

AGREEMENT BY AND BETWEEN
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
DISTRICT 26

AND THE

FEDERATION OF CLASSIFIED EMPLOYEES
LOCAL NO. 4787

EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2020

APPENDIX

TABLE OF CONTENTS

APPENDIX A EMPLOYEE SALARY SCHEDULE.....	1
APPENDIX B.1 PERFORMANCE EVALUATION – PERFORMANCE ELEMENTS.....	4
APPENDIX B.2 PERFORMANCE EVALUATION.....	6
APPENDIX C.1 MEMBERSHIP ENROLLMENT FORM.....	11
APPENDIX C.2 DUES DEDUCTION AUTHORIZATION FORM.....	12

Appendix A Employee Salary Schedule

Salary Level	Classification Titles
10-14	Cashier, Office Assistant
20-24	Early Childhood Specialist I, Instructional Assistant
30-34	Administrative Assistant I
40-44	Administrative Assistant II, Early Childhood Specialist II, Fiscal Technician I, Program Assistant I, Word Processor, Mail Services Technician
50-54	Administrative Assistant III, Financial Aid Technician, Fiscal Technician II, Help Desk Technician I, Library Technician I, Program Assistant II
60-64	Financial Aid Technician II, Fiscal Technician III, Administrative Assistant IV, Early Childhood Specialist III, Library Technician II, Media Technician I, Program Assistant III, Admission Coach
70-74	Computer Lab Technician, Help Desk Technician II, Instructional Support Technician I, Lead Admission Coach
80-84	Administrative Assistant V, Library Technician III, Human Resources Technician, Media Technician II, Procurement Specialist
90-94	Accountant, Financial Aid Specialist, Payroll Technician, Senior Human Resources Technician, Instructional Support Technician II

Monthly Salary and Hourly Rate Schedule Effective July 1, 2018

Salary Level	Monthly / hourly	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K
10	Monthly	2,101	2,186	2,272	2,359	2,454	2,549	2,651	2,754	2,865	2,979	3,067
	Hourly	12.07	12.56	13.06	13.56	14.10	14.65	15.24	15.83	16.47	17.12	17.63
20	Monthly	2,123	2,206	2,295	2,384	2,479	2,575	2,677	2,784	2,894	3,008	3,098
	Hourly	12.20	12.68	13.19	13.70	14.25	14.80	15.39	16.00	16.63	17.29	17.80
30	Monthly	2,272	2,359	2,454	2,549	2,650	2,754	2,864	2,978	3,097	3,219	3,316
	Hourly	13.06	13.56	14.10	14.65	15.23	15.83	16.46	17.11	17.80	18.50	19.06
40	Monthly	2,364	2,456	2,551	2,653	2,757	2,869	2,980	3,100	3,223	3,351	3,452
	Hourly	13.59	14.11	14.66	15.25	15.84	16.49	17.13	17.82	18.52	19.26	19.84
50	Monthly	2,453	2,549	2,650	2,754	2,864	2,978	3,097	3,219	3,348	3,476	3,580
	Hourly	14.10	14.65	15.23	15.83	16.46	17.11	17.80	18.50	19.24	19.98	20.57
60	Monthly	2,682	2,788	2,899	3,014	3,134	3,255	3,386	3,520	3,659	3,803	3,916
	Hourly	15.41	16.02	16.66	17.32	18.01	18.71	19.46	20.23	21.03	21.86	22.51
70	Monthly	2,786	2,895	3,011	3,130	3,253	3,383	3,515	3,654	3,800	3,951	4,071
	Hourly	16.01	16.64	17.30	17.99	18.70	19.44	20.20	21.00	21.84	22.71	23.40
80	Monthly	2,889	3,006	3,123	3,247	3,376	3,510	3,648	3,795	3,943	4,101	4,224
	Hourly	16.60	17.28	17.95	18.66	19.40	20.17	20.97	21.81	22.66	23.57	24.28
90	Monthly	3,063	3,182	3,311	3,440	3,577	3,720	3,868	4,019	4,182	4,347	4,477
	Hourly	17.60	18.29	19.03	19.77	20.56	21.38	22.23	23.10	24.03	24.98	25.73

Step K will be implemented effective July 1, 2016. Advancement to Step K requires an employee to have been on Step J for five (5) years.

