

AGREEMENT BY AND BETWEEN
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
DISTRICT 26
AND THE
FEDERATION OF CLASSIFIED EMPLOYEES LOCAL NO.
4787
EFFECTIVE JULY 1, 2021 THROUGH JUNE 30, 2024

APPENDIX

Table of Contents

Appendix A Employee Salary Schedule.....	1
Appendix B.1 Performance Evaluation - Performance Elements.....	2
Appendix B.2 Performance Evaluation.....	4
Appendix C.1 Membership Election/Dues Deduction Form.....	6
Appendix D.1 Transitional Salary Schedule	7

Appendix A Employee Salary Schedule

Salary Level	Classification Titles
20 - 24	Office Assistant (Only used for Temporary positions)
50 - 54	Administrative Assistant III, Fiscal Technician II, Help Desk Technician I, Library Technician I, Program Assistant II
60 - 64	Fiscal Technician III, Administrative Assistant IV, Early Childhood Specialist III, Library Technician II, 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, Procurement Specialist, Early Childhood Specialist IV
90 - 94	Accountant, Financial Aid Specialist, Payroll Technician, Instructional Support Technician II

Monthly Salary and Hourly Rate Schedule Effective July 1, 2021

Salary Level	Monthly/ Hourly	Sub/On-Call Only	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
50	Monthly	2798	3024	3142	3268	3398	3534	3672	3819	3965	4083	4246	4416
	Hourly	16.08	*17.38	*18.06	*18.78	*19.53	20.31	21.10	21.95	22.79	23.47	24.40	25.38
60	Monthly	3060	3307	3438	3576	3713	3863	4016	4175	4339	4468	4647	4833
	Hourly	17.59	*19.01	*19.76	20.55	21.34	22.20	23.08	23.99	24.94	25.68	26.71	27.77
70	Monthly	3179	3434	3572	3711	3860	4010	4170	4335	4508	4644	4830	5023
	Hourly	18.27	*19.74	20.53	21.33	22.18	23.05	23.97	24.91	25.91	26.69	27.76	28.87
80	Monthly	3295	3563	3704	3851	4005	4162	4330	4498	4678	4820	5013	5213
	Hourly	18.94	20.48	21.29	22.13	23.02	23.92	24.89	25.85	26.89	27.70	28.81	29.96
90	Monthly	3494	3777	3925	4080	4244	4413	4585	4771	4959	5107	5311	5524
	Hourly	20.08	21.71	22.56	23.45	24.39	25.36	26.35	27.42	28.50	29.35	30.52	31.75

*** Effective July 1, 2021, Step(s) identified with an (*) will start at \$20/hour. Movement along the salary schedule will occur at \$20/hour + COLA until it meets or surpasses the step on the salary schedule the employee is on.

Effective July 1st of that year, the employee's rate will be the higher of the \$20/hour + COLA or step rate.

*** Step K requires employees to complete three (3) years on step J starting July 1, 2021

*** Step L requires employees to complete three (3) years on step K starting July 1, 2021

*** Step M requires employees to complete Five (5) years on step L starting July 1, 2021

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:

- A. 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.
 - B. 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.
 - C. Step 3: Review present job description. If more than 25% has changed, refer to the reclassification process.
 - D. 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.

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

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 Election/Dues Deduction Form

MEMBERSHIP ELECTION/DUES DEDUCTION FORM LWITFCE LOCAL 4787/AFT WA/AFT/AFL-CIO

I hereby **elect** to become a member and 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 **LWITFCE 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: _____ SID or Last 4 of SSN: _____

Home Address _____ City, Zip _____

Home Phone _____ Personal Email _____

Signature _____ Date _____

While contributions or gifts to **LWITFCE 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.

I hereby **do not elect** to become a dues paying member of **LWITFCE Local 4787/AFT WA/AFT/AFL-CIO** at the current dues rate.

Name: _____ SID or Last 4 of SSN: _____

Home Address _____ City, Zip _____

Home Phone _____ Personal Email _____

Signature _____ Date _____

Appendix D.1 Transitional Salary Schedule

(For Employees who started at the college on or before June 30, 2007)

Monthly Salary and Hourly Rate Schedule Certificate Level Effective July 1, 2021

Salary Level	Monthly/ Hourly	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
91	Monthly	3811	3958	4117	4280	4446	4619	4805	4992	5142	5348	5562
	Hourly	21.90	22.75	23.66	24.60	25.55	26.55	27.61	28.69	29.55	30.73	31.96

Monthly Salary and Hourly Rate Schedule Associates Degree Level Effective July 1, 2021

Salary Level	Monthly/ Hourly	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
62	Monthly	3348	3478	3615	3755	3904	4058	4215	4378	4509	4689	4877
	Hourly	19.24	19.99	20.78	21.58	22.44	23.32	24.22	25.16	25.91	26.95	28.03
72	Monthly	3473	3612	3751	3899	4052	4212	4375	4549	4687	4874	5069
	Hourly	19.96	20.76	21.56	22.41	23.29	24.21	25.14	26.14	26.94	28.01	29.13
82	Monthly	3605	3746	3891	4043	4203	4369	4541	4718	4862	5056	5259
	Hourly	20.72	21.53	22.36	23.24	24.16	25.11	26.10	27.11	27.94	29.06	30.22
92	Monthly	3820	3966	4122	4285	4453	4626	4812	5002	5152	5358	5572
	Hourly	21.95	22.79	23.69	24.63	25.59	26.59	27.66	28.75	29.61	30.79	32.03

Monthly Salary and Hourly Rate Schedule Bachelor's degree Level Effective July 1, 2021

Salary Level	Monthly/ Hourly	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
63	Monthly	3368	3497	3639	3773	3922	4076	4236	4400	4532	4713	4902
	Hourly	19.36	20.10	20.91	21.68	22.54	23.43	24.34	25.29	26.05	27.09	28.17
73	Monthly	3494	3630	3770	3919	4071	4232	4395	4569	4707	4895	5091
	Hourly	20.08	20.86	21.67	22.52	23.40	24.32	25.26	26.26	27.05	28.13	29.26
83	Monthly	3622	3766	3913	4066	4225	4390	4561	4742	4884	5079	5283
	Hourly	20.82	21.64	22.49	23.37	24.28	25.23	26.21	27.25	28.07	29.19	30.36
93	Monthly	3838	3987	4143	43.06	4473	4648	4832	5019	5170	5377	5592
	Hourly	22.06	22.91	23.81	24.75	25.71	26.71	27.77	28.84	29.71	30.90	32.14

Monthly Salary and Hourly Rate Schedule Master's degree Level Effective July 1, 2021

Salary Level	Monthly/ Hourly	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
64	Monthly	3383	3513	3650	3788	3938	4089	4247	4414	4546	4728	4917
	Hourly	19.44	20.19	20.98	21.77	22.63	23.50	24.41	25.37	26.13	27.17	28.26
74	Monthly	3509	3647	3785	3933	4084	4244	4409	4583	4718	4907	5103
	Hourly	20.17	20.96	21.75	22.60	23.47	24.39	25.34	26.34	27.11	28.20	29.33
84	Monthly	3640	3778	3925	4078	4237	4403	4575	4753	4897	5093	5297
	Hourly	20.92	21.71	22.56	23.44	24.35	25.30	26.29	27.32	28.14	29.27	30.44
94	Monthly	3853	4001	4157	4321	4488	4662	4846	5032	5183	5390	5606
	Hourly	22.14	22.99	23.89	24.83	25.79	26.79	27.85	28.92	29.79	30.98	32.22