

Appendix H
Memorandum of Agreement between Lane Community College (Administration) and Lane Community
College Employees Federation (Union)

College Paid/Provided Cell Phone Use by Classified Employees:

Classified employees who are assigned by their responsible manager to carry and use a cell phone during assigned work hours for college business purposes would have two options:

(1) These classified employees could elect to receive a college issued cell phone through their respective departments and these employees would be required to sign an agreement acknowledging that this college-issued cell phone shall be used for college business only. This option would also require routine and regular monitoring that the college-issued cell phone is maintained and used for college business only; or

(2) The employee assigned by the responsible supervisor to be available during the work day via cell phone could elect to carry their own personal cell phone and use their personal cell phone for college business. These employees would receive a \$30.00/month stipend to be added to gross payroll and subject to normal taxes. An employee's manager may request a higher stipend if that manager can demonstrate, to the satisfaction of the Chief Finance Officer, that the employee's use requires an increased allowance.