Memorandum of Understanding Between
The Longview School District No. 122 and SEIU Local 925

Agreement Regarding Technology Department Classification Restructure

The Longview School District No. 122 ("District") and Service Employees International Union Local 925 ("Union") agree upon this Memorandum of Understanding ("MOU") regarding the restructure of the technology department classifications through the end of the collective bargaining agreement, July 1, 2027.

WHEREAS, during the 2025–2026 school year, the District conducted a technology department study to evaluate the department's organizational structure, position classifications, technical responsibilities, and compensation in relation to regional trends and District operational needs; and

WHEREAS, the District and the Union agreed to the outcome of the study and the planned transition from the existing two-level technology classification structure to a four-level classification structure, with implementation intended to occur by the beginning of the 2026–2027 school year; and

WHEREAS, the parties wish to memorialize their agreement regarding the revised four-level technology classification structure and establish the operational principles governing the structure, employee development, position postings, and advancement between levels;

Classification Structure
Through thoughtful data analysis of observed regional trends, coupled with identified District needs and the goal of better compensating and rewarding both skillset and years in service, the District proposes a structured classification model consisting of technical skillset-based levels. The model is intended to better serve the needs of the organization while providing compensation aligned with increasing levels of technical expertise, knowledge, skills, and abilities.

Each level builds upon the previous level, with the expectation that higher-level skills and abilities encompass those of the preceding levels. This structure establishes a pathway for professional growth and advancement, encouraging employees to develop their skillsets over time in a manner that benefits both the organization and the employee.

The parties agree to establish the following four-level Technology Department classification structure:

Level	Position Title	Primary Functional Focus
Level 1	Technology Support: Help Desk	Help desk support and initial technical assistance.
Level 2	Technology Specialist: Desktop and End User Support	Desktop support, end-user support, and related technical services.

Level 3	Technology Engineer	Network Engineer, Systems Engineer, and Database Administrator/Student Information Systems (SIS) functions.
Level 4	Technology Department Lead	Departmental leadership support, coordination of technology initiatives, and optimization of departmental operations.

The revised structure is intended to distinguish positions based on their primary technical responsibilities, the complexity of assigned work, and the knowledge, skills, and abilities required for each level.

The functional descriptions above identify the primary focus of each level and are not intended to limit the District's ability to assign work consistent with operational needs, position responsibilities, and the applicable collective bargaining agreement.

The inclusion of a classification in this structure does not, by itself, guarantee that a position will be funded, filled, or posted at any particular time.

Operational Needs

Fiscal limitations and financial prudence largely dictate staffing levels within the organization. The revised structure is intended to support the District's operational needs while recognizing fiscal limitations.

The District has identified the following functional staffing needs to support day-to-day Technology Department operations:

- One help desk support employee.
- Two desktop and end-user support employees.
- Three systems engineers, with primary areas of focus consisting of:
    1. Network and Telephony infrastructure.
    2. Systems Data Center and Cloud Service platforms.
    3. Student Information System and Database Administrator

An additional Lead position is included in the classification structure to provide a potential leadership growth opportunity and support departmental coordination and operational improvement.

These functional staffing needs are intended to guide departmental planning and service delivery. They do not constitute a guarantee of a particular number of funded positions or require the District to fill every position at all times. Staffing decisions remain subject to District operational needs, available funding, and applicable collective bargaining obligations.

To ensure continuity of operations, employees in higher-level classifications will not be limited exclusively to work associated with their assigned classification level. While employees may have primary

responsibility for higher-level skills and more complex assignments, they may also be assigned work associated with lower levels as operational needs arise.

The classification levels are cumulative in nature. A Level 2 employee may be called upon to perform Level 1 functions, and Level 3 employees may be required to support work associated with Levels 1 and 2. A Level 4 Lead may likewise perform technical work associated with lower levels as necessary to support department operations.
The overarching goal of this model is to support employee growth and advancement while maintaining the flexibility and technical capabilities necessary to meet the day-to-day needs of the District.

The assignment of work across levels does not, by itself, constitute a change in an employee's classification or automatically entitle the employee to additional compensation. Classification and compensation determinations will be made in accordance with the applicable classification structure, compensation provisions, and collective bargaining agreement.

Posting and Placement of Technology Positions
Following adoption of the revised classification structure, the District will post the Level 1, Level 2, and Level 3 positions internally for a period of five (5) calendar days. The Level 4 Technology Department Lead position is excluded from this initial posting process, as provided below in this MOU.

The purpose of the internal posting process is to provide current Technology Department employees the opportunity to apply for positions within the revised classification structure that align with their qualifications, skills, experience, and professional development interests.

Employees interested in placement within the revised structure must apply for the positions for which they wish to be considered during the internal posting period.

The District will review applications and determine placement based on applicable position requirements, demonstrated qualifications, departmental operational needs, and the need to maintain appropriate staffing across the classification levels. The internal posting process provides employees an opportunity to be considered for positions before external recruitment occurs but does not guarantee placement in a particular classification or position.

Following completion of the internal posting and placement process, the District may post externally any remaining vacant positions, as needed, to meet the operational and staffing needs of the Technology Department.

Level 4 – Technology Department Lead
The parties agree that the Level 4 Technology Department Lead position will be included in the revised four-level classification structure memorialized in this MOU. However, the District will not post the Level 4 position at this time.

The parties recognize that the Lead position may become necessary in the future as departmental needs, staffing levels, and operational responsibilities evolve. Its inclusion in the classification structure establishes the position within the agreed-upon framework but does not require the District to fund, fill, or post the position at this time.

If the District determines that the Level 4 Technology Department Lead position is needed in the future, the District may initiate a posting and selection process consistent with the applicable collective bargaining agreement and other applicable requirements.

The Lead position is intended to provide a leadership growth opportunity while maintaining the technical expertise necessary to support day-to-day departmental operations. A person selected for the Lead position would continue to perform technical functions associated with their engineering role while also providing key support to the departmental manager. Such support may include working alongside the manager to lead department initiatives, coordinate technical projects, improve processes, and optimize the delivery of technology services across the organization.

The Lead position is not intended to replace the departmental manager or eliminate the Lead's underlying technical responsibilities.

Except as expressly modified by this MOU, all other terms and conditions of the collective bargaining agreement remain in full force and effect.

Non-Precedent Setting
This MOU is intended to address this specific circumstance and shall not establish past practice or precedent unless mutually agreed to in writing by the District and SEIU.

For the District

Dr. Karen Joy
Exec. Director of Employee Services

11/10/26
Date

For the Union

SEIU

11/10/2026
Date