Salary Level	Classification Titles
10-14	Cashier, Office Assistant
20-24	Early Childhood Specialist I, Instructional Assistant
30-34	Administrative Assistant I
40-44	Administrative Assistant II, Early Childhood Specialist II, Fiscal Technician I, Program Assistant I, Word Processor, Mail Services Technician
50-54	Administrative Assistant III, Financial Aid Technician, Fiscal Technician II, Help Desk Technician I, Library Technician I, Program Assistant II
60-64	Financial Aid Technician II, Fiscal Technician III, Administrative Assistant IV, Early Childhood Specialist III, Library Technician II, Media Technician I, Program Assistant III, Admission Coach
70-74	Computer Lab Technician, Help Desk Technician II, Instructional Support Technician, Lead Admission Coach
80-84	Administrative Assistant V, Library Technician III, Human Resources Technician, Media Technician II, Procurement Specialist
90-94	Accountant, Financial Aid Specialist, Payroll Technician, Senior Human Resources Technician, Instructional Support Technician II

Monthly Salary and Hourly Rate Schedule Effective January 1, 2019

Salary Level	Monthly /hourly	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K
10	Monthly	2,116	2,201	2,288	2,376	2,471	2,567	2,670	2,773	2,885	3,000	3,088
	Hourly	12.16	12.65	13.15	13.66	14.20	14.75	15.34	15.94	16.58	17.24	17.75
20	Monthly	2,138	2,221	2,311	2,401	2,496	2,593	2,696	2,803	2,914	3,029	3,120
	Hourly	12.29	12.76	13.28	13.80	14.34	14.90	15.49	16.11	16.75	17.41	17.93
30	Monthly	2,288	2,376	2,471	2,567	2,669	2,773	2,884	2,999	3,119	3,242	3,339
	Hourly	13.15	13.66	14.20	14.75	15.34	15.94	16.57	17.24	17.93	18.63	19.19
40	Monthly	2,381	2,473	2,569	2,672	2,776	2,889	3,001	3,122	3,246	3,374	3,476
	Hourly	13.68	14.21	14.76	15.36	15.95	16.60	17.25	17.94	18.66	19.39	19.98
50	Monthly	2,470	2,567	2,669	2,773	2,884	2,999	3,119	3,242	3,371	3,500	3,605
	Hourly	14.20	14.75	15.34	15.94	16.57	17.24	17.93	18.63	19.37	20.11	20.72
60	Monthly	2,701	2,808	2,919	3,035	3,156	3,278	3,410	3,545	3,685	3,830	3,943
	Hourly	15.52	16.14	16.78	17.44	18.14	18.84	19.60	20.37	21.18	22.01	22.66
70	Monthly	2,806	2,915	3,032	3,152	3,276	3,407	3,540	3,680	3,827	3,979	4,099
	Hourly	16.13	16.75	17.43	18.11	18.83	19.58	20.34	21.15	21.99	22.87	23.56
80	Monthly	2,909	3,027	3,145	3,270	3,400	3,535	3,674	3,822	3,971	4,130	4,254
	Hourly	16.72	17.40	18.07	18.79	19.54	20.32	21.11	21.97	22.82	23.74	24.45
90	Monthly	3,084	3,204	3,334	3,464	3,602	3,746	3,895	4,047	4,211	4,377	4,508
	Hourly	17.72	18.41	19.16	19.91	20.70	21.53	22.39	23.26	24.20	25.16	25.91

Step K will be implemented effective July 1, 2016. Advancement to Step K requires an employee to have been on Step J for five (5) years.

Salary Level	Classification Titles
10-14	Cashier, Office Assistant
20-24	Early Childhood Specialist I, Instructional Assistant
30-34	Administrative Assistant I
40-44	Administrative Assistant II, Early Childhood Specialist II, Fiscal Technician I, Program Assistant I, Word Processor, Mail Services Technician
50-54	Administrative Assistant III, Financial Aid Technician, Fiscal Technician II, Help Desk Technician I, Library Technician I, Program Assistant II
60-64	Financial Aid Technician II, Fiscal Technician III, Administrative Assistant IV, Early Childhood Specialist III, Library Technician II, Media Technician I, Program Assistant III, Admission Coach
70-74	Computer Lab Technician, Help Desk Technician II, Instructional Support Technician, Lead Admission Coach
80-84	Administrative Assistant V, Library Technician III, Human Resources Technician, Media Technician II, Procurement Specialist
90-94	Accountant, Financial Aid Specialist, Payroll Technician, Senior Human Resources Technician, Instructional Support Technician II

