

## Memorandum of Understanding

**To:** Classified Association of Central Oregon Community College (CACOCC)

**From:** Dr. Shirley Metcalf, President



**Reference:** One-time Changes to Articles 11.2 and 15.3 for Fiscal Year 2016-17 only to allow CACOCC members to use payroll options as part of the implementation of the Web-Time-Entry system.

### ARTICLE 11: DIRECT COMPENSATION

#### *Current* ARTICLE 11.2

##### **Payroll Draws.**

Bargaining unit members may request, in writing, a draw of up to sixty percent of accrued compensation twice per calendar year. The cost of payroll assessments exclusive of employee portions of FICA and Workers Compensation will be paid by the College.

#### **Revised ARTICLE 11.2a** (One-Time change for Calendar Year 2017 only)

##### **Payroll Draws.**

To assist with the implementation of Web Time Entry, bargaining unit members may request, in writing, up to four (4) additional draws between March and August of calendar year 2017. Each draw request maximum is sixty percent of accrued compensation. The cost of payroll assessments, exclusive of employee portions of FICA and Workers Compensation, will be paid by the College.

### ARTICLE 15: VACATIONS

#### *Current* ARTICLE 15.3

##### **Expiration of Accrued Vacation Hours.**

- a. Generally, vacation time is taken by December 31 following the fiscal year in which it was earned.
- b. The employee must submit a written request to his/her supervisor by November 15 for an extension beyond December 31, up to August 31 of the following year. The supervisor may grant the extension within the context of adequate staffing to meet College operational needs.

**Revised ARTICLE 15.3** (One-Time change for Fiscal Year 2016-17 only)

**Expiration of Accrued Vacation Hours.**

- a. Generally, vacation time is taken by December 31 following the fiscal year in which it was earned.
- b. The employee must submit a written request to his/her supervisor by November 15 for an extension beyond December 31, up to August 31 of the following year. The supervisor may grant the extension within the context of adequate staffing to meet College operational needs.
- c. Members may take up 80 hours of accrued vacation in the form of vacation payout on March 15<sup>th</sup> and April 15<sup>th</sup> of 2017.
  - 1) Members with an approved vacation extension from fiscal year 2014-15 to be used by August 31, 2016, may carry the vacation forward to April 30, 2017.
  - 2) Members may request accrued vacation from fiscal year 2015-16 be carried forward to April 30, 2017.

CACOCC Representative

Deena Cook

Date

5/25/2016

COCC Representative

Shirley Hentaly

Date

5/25/16