

**Memorandum of Agreement
Between
Management Steering Committee
And
Lane Community College**

2018 – Employment Separation Incentive Agreement

This Memorandum of Agreement (MOA) reflects the agreement between Lane Community College Management Steering Committee (MSC) and Lane Community College (College) to the employment separation incentive outlined below for eligible College management/administrative employees. This Separation Incentive will remain in effect for the dates enumerated in the agreement. Neither the College nor MSC should consider this agreement to be precedent setting. MSC and the College agree that:

1. **Eligibility:** Current management/administrative employees hired by or before **October 1, 2008** into a budgeted (.50 – 1.0 FTE) management/administrative assignment, may exercise their interests to voluntarily separate from employment with Lane Community College in order to access the benefits outlined in #3 below.
2. **Timeframe:** In order to access the benefits noted below, eligible management/administrative employees must submit a written, signed and non-revocable notice of voluntary separation from employment with Lane Community College by or before 5 pm on **April 9, 2018**. The written and signed notice of voluntary separation from employment must be submitted to the College's Human Resource Department by or before 5 pm on **April 9, 2018**. The intention of this management employment separation incentive is that College managers/administrators 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**.

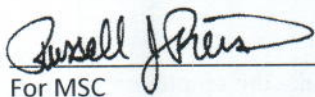
Managers/administrators exercising their right to separate from Lane Community College under this agreement have no guarantee for future work. Reemployment with Lane Community College would solely be based on the needs of the College.

3. **Incentive Options:** Eligible College managers/administrators 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 managers/administrators 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 management/administrative employees may elect to receive a one-time-only stipend payment of \$10,000 subject to all standard payroll withholding requirements. Eligible management/administrative employees wishing to receive the one-time only \$10,000 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. **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, and if the dependent is 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.
5. **Unemployment Benefits:** Management/administrative 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.
6. **Tuition Waiver:** Managers/administrators electing this 2018 management voluntary separation incentive will be eligible for the tuition waiver benefit outlined in Appendix D of the Management Working Conditions Agreement on a space available basis for employees only.
7. **Transportation Fee Exempt Class:** management/administrative employees 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.

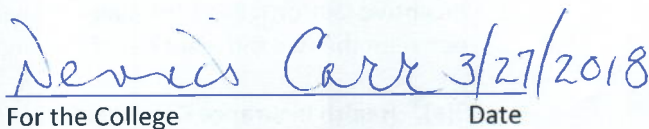
The College and MSC agree and acknowledge that the voluntary separation incentives noted above for eligible management/administrative employees will expire effective at 5 pm on Monday, **April 9, 2018**.



For MSC

3/27/2018

Date



For the College

Date