

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LOS RIOS COMMUNITY COLLEGE DISTRICT  
AND  
LOS RIOS CLASSIFIED EMPLOYEES ASSOCIATION (LRCEA)  
January 1, 2022 – December 31, 2022**

**Topic:**

Los Rios Community College District Remote Work and Alternative Schedule Pilot Program

**Background:**

This memorandum of understanding (“MOU”) is agreed to between Los Rios Community College District (“District”) and the Los Rios Classified Employees Association (“LRCEA”) concerning the Remote Work and Alternative Schedule Agreement pilot program for the period January 1, 2022 through December 31, 2022.

The District recognizes the benefit of allowing employees to work at alternate locations, such as from a home office (“remote working”), when such work is operationally feasible and in the best interest of the Los Rios Community College District community and the students it serves. This MOU explains the conditions under which the District permits remote working.

The terms and conditions of this MOU are created in conjunction with the previously established Alternative Work Schedule MOU.

The parties have met and conferred regarding the Remote Work and Alternative Schedule Agreement, and agree to the following terms and conditions.

**Agreements**

1. The Remote Work and Alternative Schedule Agreement is a pilot program that shall take effect on January 1, 2022, and end December 31, 2022. During such time, the District shall evaluate its effectiveness, and consider extension.
2. The Remote Work and Alternate Schedule Agreement is voluntary, and may be revoked or suspended at any time.
3. An employee’s daily remote work schedule shall be created in conjunction with, and approved by the employee’s first level supervisor/manager, as well as the area manager.
4. Remote work is only feasible for employees where the essential functions of the position can be effectively performed away from the campus/District Office location.
5. The terms within the Remote Work and Alternative Schedule Agreement do not alter or

supersede the terms of the existing employment relationship, or the terms of the employee's Collective Bargaining Agreement.

6. The terms within, or any subsequent changes to, the Remote Work and Alternative Schedule Agreement shall not be grievable.

*Jamey Nye* 12/08/2021  
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Jamey Nye, District

*Edward Bartholomew* 12/02/2021  
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Ed Bartholome, LRCEA

*Chanelle Whittaker* 12/02/2021  
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Chanelle Whittaker, District

*Kelly Ledesma* 12/02/2021  
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Kelly Ledesma, LRCEA