

AGREEMENT BY AND BETWEEN  
LAKE WASHINGTON INSTITUTE OF TECHNOLOGY  
AND THE  
LAKE WASHINGTON FEDERATION OF TEACHERS  
LOCAL 3533 AFT/ AFL-CIO  
EFFECTIVE JULY 1, 2017 THROUGH JUNE 30, 2020  
MEMORANDUM OF UNDERSTANDING

**TABLE OF CONTENT**

MEMORANDUM OF UNDERSTANDING A ..... 1

MEMORANDUM OF UNDERSTANDING B..... 5

MEMORANDUM OF UNDERSTANDING C ..... 6

MEMORANDUM OF UNDERSTANDING D..... 7

MEMORANDUM OF UNDERSTANDING E..... 8

MEMORANDUM OF UNDERSTANDING F..... 9

**Memorandum of Understanding A  
to the agreement by and between  
Lake Washington Institute of Technology District No. 26  
and the  
Lake Washington Federation of Teachers Local 3533  
Effective July 1, 2017**

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the "Agreement" and incorporated herein by reference).

**Article 9 Distribution of Agreement**

**Section 9.1**

The College shall provide an electronic copy of this Agreement to all faculty by email and post the document on the College website. Hard copies will be provided by the College to individual faculty only upon request of individual faculty to Human Resources.

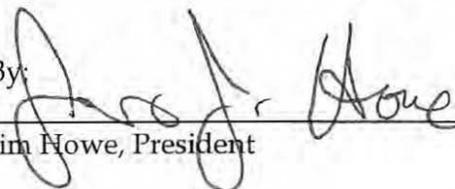
**Section 9.2**

All newly appointed full time faculty will be provided an electronic copy of this Agreement by email. Those newly appointed faculty who request from Human Resources a hard copy of the contract shall be provided one. The Federation President or designee shall be provided an opportunity to meet with the faculty at this orientation to introduce the Federation and answer questions.

This Memorandum of Understanding will be in effect until such time as a new Collective Bargaining Agreement is ratified by both the College and the Federation.

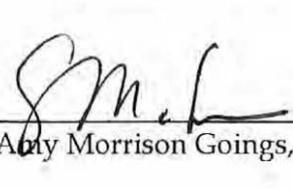
Lake Washington Federation of Teachers,  
Local 3533

Dated: 6/19/17

By:   
Jim Howe, President

Lake Washington Institute of Technology  
District No. 26

Dated: 6.20.17

By:   
Dr. Amy Morrison Goings, President

**Memorandum of Understanding B  
to the agreement by and between  
Lake Washington Institute of Technology District No. 26  
and the  
Lake Washington Federation of Teachers Local 3533  
Effective July 1, 2019**

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the "Agreement" and incorporated herein by reference).

Salary Schedules

Appendix A -Full-Time Professor Salary Schedule

Appendix AI -Professor Per Diem Rate Schedule

(Full-time schedules are prorated based on contract days for general salary increases effective July 1, 2018 and January 1, 2019)

Appendix B -Adjunct Faculty Salary Schedule

(7 /1/18 eliminated prior steps 1-9, 11, 13, 15 from adjunct salary schedule)

It is understood and agreed by and between the College and the Federation that:

1. The attached salary schedules (Appendix A, AI, and B) will be effective July 1, 2019.
2. As a result of eliminating 12 steps from the Adjunct Faculty Salary Schedule and placing adjunct faculty on the next step of the new schedule, all adjunct faculty increments submitted prior to July 1, 2018 will be removed from future consideration for step movement.
3. The College and the Federation agree to review and develop a new process for adjunct faculty increment movement.

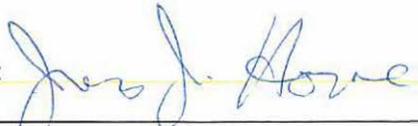
This Memorandum of Understanding will be in effect until such time as a new Collective Bargaining Agreement is ratified by both the College and the Federation.

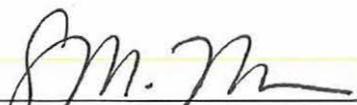
Lake Washington Federation of Teachers,  
Local 3533

Lake Washington Institute of Technology  
District No. 26

Dated: 5/31/19

Dated: 5/31/19

By: 

By: 

Jim Howe, President

Dr. Amy Morrison, President

## Appendix A: Full-time Professor Salary Schedule

### Annual Salary Rates

Salary Step	Annual Salary Rates
A	62,100
B	65,400
C	66,600
D	71,300
E	73,100
X	76,400

Effective July 01, 2019.