Monthly Salary and Hourly Rate Schedule Effective July 1, 2019

Salary Level	Monthly / hourly	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K
10	Monthly	2,293	2,385	2,479	2,575	2,678	2,782	2,893	3,005	3,126	3,251	3,346
	Hourly	13.18	13.71	14.25	14.80	15.39	15.99	16.63	17.27	17.97	18.68	19.23
20	Monthly	2,317	2,407	2,504	2,602	2,705	2,810	2,921	3,037	3,158	3,282	3,381
	Hourly	13.32	13.83	14.39	14.95	15.55	16.15	16.79	17.45	18.15	18.86	19.43
30	Monthly	2,479	2,575	2,678	2,782	2,892	3,005	3,125	3,250	3,380	3,513	3,618
	Hourly	14.25	14.80	15.39	15.99	16.62	17.27	17.96	18.68	19.43	20.19	20.79
40	Monthly	2,580	2,680	2,784	2,895	3,008	3,131	3,252	3,383	3,517	3,656	3,767
	Hourly	14.83	15.40	16.00	16.64	17.29	17.99	18.69	19.44	20.21	21.01	21.65
50	Monthly	2,676	2,782	2,892	3,005	3,125	3,250	3,380	3,513	3,653	3,793	3,906
	Hourly	15.38	15.99	16.62	17.27	17.96	18.68	19.43	20.19	20.99	21.80	22.45
60	Monthly	2,927	3,043	3,163	3,289	3,420	3,552	3,695	3,841	3,993	4,150	4,273
	Hourly	16.82	17.49	18.18	18.90	19.66	20.41	21.24	22.07	22.95	23.85	24.56
70	Monthly	3,041	3,159	3,285	3,416	3,550	3,692	3,836	3,988	4,147	4,312	4,442
	Hourly	17.48	18.16	18.88	19.63	20.40	21.22	22.05	22.92	23.83	24.78	25.53
80	Monthly	3,152	3,280	3,408	3,543	3,684	3,831	3,981	4,142	4,303	4,475	4,610
	Hourly	18.11	18.85	19.59	20.36	21.17	22.02	22.88	23.80	24.73	25.72	26.49
90	Monthly	3,342	3,472	3,613	3,754	3,903	4,059	4,221	4,385	4,563	4,743	4,885
	Hourly	19.21	19.95	20.76	21.57	22.43	23.33	24.26	25.20	26.22	27.26	28.07

Step K will be implemented effective July 1, 2016. Advancement to Step K requires an employee to have been on Step J for five (5) years.

For Transitional Employee Salary Schedule, please see Memorandum of Understanding A.

Salary Level	Classification Titles
10-14	Cashier, Office Assistant
20-24	Early Childhood Specialist I, Instructional Assistant
30-34	Administrative Assistant I
40-44	Administrative Assistant II, Early Childhood Specialist II, Fiscal Technician I, Program Assistant I, Word Processor, Mail Services Technician
50-54	Administrative Assistant III, Financial Aid Technician, Fiscal Technician II, Help Desk Technician I, Library Technician I, Program Assistant II
60-64	Financial Aid Technician II, Fiscal Technician III, Administrative Assistant IV, Early Childhood Specialist III, Library Technician II, Media Technician I, Program Assistant III
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90-94	Accountant, Financial Aid Specialist, Payroll Technician, Senior Human Resources Technician, Instructional Support Technician II

