

Memorandum of Agreement
between
Lane Community College
And
Lane Community College Employee Federation

This communication represents a Memorandum of Agreement (MOA) between Lane Community College (College) and Lane Community College Employee Federation (LCCEF).

Release Time

The College shall grant LCCEF Officers, Building Representatives, Stewards, and other Designees reasonable time to engage in Union activities during regularly scheduled work hours without loss of compensation, seniority, leave accrual, or any other benefits.

The parties agree that the following allotments appear to be reasonable release time allocations. In the event that the allocations are no longer deemed reasonable by either party, both sides agree to bargain the allocations:

- President - 30 hours per month
- VP Labor Relations - 30 hours per month
- Treasurer - 25 hours per month
- Grievance Officer - 30 hours per month
- Membership Officer - 20 hours per month
- Records Officer - 10 hours per month
- Communications Officer - 10 hours per month
- Labor Delegate -.6 hours per month
- COPE Officer - 6 hours per month
- VP Organizing - 30 hours per month
- Member At Large - 6 hours per month
- Stewards and Building Representatives a pool of 20 hours per month

In addition, in accordance with Article 4.1 Union Representatives, Stewards, and Designees shall be allowed release time from their duties without loss of pay when in attendance with the college.

As soon as is practical, LCCEF will provide the Office of Human Resources with a list of all employees eligible to receive release time.

Reporting

If the college has the information in their records, the college shall provide LCCEF, in an editable digital file format, the following information for each employee in the bargaining unit:

- 1. The employee's name and date of hire;
- 2. Contact information including:
 - a. Cellular, home and work telephone numbers;
 - b. Any means of electronic communication, including work and personal electronic mail addresses; and
 - c. Home address or personal mailing address;
- 3. Employment information, including the employee's job title, salary and work site location

The college shall provide the information described above to LCCEF:

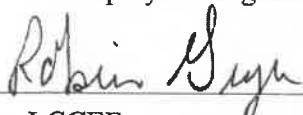
- 1. Within 10 calendar days from the date of hire for newly hired employees in an appropriate bargaining unit.

New Hire Orientation

The College shall provide LCCEF the right to meet with new employees for one and one half (1.5) hours compensated time for both part-time and contracted unit members within thirty calendar days from date of hire during new employee orientation or at individual or group meetings at times scheduled by the Federation.

For purposes of employees, both part-time and contracted, in the bargaining unit who are not new employees, the college shall provide the Federation reasonable access, including but not limited to:

- 1. The use of college facilities or property for purposes of conducting meetings with bargaining unit employees;
- 2. The right to meet with employees during the employees' regular work hours at the employees' regular work location to investigate and discuss grievances, workplace-related complaints and other matters relating to employment relations; and
- 3. The right to conduct meetings at the employees' regular work location before or after the employees' regular work hours, during meal periods and during any other break periods.



For LCCEF

12.10.19
Date



For Lane Community College

12/10/19
Date