### Appendix A.1 Professor Per Diem Rate Schedule

The following per diem schedule is derived from annual salaries listed above:

#### Professor Per Diem Rate Schedule

Salary Step	One Full Day 8 Hours	One Half Day 4 Hours	One Quarter Day 2 Hours	One Eighth Day 1 Hour
A	359	179	90	45
B	378	189	95	47
C	385	192	96	48
D	412	206	103	52
E	423	211	106	53
X	442	221	110	55

Effective July 01, 2019.

Revised May 30, 2019.

## Appendix B: Adjunct Faculty Salary Schedule

### Course Credit Salary Rates

Salary Step	Theory	Guided Practice	Field Based
A	616.96	1,233.92	1,850.89
B	649.75	1,299.49	1,949.24
C	661.67	1,323.34	1,985.01
D	708.36	1,416.73	2,125.09
E	726.25	1,452.49	2,178.74
X	759.03	1,518.06	2,277.10

Effective July 01, 2019.

Revised May 30, 2019.

(Note: Individual contract totals may vary by several cents due to rounding during division and multiplication processes by the Personnel Payroll Management System.)

Theory - Lecture Based Courses

Guided Practice - Lab Courses, Clinical Experience

Field Based - Preceptorships, Coop

Full-time Professors will be placed on corresponding Adjunct Faculty Schedule step as identified.

**Memorandum of Understanding B  
to the agreement by and between  
Lake Washington Institute of Technology District No. 26  
and the  
Lake Washington Federation of Teachers Local 3533  
Effective July 1, 2017**

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the "Agreement" and incorporated herein by reference).

Salary Schedules

- Appendix A -Full-Time Professor Salary Schedule
- Appendix A1 -Professor Per Diem Rate Schedule
- Appendix B -Adjunct Faculty Salary Schedule  
(Eliminates prior step 1 from adjunct salary schedule)

It is understood and agreed by and between the College and the Federation that:

1. The attached salary schedules (Appendix A, A.1, and B) will be effective July 1, 2017. (Please see Appendix files for these schedules)

This Memorandum of Understanding will be in effect until such time as the new Collective Bargaining Agreement is ratified by both the College and the Federation.

Lake Washington Federation of Teachers,  
Local 3533

Lake Washington Institute of Technology  
District No. 26

Dated: 7/13/17

Dated: 7/13/17

By:   
Jim Howe, President

By:   
Dr. Amy Morrison Goings, President

**Memorandum of Understanding C  
to the agreement by and between  
Lake Washington Institute of Technology District No. 26  
and the  
Lake Washington Federation of Teachers Local 3533  
Effective July 1, 2017**

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the "Agreement" and incorporated herein by reference).

The following proposal for a Tiered Committee Structure is an additional explanation of Article 12.1.2.B.6:

1. Tier 1 Priority-Tenure Committees
2. Tier 2 Priority-Completion, SEM, EDI, Budget, College Council, IPEC, Accreditation, Facilities, IC, CRC, Foundation Board, Policies and Procedures, Faculty Professional Development, Title IX
3. Tier 3 Priority-All other committees approved by College Council

All faculty positions (hence, tenured faculty) on Tier 1 Committees must be filled before tenured faculty may count Tier 2 committee membership toward the 2-committee CBA fulfillment requirement. All faculty positions on Tier 1 and Tier 2 Committees must be filled before full-time faculty may use Tier 3 committee membership to satisfy the 2-committee CBA requirement.

Nothing in this prioritization scheme prevents any full-time faculty member from serving on any committee of their choosing. It merely ensures that tenured faculty fill tenure committee faculty positions before counting other committees toward their CBA requirement and that all full-time faculty select first those committees deemed vital to College functions requiring faculty participation. The VPI, at the recommendation of Instructional Council, will continue to recognize participation on any committee as important service to the College.

All committees recognized as such by College Council shall qualify as Tier 3. Only the VPI, with input from Instructional Council, determines if committees recognized as such by College Council belong in Tier 1 or Tier 2.

Adjunct faculty are encouraged and invited to participate in any and all college committees, but it is not an expectation. College Council pays adjunct faculty for participation time; others do not.

This Memorandum of Understanding will be in effect until such time as a new Collective Bargaining Agreement is ratified by both the College and the Federation.

Lake Washington Federation of Teachers,  
Local 3533

Dated: 8/1/17

By: Jim Howe  
Jim Howe, President

Lake Washington Institute of Technology  
District No. 26

Dated: 8.7.17

By: Dr. Amy Morrison Goings  
Dr. Amy Morrison Goings, President

**Memorandum of Understanding D  
to the agreement by and between  
Lake Washington Institute of Technology District No. 26  
and the  
Lake Washington Federation of Teachers Local 3533  
Effective July 1, 2019**

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the "Agreement" and incorporated herein by reference).

