

Memorandum of Understanding F
to the Agreement by and between
Lake Washington Institute of Technology
District No. 26
and the
Lake Washington Institute of Technology
Federation of Classified Employees
Local No. 4787
Effective April 17,2020

This memorandum of understating is supplemental to the Agreement by and between the Lake Washington Institute of Technology District No. 26, hereinafter referred to as the Employer, and the Lake Washington Institute of Technology Federation of Classified Employees Local 4787, hereinafter referred to as the federation.

Article 11 Section 11.1

The Employer and the Federation have agreed to changes in Article 11 to reflect changes in annual evaluation due dates as follows:

Article 11 Section 11.1

The immediate supervisor shall evaluate the performance of each employee annually before August 28 using the evaluation process and forms in Appendix B.1 and B.2. Employees and supervisors are encouraged to use the evaluation process throughout the year.

Article 11 Section 11.1.1

Evaluations **are due** for the following employees:

- Employees whose anniversary months fall in: April, May, June, July, August, September, October, November, and December

Evaluations **are not due** for the following employees:

- Employees whose anniversary months fall in: January, February, and March

This Memorandum of Understanding is in response to the COVID-19 Pandemic and is intended to allow additional time for supervisor and employees to have meaningful discussions. This will be in effect for the evaluation period ending August 28, 2020.

Lake Washington Institute of Technology
Of Classified Employees

04/22/2020
Dated: _____

By: *Heidi Davis*

Heidi Davis, President

Lake Washington Institute of Technology
District No. 26

4.22.20
Dated: _____

By: *Amy M. Morrison*

Dr. Amy Morrison, President