



INTEROFFICE MEMO
Office of Human Resources

DATE: December 3, 2007
TO: Jillian Verstrate, President OCCCSA
FROM: D. Arnie Oudenhoven
SUBJECT: Memorandum of Understanding – Lag Payroll

COPIES TO:

The Association understands and agrees with the College's need to change its current practice of paying full-time staff employees on a current payroll basis to paying all staff employees on a one-week lag basis.

It is understood that the current frequency of payroll dates on alternate Fridays (26 paychecks per year) will remain unchanged. However, the payroll check being issued on Friday, January 11, 2008, will cover a one-time, one-week pay period of December 30, 2007, through January 5, 2008.

To ease the transition, and to avoid any hardship resulting from receiving only one week's pay on January 11, 2008, full-time staff employees will be paid the equivalent of one week's pay on January 11, 2008 for the period January 6 through January 12, 2008. This will be referred to as "**transition pay**."

Income tax, SURS, College Insurance, Union dues, and (if applicable) Medicare will be deducted on the **transition pay** as well as any optional deferred compensation (403B and 457B) and optional deductions (Health Insurance, Section 125-Flex Spending Account, credit union, optional life insurance, Joint Appeal, etc.).

No deductions will be taken when transition pay is paid back (either during employment or at separation). The transition pay payback is not eligible for deferred compensation (403B and 457B).

The **transition pay** can be paid back (entire balance — no installments) either:

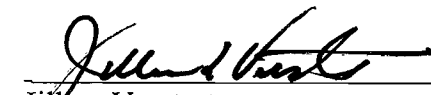
- A) At separation (retirement, resignation or death) or;
- B) Any time during employment at the College
 - If paid back during employment, at separation you will receive full amount earned in pay period (up to and including the separation date).

Each employee will receive a document stating the exact dollar amount of the **transition pay**. The College payroll department will track each individual who receives the pay and the College will receipt the repayment of **transition pay** if paid back prior to separation. The Association will also receive a document reporting the amount of **transition pay** for each full-time Classified Staff employee.

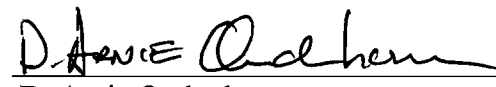
Time Reporting

Beginning on January 7, 2008, employees' time reports will be completed and submitted electronically.

The College and the Association understand and agree that any processing of employee time reports – whether as a proxy or as one step in the time report approval process – does not establish or constitute a supervisory relationship. Any employee whose position is covered by this Agreement (contract between OCCCSA and Oakton Community College) and who, at the direction of their administrator, electronically approves the time report of another staff member is considered to be verifying the fellow employee's attendance on behalf of the administrator. In all cases, the administrator holds the sole administrative and supervisory responsibility for scheduling staff work time, and for receiving, reviewing, verifying and approving employee time reports. This remains unchanged from the time sheet approval signing practices in place on December 31, 2007.



Jillian Verstrate
OCCCSA President



D. Arnie Oudenhoven
Associate VP for Human Resources