**Colorado Community College System**

**Memorandum of Understanding**

**INSTRUCTIONS**

PURPOSE

Use a Memorandum of Understanding (MOU) when you need the expertise of a full-time regular employee or faculty member from the CCCS System office or another CCCS Community College to complete a project or provide a service. Your institution will be referred to as the requesting institution and the employee’s regular employer will be referred to as the home institution. **An MOU must be fully executed BEFORE an employee starts work on a project or tasks for another college.**

SCOPE

1. The MOU is intended for use when one CCCS institution borrows a full-time, regular employee or faculty member from another CCCS institution in order to complete a special project or perform a special assignment.
   1. If the work will be completed by a Company or Independent Contractor, use the purchase requisition and personal services agreement process. Contact your Purchasing Manager for assistance. An MOU is not needed.
   2. If the work will be completed by a part-time employee, temporary employee or instructor from the system office or another CCCS college, the person must be hired as an employee using the personnel requisition process. Contact your Human Resources Department for assistance. An MOU is not needed.
   3. If the employee or faculty member is working as an Instructor/Adjunct for more than one college, each college hires the person using the personnel requisition process. Contact your Human Resources Department for assistance. An MOU is not needed.

PROCESS

1. Define the work to be accomplished and the deliverables expected.
2. Identify the person or people who will perform the work.
3. Communicate with the employee, his/her supervisor and both Finance Departments and both Human Resources departments as needed to assure that you have all the required information to complete the MOU:
4. **Project start and end dates.**
5. **Who will be compensated for the work being performed?** 
   1. If the employee is performing the work as part of his/her regular job duties (i.e., substituting regular work duties with this work):
      * The requesting institution compensates the home institution for the use of the employee’s time
      * The employee will receive no additional compensation for the work performed
      * **Identify the amount of time you will need from the employee and the related cost.**
   2. If the employee is performing the work outside his/her regular job duties, the home institution will pay the employee for the overload:
      * The employee must complete the work outside of normal work hours or use annual leave if the work is performed during regular work hours;
      * The requesting institution compensates the home institution for the overload expense.
      * The home institution adds the overload pay to the employee’s regular pay. Payments to the employee must occur on a regular pay date.
      * **Identify the total amount the employee will be paid for the overload, the number of times the employee will be paid and the amount of each payment.**
6. **What funding source will be used to pay for the work?** Identify the ORG CODE to be charged for the work. This will be an ORG CODE from the requesting institution. If the funding source is a grant, you will need to provide a copy of the grant and grant budget with the MOU.
7. **How often will your institution pay the home institution?** Communicate with the Controller at the home institution to determine how often they prefer to invoice your institution. This is usually monthly, quarterly, or one-time only. Quarterly is recommended but should be no more than once every 6 months.
8. **Identify MOU approvers from the requesting institution:**
   1. Org Code Owner (must have signing authority for the total dollar amount of the MOU)
   2. If grant funded, the person in Finance/Accounting who assures grant funds are available for the intended use
   3. Human Resources Director
   4. Controller
   5. CFO
9. **Identify MOU approvers from the home institution.**
   1. Employee
   2. Employee’s Supervisor
   3. Human Resources Director
   4. Controller
   5. CFO
   6. Download the MOU form from <http://www.cccs.edu/HR/Forms.html>.
   7. The MOU will open with the first field highlighted; if the first field is not highlighted, click on the field to select it. Enter the day you are starting the MOU, and then use the “Tab” key to move to the next field. The form includes three types of fields:
      1. Text entry field: enter the information requested.
      2. Drop list field: select the down arrow at the side of the field and choose one of the options from the drop down list.
      3. Date field: select the down arrow at the side of the field and choose a date using the drop down calendar.
10. Once you have completed the form, review the MOU to be sure it includes all the information.
11. Print one original of the MOU and sign as the requester. Attach a copy of the supporting documentation.
12. Complete and print one copy of the MOU Routing Slip from <http://www.cccs.edu/HR/Forms.html>.
13. Obtain the signature of the Org Code Owner or delegate with sufficient signing authority to approve the full amount of the MOU.
14. Send the MOU Routing Slip and the MOU original (including supporting documentation) to your Human Resources Director.
15. The Human Resources Director at your institution will initiate the routing of the MOU for signatures. When all signatures are complete, the MOU is returned to your Human Resource Department.
16. Your Human Resources department distributes the MOU as described on the routing slip.
17. If the MOU is set up so that the employee is paid in addition to his/her regular salary, and the payment(s) is based on completing the project or phases of the project, the Requester must notify the home HR department in writing as the work is completed in order to assure that the employee gets paid. This can be done by email or the employee can create a time sheet showing the hours or work completed to the requester who approves it and forwards it to the Human Resources department at the employing college.
18. The Requester must also notify the Finance Department at the Home Institution when work or phases of work are completed. The Finance Department at the Home Institution then initiates invoices to the Finance Department at the Requesting Institution based on the payment frequency described in the MOU.
19. The Finance Department at the Requesting Institution assures proper documentation of the project progress/completion and employee compensation then requests payment through COFRS and mirrors in Banner. MOU payments should not be made with a warrant. \*\*\*\***If you have an MOU with the System Office, the System Office will initiate the transfer of funds.**

For assistance, contact Staci Farley (CCCS Human Resources) at 720-858-2868 or Angela McAllister (CCCS Finance & Administration) at 303-595-1535.