Monthly Salary and Hourly Rate Schedule Effective July 1, 2020

Salary Level		STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K
10	Monthly	2,357	2,452	2,548	2,647	2,753	2,860	2,974	3,089	3,214	3,342	3,440
	Hourly	13.55	14.09	14.64	15.21	15.82	16.44	17.09	17.75	18.47	19.21	19.77
20	Monthly	2,382	2,474	2,574	2,675	2,781	2,889	3,003	3,122	3,246	3,374	3,476
	Hourly	13.69	14.22	14.79	15.37	15.98	16.60	17.26	17.94	18.66	19.39	19.98
30	Monthly	2,548	2,647	2,753	2,860	2,973	3,089	3,213	3,341	3,475	3,611	3,719
	Hourly	14.64	15.21	15.82	16.44	17.09	17.75	18.47	19.20	19.97	20.75	21.37
40	Monthly	2,652	2,755	2,862	2,976	3,092	3,219	3,343	3,478	3,615	3,758	3,872
	Hourly	15.24	15.83	16.45	17.10	17.77	18.50	19.21	19.99	20.78	21.60	22.25
50	Monthly	2,751	2,860	2,973	3,089	3,213	3,341	3,475	3,611	3,755	3,899	4,015
	Hourly	15.81	16.44	17.09	17.75	18.47	19.20	19.97	20.75	21.58	22.41	23.07
60	Monthly	3,009	3,128	3,252	3,381	3,516	3,651	3,798	3,949	4,105	4,266	4,393
	Hourly	17.29	17.98	18.69	19.43	20.21	20.98	21.83	22.70	23.59	24.52	25.25
70	Monthly	3,126	3,247	3,377	3,512	3,649	3,795	3,943	4,100	4,263	4,433	4,566
	Hourly	17.97	18.66	19.41	20.18	20.97	21.81	22.66	23.56	24.50	25.48	26.24
80	Monthly	3,240	3,372	3,503	3,642	3,787	3,938	4,092	4,258	4,423	4,600	4,739
	Hourly	18.62	19.38	20.13	20.93	21.76	22.63	23.52	24.47	25.42	26.44	27.24
90	Monthly	3,436	3,569	3,714	3,859	4,012	4,173	4,339	4,508	4,691	4,876	5,022
	Hourly	19.75	20.51	21.34	22.18	23.06	23.98	24.94	25.91	26.96	28.02	28.86

Step K will be implemented effective July 1, 2016. Advancement to Step K requires an employee to have been on Step J for five (5) years.

Appendix B.1 Performance Evaluation – Performance Elements

Performance Elements for Evaluation

These performance elements should be considered, where applicable, in assessing employee performance and determining future performance expectations and development needs. Other performance elements may be added as needed.

1. Self-Management

- Efficient, effective use of work time, equipment, and resources
- Follow rules and procedures
- Work in a safe manner
- Use and maintain equipment properly
- Adhere to assigned work schedule
- Regular work attendance
- Punctual and on time to work
- Seek and assume additional responsibilities as appropriate
- Exhibit integrity and honesty
- Treat others with respect and dignity
- Give and accept constructive feedback
- Work effectively in a diverse work environment
- Focus on the situation, issue or behavior rather than on the person
- Other

2. Work Processes & Results

- Provide products and services that consistently meet or exceed the needs and expectations of customers
- Use customer satisfaction as a key measure of quality
- Use appropriate problem solving methods to improve processes
- Collect and evaluate relevant information to make decisions
- Use good judgment
- Set and adhere to priorities
- Meet productivity standards, deadlines and work schedules
- Accurate and timely work with minimal supervision
- Achieve results
- Pursue efficiency and economy in the use of resources
- Inform supervisor or appropriate others of problems; identify issues and alternative solutions
- Other

3. Teamwork

- Support and focus on the vision, mission, and goals of the organization and team
- Understand the benefits of teamwork
- Cooperate with and offer assistance to others
- Recognize the contributions of others.
- View the success of the organization and team as more important than individual achievements
- Contribute to the development, cohesion and productivity of the team
- Share information appropriately, internally and externally
- Support teamwork and cooperation through open and honest communication
- Other

4. Innovation and Change

- Creative and innovative when contributing to organizational and individual objectives
- Receptive to new ideas and adaptable to new situations
- Willing to explore different options; avoid defensiveness
- Take calculated risks
- Seek and act on opportunities to improve, streamline, re-invent work processes
- Help others to overcome resistance to change
- Other

5. Development

- Participate in opportunities to enhance knowledge and skills identified and offered by the organization or the evaluator
- Show self-initiative in developing or upgrading knowledge and skills
- Apply new knowledge or skills acquired from developmental opportunities
- Help others learn new systems, processes, or programs
- Learn to use technology effectively as appropriate for the job
- Other

6. Communication

- Participate in meetings in an active, cooperative, and courteous manner
- Orally communicate effectively on a one-on-one basis, in small groups, and in presentations
- Write clearly and concisely
- Avoid confusing and convoluted language where possible in written and oral communications; use plain language
- Use active listening skills; demonstrate attentive posture, eye contact, and gestures; reflect, repeat, and rephrase information for clarity
- Demonstrate understanding and empathy with the listener or reader
- Timely responses to e-mails, phone messages, and mail
- Other

7. Customer Service

- Understand and be responsive to customers' objectives and needs
- Sensitive to public attitudes and concerns
- Accessible, timely, and responsive in dealing with customers
- Handle customer inquiries and complaints promptly, courteously, and non-bureaucratically
- When possible, go the extra mile to satisfy customer needs and expectations
- Other

