

**Memorandum of Understanding
between
Lane Community College Management Steering Committee
And
Lane Community College**

2017 Voluntary Management Separation from Employment Incentive

This non-precedent-setting Memorandum of Understanding (MOU) shall document the agreement between Lane Community College Management Steering Committee (MSC) and Lane Community College (College) for a 2017 Voluntary Management Separation from Employment Incentive for eligible, full-time College managers. The following conditions apply to this MOU.

- 1. Eligibility – This voluntary separation from employment incentive shall be limited to full-time College managers (.501 – 1.0 FTE) who were hired into a College management assignment by or before September 1, 2011.**
- 2. The voluntary separation incentive shall include a \$10,000 one-time-only payment to eligible and voluntarily separating College managers to fully separate from employment with the College. The voluntarily separating College manager may elect either the \$10,000 payment or Employee Only health insurance for one year (12 months) post separation. College managers who elect the Employee Only health insurance coverage for 12 months post separation must continue to pay the employee contribution toward the total cost of premiums for the health insurance plan in which they enroll.**
- 3. College managers desiring to access this voluntary separation incentive must submit their written and signed notification of voluntary separation from College employment to the Lane Human Resource Department by or before April 7, 2017. Such written and signed voluntary separation from management employment notifications are irrevocable. The College managers who voluntarily separate from employment must designate an effective employment separation no later than the end of the 2017 spring academic term in June, 2017. College managers who voluntarily separate from employment under this MOU are not eligible for unemployment insurance benefits from the College.**
- 4. Health Clinic Access – Managers electing to separate from the College under this incentive may elect to maintain access to the Lane Health Clinic for up to twelve (12) months post separation. Eligible managers may also elect to have one dependent (16 years or older) also have access to the Health Clinic for the twelve (12) months if the dependent is also eligible to be enrolled on the manager's health insurance plan. Managers electing these options must pre-pay the Lane Health Clinic access fee before their effective separation date. The Lane Health Clinic access fee is \$48/12 months for themselves, or \$96/12 months for both themselves and their dependent.**

5. Managers electing to accept this 2017 separation from employment incentive shall be eligible for tuition-free class registration using the "tuition waiver" process for up to twelve months through June 30, 2018. The tuition waivers apply only to the former Lane manager and may be used only on a space available basis.
6. Lane managers electing to separate under this 2017 separation incentive shall also remain eligible to access the wellness-related classes with an exemption from the transportation fee through June 30, 2018. Managers desiring to access this option must use the transportation fee free CRN number each term. Managers with questions about this may contact Aneita Grogan or Sharon Daniel in the Lane Human Resource Department for guidance.
7. The savings produced from the voluntary separation of College managers shall be used to reduce college-wide program or service cuts in the 2017/2018 budget.



For Management Steering Committee

20 March 2017

Date



For the College

March 20, 2017

Date