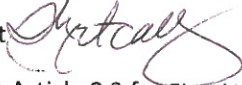


## Memorandum of Understanding

To: Classified Association of Central Oregon Community College (CACOCC)

From: Dr. Shirley Metcalf, President



Reference: One-time Change to Article 8.3 for Fiscal Year 2016-17 to allow CACOCC members to use payroll options for overtime compensatory time off as part of the implementation of the Web-Time-Entry system.

### ARTICLE 8: OVERTIME

#### Current ARTICLE 8.3

##### Overtime Approval.

All planned overtime must be pre-approved by the appropriate supervisor or budget administrator with the completion of a signed overtime authorization form. In the event of an emergency or unplanned circumstances, a verbal approval can be given by the supervisor or budget administrator, with the approval documented after the fact on the overtime authorization form. When overtime is worked, it will be compensated in either overtime pay or compensatory time off; the choice will be that of the employee. Compensatory time off must be taken within three months following the day the time was worked or it will be paid. Overtime is earned at a 150% premium. For each hour of overtime worked, the employee will earn either one and one half hours of compensatory time off or pay.

#### Revised ARTICLE 8.3 (One-Time change for Fiscal Year 2016/17 only)

##### Overtime Approval.

All planned overtime must be pre-approved by the appropriate supervisor or budget administrator with the completion of a signed overtime authorization form. In the event of an emergency or unplanned circumstances, a verbal approval can be given by the supervisor or budget administrator, with the approval documented after the fact on the overtime authorization form. When overtime is worked, it will be compensated in either overtime pay or compensatory time off; the choice will be that of the employee. Compensatory time off must be taken within three months following the day the time was worked or it will be paid. If requested, any overtime worked and taken as compensatory time off for the months of October, November, and December of 2016, can be carried forward and paid in the March and April 2017 pay periods. Overtime is earned at a 150% premium. For each hour of overtime worked, the employee will earn either one and one half hours of compensatory time off or pay.

✓ MOU effective date: October 1, 2016.

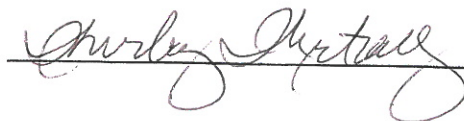
CACOCC Representative



Date

10/21/16

COCC Representative



Date

10/21/16