

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**LOS RIOS COMMUNITY COLLEGE DISTRICT**  
**AND**  
**LOS RIOS SUPERVISORS ASSOCIATION (LRSA)**

**January 1, 2024 – December 31, 2024**

**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 Supervisors Association (“LRSA”) concerning the extension of the Remote Work Agreement Pilot Program for the period of January 1, 2024, through December 31, 2024.

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 January 1, 2024, through December 31, 2024. 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:



---

Mario Rodriguez, Executive Vice Chancellor  
Finance & Administration

LRSA:



---

Cindy Velez, President



---

Carrie Bray, Vice Chancellor  
Human Resources