8. Leadership Performance

- Clearly communicate organization's mission and goals to staff
- Provide regular ongoing feedback to staff
- Facilitate, coach, and support staff's efforts to succeed
- Provide meaningful recognition of staff success
- Support diversity in the workplace.
- Set clear direction and follow through
- Make effective employee selection and promotion recommendations
- Other

Appendix B.2 Performance Evaluation

Classified Staff Performance Evaluation



Employee Name: _____ Department: _____

Position: _____ Supervisor: _____

Appraisal: Probation mid-point Probation end Annual Other

Purpose:

- Strengthen communication
- Make sure goals and performance expectations are understood
- Recognize achievements
- Create plans for improvement or change where appropriate
- Create Professional Development Plan to enhance strengths
- Review job description

Steps to complete performance Evaluation: Employee and direct supervisor will:

Step 1: Independently fill out all sections of the Performance Evaluation form in preparation for meeting together: (1) things done well, (2) change needed, and (3) the professional development plan.

Step 2: Meet to discuss and compare the Performance Evaluation and the supervisor will fill out the final Performance Evaluation form based on this meeting.

Step 3: Review present job description. If more than 25% has changed, refer to reclassification process.

Step 4: Sign the Performance Evaluation form and the supervisor will submit it to Human Resources.

The Supervisor is responsible for making sure the Performance Evaluation is completed.

1. Things Done Well and Work Accomplishments. Describe specific examples of the employee's best work, including:
 - Achievements
 - Successes
 - Positive contribution to your unit and/or college
 - Completed elements from last PDP

When applicable, list specific facts, use measurable outcomes, and make connections to the college mission, core themes, and/or strategic plan. Performance elements: self-management, work processes & results, teamwork, innovation and change, development, communication, customer service, leadership performance. See Appendix B.1 for complete descriptions.



2. Performance Elements Where Change is Needed (Leave blank if not applicable)

- Describe the present situation for any performance element that needs improvement or change
 - What is happening now (give facts: who, where, when)?
 - Why is this a concern?
 - How does it affect others?
- Use specific examples to describe what the employee can do to improve, change or learn
- Describe actions the employee will take
- Describe supportive actions the supervisor will take

3. Professional Development Plan (PDP)

A Professional Development Plan is created by the employee and supervisor to identify desired skills, competencies and resources to support the staff member's performance objectives and college or departmental needs. This is intended to be a one-year timeframe.

Activities/Actions: List the specific activities to help achieve your objectives. Include any resources needed.

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Performance Objective: Describe the specific skill or competency that you intend to improve or develop.

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Employee Comments

- The employee may write as much or as little as desired.
- The employee may attach documents if desired (please check box for attachments)

Employee Signature: _____ Print Name: _____ Date: _____

Employer Signature: _____ Print Name: _____ Date: _____

Appendix C.1 Membership Enrollment Form

*This section had been updated, effective 11/6/2018. Please see Memorandum of Understanding D for updated version.

MEMBERSHIP ENROLLMENT FORM LWTFCE LOCAL 4787/AFT WA/AFT/AFL-CIO

Please Print

Name: _____ SSN: _____

Home Address: _____ City, Zip: _____

Home Phone: _____ Home E-mail: _____

Signature: _____ Date: _____

While contributions or gifts to LWTFCE LOCAL 4787/ AFT WA/AFT/AFL-CIO

are not tax deductible as charitable contributions for federal income tax purposes, dues may be tax deductible under other provisions of the Internal Revenue Code. Check with your tax advisor for additional information.

Appendix C.2 Dues Deduction Authorization Form

*This section had been updated, effective 11/6/2018. Please see Memorandum of Understanding D for updated version.

DUES DEDUCTION AUTHORIZATION

I hereby authorize and direct the Lake Washington Institute of Technology through its officers, agents, and employees, to deduct from that portion of my wages due me each month the amount as certified by **LWTFCE Local 4787/AFT WA/AFT/ AFL-CIO** at the current dues rate.

I further authorize and direct the College to transfer and pay such monies so deducted to the treasurer of Local 4787.

Dues are 2.0% of your wage. (Effective 8/13/2015)

Name: _____ SSN: _____

Home Address: _____ City, Zip: _____

Home Phone: _____ Office Phone: _____

Signature: _____ Date: _____

For further information regarding Union Dues please contact your Union Representative.