

## **APPENDIX I**

### **Memorandum of Agreement between Lane Community College and Lane Community College Employees Federation**

**October 20, 2001**

It is agreed that a classified employee may extend his/her partial leave without pay beyond the one year leave maximum if the leave extension is requested in order to teach a credit class at Lane during the employee's regular work hours and if the request is submitted and approved according to the provisions outlined in Article 15.1.1. Leaves must be requested on a term-by-term basis and cannot be approved for teaching assignments in excess of 3 credits per term. There will be no limit on the number of terms of teaching leave, provided the supervisor approves each request.

Upon approval of the request, the employee reserves the right to return to his/her full, regular classified FTE prior to the end of the approved leave. The supervisor may require up to fourteen (14) calendar days written notice of intent to return.

If feasible, the hours released for the teaching assignment will be offered to any qualified part-time contracted employees in the department before being assigned to non-contracted (hourly) employees. In any case, total hours assigned to non-contracted (hourly) employees in this and other assignments combined may not exceed 1039 hours.

In the event of a full or partial layoff, the employee on leave of absence will have recall/bumping rights to his/her full, regular contracted FTE. The employee on leave will accrue seniority while on leave according to his/her temporarily reduced classified FTE.

If the employee on leave is moved to another department through bumping or other college-initiated personnel action, he/she will be allowed to complete the current term's teaching assignment. Subsequent assignments must be approved by the new supervisor.