**Article 24 Emergency Closure**

**Section 24.1**

In the event that weather conditions, power curtailment, a major disaster or such other emergency as may occur and require interruption of classes, the College may be closed by the President or designee. Faculty will continue student’s learning online and/or on make-up days scheduled by the faculty member, with supervisor approval.

**Section 24.2**

In the event the College opens and a faculty member is unable to report to work, the faculty member must apply for emergency leave or make arrangements for students to continue their learning online, and/or on make-up days scheduled by the faculty member, with supervisor approval.

This Memorandum of Understanding will be in effect until such time as the new Collective Bargaining Agreement is ratified by both the College and the Federation.

Lake Washington Federation of Teachers,  
Local 3533

Dated: May 16, 2019

By:   
Jim Howe (May 16, 2019)

Jim Howe, President

Lake Washington Institute of Technology  
District No. 26

Dated: May 17, 2019

By:   
Dr. Amy Morrison (May 17, 2019)

Dr. Amy Morrison, President

**Memorandum of Understanding E  
to the agreement by and between  
Lake Washington Institute of Technology District No. 26  
and the  
Lake Washington Federation of Teachers Local 3533  
Effective July 1, 2019**

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the "Agreement" and incorporated herein by reference).

**Section 22.4**

Alternative Compensation for Under-enrolled or Over-Enrolled Classes: In cases where classes appear to be under-enrolled and the appropriate Dean intends to cancel the class because of that under-enrollment, the appropriate Dean may, with the agreement of the faculty member designated to teach that class, pay the faculty member by the following alternative formula instead of cancelling the class:

*Alternative pay for an under-enrolled class = Regular pay designated by the collective bargaining agreement X number of student enrolled at end of Day 4 ÷ cap for class on the quarterly schedule.*

In no case shall alternative pay apply if not agreed to by the dean and assigned faculty by the end of the first day of the quarter.

In the event that the faculty member designated to teach the under-enrolled class is a full-time faculty member assigned to that class as part of their quarterly load, the faculty member and Dean can agree to ... (1) cancel the class (and create a plan for making up the load requirement with another class or another class in a remaining quarter); or (2) run the class as a moonlight (special assignment outside of the normal full-time hourly class time requirement) using this alternative compensation formula and pick up a different class to meet load requirements that quarter or in a subsequent quarter.

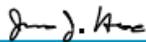
In cases where faculty accept overloads and overloaded students remain in the class through the first week of the quarter, the faculty member shall be compensated for the excess enrollment as a special assignment using the following formula:

*Over-enrollment pay = Number of teaching hours assigned to course X number of enrolled in class on 15th day of quarter in excess of cap for class on quarterly schedule ÷ cap for class on the quarterly schedule. (Example: There are 29 students enrolled for a class on the 15th day of the quarter and the class has a published cap of 25. Class hours assigned to the class=50. The instructor shall be compensated for 4 excess students X 50 hours/25 student cap = 8 hours special assignment for quarter.)*

Lake Washington Federation of Teachers,  
Local 3533

May 16, 2019

Dated: \_\_\_\_\_

By:   
Jim Howe (May 16, 2019)

Jim Howe, President

Lake Washington Institute of Technology  
District No. 26

May 17, 2019

Dated: \_\_\_\_\_

By:   
Dr. Amy Morrison (May 17, 2019)

Dr. Amy Morrison, President

**Memorandum of Understanding F  
to the agreement by and between  
Lake Washington Institute of Technology District No. 26  
and the  
Lake Washington Federation of Teachers Local 3533  
Effective July 1, 2019**

This Memorandum of Understanding is supplemental to the above-referenced Agreement by and between the College and the Federation (hereafter referred to as the "Agreement" and incorporated herein by reference).

**Nursing Educator - Funding**

Beginning with the 2019-20 fiscal year, it is recognized that the College has received a special allocation of funds specifically to address compensation and related needs for Nursing and Nursing Assistant programs. The State Board for Community and Technical Colleges have allocated funds and provided guidance for Colleges to work with their local bargaining unit for the use of the funds.

It is understood and agreed by and between the College and the Federation that based on CTC system recommendations that the Nursing Educator funding allocated to the College may be utilized for the following purposes:

1. Hire additional nursing and nursing assistant full-time faculty;
2. Cover costs associated with authorized salary increases;
3. Provide additional compensation to Nursing and Nursing Assistant faculty in a manner that is mutually agreed upon;
4. Provide additional compensation to Nursing and Nursing Assistant program directors/ dean.

This Memorandum of Understanding will be in effect until such time as a new Collective Bargaining Agreement is ratified by both the College and the Federation.

Lake Washington Federation of Teachers,  
Local 3533

Lake Washington Institute of Technology  
District No. 26

Dated: 8-12-19

Dated: 8.12.19

By:   
Andrea Westman, President

By:   
Dr. Amy Morrison, President