

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**AND**  
**LOS RIOS CLASSIFIED EMPLOYEES ASSOCIATION (LRCEA)**

**May 27, 2023 – December 31, 2023**

**Topic:**

Extension of the Los Rios Community College District Remote Work Agreement 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 extension of the Remote Work Agreement, a pilot program that took effect on January 1, 2022, through December 31, 2022, was extended for the period January 1, 2023 through May 26, 2023, and now extended through the end of the 2023 calendar year.

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 its serves. This MOU explains the conditions under which the District permits remote working. The parties have met and conferred regarding the Remote Work Agreement and agree to the following terms and conditions.

**Agreements**

1. The Remote Work Agreement is a pilot program that shall continue in effect for the period May 27, 2023, through December 31, 2023. During such time, the District shall evaluate its effectiveness, and consider extension.
2. The Remote Work 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 employee is required to have a California home address on file with Human Resources.
6. The terms within the Remote Work Agreement do not alter or supersede the terms of the existing employment relationship, or the terms of the employee’s Collective Bargaining Agreement.
7. The terms within, or any subsequent changes to, the Remote Work Agreement shall not be grieved.

LRCCD:

Signature: 

Email: rodrigm3@losrios.edu

---

Mario Rodriguez, Executive Vice  
Chancellor, Finance & Administration

Signature: 

Email: brayc@losrios.edu

---

Carrie Bray, Acting Associate Vice  
Chancellor, Human Resources


LRCEA:

Signature:   
Jake Hughins (Mar 9, 2023 17:17 PST)

Email: hughinj@scc.losrios.edu

---

Jake Hughins, President

Signature: 

Email: ken.cooper@losrios.edu

---

Ken Cooper, Vice President












# Remote Work MOU LRCEA summer fall 2023


Final Audit Report

2023-03-16

Created:	2023-03-08
By:	Brenda Balsamo (balsamb@losrios.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA4qr4Mo2es87C27T6TwbG7fbNWMhWkLIZ

## "Remote Work MOU LRCEA summer fall 2023" History

-  Document created by Brenda Balsamo (balsamb@losrios.edu)  
2023-03-08 - 7:00:33 PM GMT
-  Document emailed to Jake Hughins (hughinj@scc.losrios.edu) for signature  
2023-03-08 - 7:01:29 PM GMT
-  Email viewed by Jake Hughins (hughinj@scc.losrios.edu)  
2023-03-08 - 7:02:30 PM GMT
-  Email viewed by Jake Hughins (hughinj@scc.losrios.edu)  
2023-03-10 - 1:16:42 AM GMT
-  Document e-signed by Jake Hughins (hughinj@scc.losrios.edu)  
Signature Date: 2023-03-10 - 1:17:04 AM GMT - Time Source: server
-  Document emailed to Kenneth Cooper (ken.cooper@losrios.edu) for signature  
2023-03-10 - 1:17:05 AM GMT
-  Email viewed by Kenneth Cooper (ken.cooper@losrios.edu)  
2023-03-10 - 1:18:51 AM GMT
-  Document e-signed by Kenneth Cooper (ken.cooper@losrios.edu)  
Signature Date: 2023-03-10 - 1:20:20 AM GMT - Time Source: server
-  Document emailed to Carrie Bray (brayc@losrios.edu) for signature  
2023-03-10 - 1:20:21 AM GMT
-  Email viewed by Carrie Bray (brayc@losrios.edu)  
2023-03-10 - 1:48:30 AM GMT
-  Document e-signed by Carrie Bray (brayc@losrios.edu)  
Signature Date: 2023-03-10 - 11:06:20 PM GMT - Time Source: server

 Document emailed to Mario Rodriguez (rodrigm3@losrios.edu) for signature

2023-03-10 - 11:06:21 PM GMT

 Email viewed by Mario Rodriguez (rodrigm3@losrios.edu)

2023-03-16 - 4:26:51 AM GMT

 Document e-signed by Mario Rodriguez (rodrigm3@losrios.edu)

Signature Date: 2023-03-16 - 4:27:53 AM GMT - Time Source: server

 Agreement completed.

2023-03-16 - 4:27:53 AM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.