

Memorandum of Understanding
Between Linn-Benton Community College and
the Independent Association of Classified Employees
July 1, 2024

Context

To collaboratively address concerns regarding the administration of remote work, the parties agree that until the time an updated Administrative Rule regarding remote work is approved by the College Council, the following agreement is in place to address remote work agreements for classified employees.

Agreement

All classified employees are eligible to apply for remote work arrangements if their work is of a nature wherein face-to-face interaction is minimal or may be scheduled to permit remote work. Requests must be submitted in writing to the employee's direct supervisor and the Executive Director of Human Resources or designee. All requests will be responded to within ten (10) College business days. Requests that have been denied will be responded to in writing giving the reason for denial based on the operating needs of the College, the abilities of that specific position to successfully perform duties remotely, and pursuant to the College's Remote Work policy (Administrative Rule 5075-02). Factors to be considered include:

- A. The need for specialized material, equipment, or information technology is either minimal or flexible.
- B. The employee has a record of satisfactory or better performance. Having no performance evaluation or disciplinary documentation on file will be construed as evidence of satisfactory performance. Supervisors may waive this requirement if a performance plan was successfully completed.
- C. The employee has a demonstrated ability to effectively manage work time, perform job requirements with limited supervision, and possess the technical skills necessary to work remotely.
- D. The permanent remote work location is situated within the State of Oregon (or approval is required from the vice president of finance and operations if out-of-state).

Remote work assignments may be both granted and rescinded at the sole discretion of management, for any reason not otherwise precluded by Board Policy, Administrative Rule, or applicable statute. No request, however, to work remotely shall be arbitrarily denied nor rescinded.

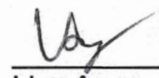
This MOU remains in effect from the date of signing until the Administrative Rule for Remote Work is approved by the College President or extended by mutual agreement.

For the Association:



Kim Kopplien
President, IACE

For the College:



Lisa Avery
President, Linn-Benton
Community College