MEMORANDUM OF UNDERSTANDING
BETWEEN
Los Rios Community College District Agreement
AND
Los Rios College Federation of Teachers
September 27, 2002

In order to establish processes that will help ensure forms relating to the Joint Medical Insurance Program are received by the established due date in the Employee Benefits department, the Los Rios Community College District and the Los Rios College Federation of Teachers agree to the following addition to Article 3, Fringe Benefits and Retirement, Section 3.3.5:

> 3.3.5.3.1 - To ensure form CCFS-361 is received in the district office Employee Benefits department by the deadline specified in Article 3.3.5.3 and to provide employees evidence of such submission, employees may send the form by certified mail or hand-carry the form to Employee Benefits. Employee Benefits will provide the employee with a copy of the form as evidence of meeting the deadline. The copy will be date-stamped and returned to the employee when hand-carried or mailed to employee if received by other means. If the form is not received in the Employee Benefits department by the deadline, and the employee can not provide evidence of submitting prior to the deadline, it will be deemed to be received past the deadline and will not be considered when determining the district contribution or eligibility for medical insurance.

In addition to the aforementioned contract change, the Form CCFS-361 will be modified as per attached. The form will be created as an NCR form so a copy may be given to the employee.

As agreed, if an employee does not submit the form via certified mail or does not hand-carry to the Employee Benefits department (EB), the form will be deemed late or not submitted. If the employee claims she/he submitted the form, and can not provide evidence with a copy of the certified mail receipt or date stamped copy from EB, the form will be deemed late or not submitted.

For the LRCFT:	For the District:
_____	_____
_____	_____
_____	_____