

**Memorandum of Understanding F**  
by and between  
Lake Washington Institute of Technology, District No. 26  
and the  
Lake Washington Institute of Technology  
Federation of Classified Employees, Local 4787  
Effective July 1, 2022 through June 30, 2024

This memorandum of understanding 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.

This Memorandum of Understanding recognizes that the current Administrative Assistance IV (AAIV) vacancy in Dental Programs is a hard-to-fill/retain position due to:

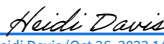
1. The title does not accurately reflect the Dental Front Office duties of the position
2. The position is unique because in addition to general Dental Front Office duties, it is also responsible for coordinating student clinic schedules
3. The current Salary Level (70) tied to the AAIV qualifications does not factor in specialized knowledge, skills, and abilities required of this position such as:
  - a. Knowledge of dental terminology, procedures, and scheduling
  - b. Knowledge of patient management systems (i.e. Eaglesoft)
4. Accordingly, the Dental Front Office position's rate, because it is classified at the AAIV Salary Level, is not competitive

To recognize the difficulty in recruiting for and retaining this essential position, both parties agree to the following terms and provisions, effective October 4, 2023:


- Create a Dental Front Office Assistant position at Salary Level 90 in the Employee Salary Schedule (Appendix A).

Lake Washington Institute of Technology  
Federation of Classified Employees  
Local No. 4787

Dated: Oct 26, 2023

By:   
Heidi Davis (Oct 26, 2023 14:56 PDT)  
Heidi Davis, President

Dated: Nov 1, 2023

By:   
Dr. Amy Morrison, President

Lake Washington Institute of Technology  
District No. 26