

Appendix F and Appendix G Incorporated
Memorandum of Agreement between Lane Community College and Lane Community College Employees Federation

Technology Employee Compensation and Classification

May 2, 2016

Technology Classifications:

Information Technology Technician – Pay Level 13
Intermediate Level – Steps 1 through 10
Advanced Level – Steps 1 through 18

Technology Equipment Systems Technician – Pay Level 15
Intermediate Level – Steps 1 through 10
Advanced Level – Steps 1 through 18

Network Administration Specialist – Pay Level 17
Intermediate Level – Steps 1 through 10
Advanced Level – Steps 1 through 18

Technology Analysis and Design Specialist – Pay Level 17
Intermediate Level – Steps 1 through 10
Advanced Level – Steps 1 through 18

Each of the classifications has a distinct job description by the position profiles that were defined by the Technology Action Group. Human Resources and the Chief Information Officer (CIO) will consult the Knowledge, Skills and Abilities (KSAs) for the appropriate classification and position allocation based on comparison of all other technology employees in similar or like positions.

Placement of New Employees:

New employees entering the Technology Family from outside of LCC will be placed with the appropriate Intermediate or Advanced sub-levels, based on the judgment of Human Resources, the CIO and the department or division manager, as necessary. The job description or collection of Knowledge, Skills and Abilities (KSAs) will be used to post and place employees with the appropriate classification and within the intermediate or advanced levels.

Reclassification:

Non-tech employees who believe their position more properly lies in one of the technology classifications, or current technology employees who believe that they are not in the proper classification or are requesting a move or from an intermediate level to an advanced level of the same classification, will submit a request for reclassification under the same procedures as outline in Article 11.7

The Job Description Questionnaire accompanying such requests must document the new KSA's required by the College and acquired by the employee. The CIO is a necessary resource to work with Human Resources and the supervisory manager, as needed, in evaluating the request for reclassification.

Layoff/Recall/Bumping:

For the purposes of Layoff, Bumping or Recall (Article 11), the four major classifications will each be considered to contain two sub-classifications. One sub classification will encompass the sets in the beginning and intermediate sub-levels. The other sub-classification will be the full salary range containing skill sets from the beginning through the advanced sub-levels.

Technology Proximity On-Call:

Employees required to be on proximity on-call for the College will receive 4 hours of compensation (with overtime if earned) for each weekend day, holiday, or any day that the College is closed and the employee is on-call. Compensation for callback hours when an employee must report for work shall be based upon Article 12.3.2. **Proximity to the College is defined as being physically within 1 hour of the Data Center and being available by cell phone or another immediate communication device.**

Temporary Assignment to Higher Classification:

Employees in technology classifications may be temporarily assigned to a higher classification, as described in Article 16.6. Such employees will receive a placement that provides an increase on the new level, plus one additional full steps. The placement will not exceed step 10 for an intermediate level placement or step 18 for an advanced level placement. Employees who are moved from a sub-classification limited to the intermediate sub-level to a position encompassing the full range of the advanced classification will be moved according to Article 16.8.1, not to exceed step 18 of the advanced level.

Sources:

Technology Classification Plan Project Recommendation, December 18, 2000 (including Appendices A-D) prepared by consultant Center for HR Leadership

Knowledge, Skills and Abilities Matrix prepared by the Technology Action Group (TAG) August 2000.

Position Profiles (KSA's attributed to each position) prepared by TAG, August 2000.

Tech Study Implementation Spreadsheet "Tech Schedule" prepared by Bargaining Sub-Committee, August 2001.