (.500 -1.00 FTE) assignment, may exercise their interests to voluntarily separate from employment with Lane Community College in order to access the benefits outlined in #3 or #4 below.
2. **Timeframe:** In order to access the benefits noted below, eligible C-1 and C-2 employees (.500 – 1.00 FTE) must submit a written, signed and non-revocable notice of voluntary separation from employment with Lane Community College by or before **April 2, 2018**. The written and signed notice of voluntary separation from employment must be submitted to the College's Human Resource Department by the end of the work day on **April 2, 2018**. The intention of this employment separation incentive is that C-1 and C-2 employees (.500 – 1.00 FTE) exercising this option and accessing the benefits outlined in #3 below shall fully separate from employment with the College no later than **June 30, 2018**.

Employees exercising their right to separate from Lane Community College under this agreement have no guarantee for future work. Reemployment with Lane Community College would solely be based on the needs of the College.

3. **Incentive Options:** Eligible non- Technology Family C-1 and C-2 employees (.500 – 1.00 FTE) who exercise this option may elect between the two different benefit options outlined below.
  - 3(a). **Health Insurance Continuation** - The College will continue to make the employer contributions for health insurance premiums for Employee Only coverage for up to twelve (12) months after the month of voluntary separation from employment. Separated C-1 and C-2 employees (.500 – 1.00 FTE) must continue to pay the current employee contributions (based on the 2017-18 rate chart and plan choice) for Employee Only health insurance premiums during the twelve (12) months in order for the health insurance benefits to continue.
  - 3(b). **One-time-payment, Stipend** – In lieu of receiving the continuation of health insurance benefits noted in 3.a. above, eligible C-1 and C-2 (.500 -1.00 FTE) employees may elect to receive a one-time-only stipend payment of \$10,000 subject to all standard payroll withholding requirements. Eligible Non-Technology Family C-1 and C-2 (.500 – 1.00 FTE) employees wishing

to receive the one-time only stipend payment will be provided with a form on which they must designate the payroll period during their remaining active employment when this stipend payment will be made.

4. **Incentive Options:** Eligible **Technology** Family C-1 and C-2 employees (.500 – 1.00 FTE) who exercise this option may elect between the two different benefit options outlined below. For clarification, Technology Family employees are those in the following classifications: Information Technology Technician, Network Administration Specialist, Technology Analysis & Design Specialist, and Technology Equipment Systems Technician (Intermediate and Advanced).

4(a). **Health Insurance Continuation** - The College will continue to make the employer contributions for health insurance premiums for Employee Only coverage for up to twelve (12) months after the month of voluntary separation from employment. Separated C-1 and C-2 employees (.500 – 1.00 FTE) must continue to pay the current employee contributions (based on the 2017-18 rate chart and plan choice) for Employee Only health insurance premiums during the twelve (12) months in order for the health insurance benefits to continue.

4(b). **One-time-payment, Stipend** – In lieu of receiving the continuation of health insurance benefits noted in 4.a. above, eligible Technology Family C-1 and C-2 (.500 -1.00 FTE) employees may elect to receive a one-time-only stipend payment of \$15,000 subject to all standard payroll withholding requirements. Eligible Technology Family C-1 and C-2 (.500 – 1.00 FTE) employees wishing to receive the one-time only stipend payment will be provided with a form on which they must designate the payroll period during their remaining active employment when this stipend payment will be made.

5. **Health Clinic Access:** Employees choosing to separate employment with Lane Community College shall have access to the Lane Community College Health Clinic for twelve (12) months. Employees choosing to separate employment from Lane can elect to have up to one (1) eligible dependent (16 years or older) access to the Lane Health Clinic if the dependent is eligible to be enrolled on the College's health insurance plan. Employees must elect and pre-pay for this access prior to their separation date. The amount for Employee access to Lane Community College's Health Clinic is \$48.00 for a twelve (12) month period. If the employee chooses to add a qualified dependent, in addition to his or her access, the cost for both is \$96.00 for a twelve (12) month period.


Those employees who chose to opt-out of the Health Clinic during open enrollment for the 2017-18 fiscal year shall be allowed to opt-in for the purposes of this Classified Separation Incentive


6. **Unemployment Benefits:** Employees who choose to separate employment with Lane Community College through this Incentive Proposal are separating voluntarily without good cause. This means under ORS 657.176(2)(c) they may be disqualified for collecting unemployment benefits as a result of their separation.
7. **Tuition Waiver:** Employees electing to separate under this incentive shall be eligible for tuition-free classes through June 30, 2019 on a space available basis for employees only.

8. **Transportation Fee Exempt Class:** Employee electing to separate under this incentive shall be eligible for access to wellness related classes with an exemption from the term transportation fee through June 30, 2019. Employees will need to use the CRN number(s) provided each term. Employees should connect with Sharon Daniel or Aneita Grogan in Human Resources to access the term's CRN.

The College and LCCEF agree and acknowledge that the voluntary separation incentives noted above for eligible C-1 and C-2 employees (.500 – 1.00 FTE) will expire effective **April 2, 2018**.

The College and LCCEF also agree and acknowledge that if additional classified C-1 and C-2 positions are retrenched (eliminated) by the budget process after the April 2, 2018 deadline, but prior to June 30, 2018, this separation incentive will be re-opened for a finite period of time to offer additional C-1 and C-2 employees an opportunity to voluntarily separate from the College.

  
For the Federation 3/9/18  
Date

  
For the College 3/9/18  
Date