

Dear MIEA Members,

The following email is for our members who are on **Limited Letters of Assignment, Non-Continuing/Leave Replacement** or **Limited Contracts**.

The district is in the process of posting many "internal only" job openings on the District job posting site. If you are on a **Limited Letter of Assignment, Non-Continuing/Leave Replacement** or **Limited Contract**, you must apply to these positions to be considered for employment next year. The internal application deadline is **Tuesday, May 26th at 4:30pm**.

If you have not already applied, we've compiled the following information to make the process easier.

Stay well and informed.

Sincerely,
Sally

Sally Loeser
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206-550-6853
[MIEA website](#) / [MIEA Facebook](#)
[WEA Website](#) | [WEA Facebook](#) | [WEA Online Enrollment](#)

WHO NEEDS TO APPLY?

Certificated employees with Limited Contracts (Non-Continuing/Leave Replacement) and classified employees within their first through third year of employment with the district on Limited Letters of Assignment will need to re-apply. These employees should have received an email from the district informing them of this status sometime in early or mid-April. Typically, this notification is hand-delivered by administrators; however, due to our current situation, the notification was sent electronically this year.

If you are not sure, you can check your employee status in Skyward.

Employee Letters

1. Go to your Skyward Account via [Employee Access \(hyperlinked\)](#)
2. Select "**Employee Information**" then choose "**Personal Information**"
3. Click on "**Employee Letters**"
 - o If you are a classified member, and your position includes the "LT1" "LT2" or "LT3" (ie. Bus Driver LT1), you are on a limited letter of assignment.

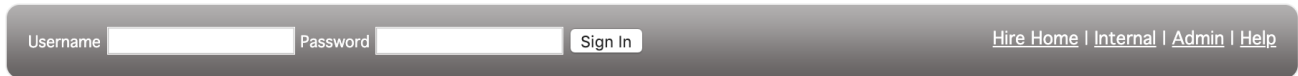
WHEN TO APPLY?

Internal applications will be accepted until **Tuesday, May 26th at 4:30pm**.

HOW TO APPLY?

The jobs posting site is jobs.mercerislandschools.org. If you were hired during the last two years, you should already have a login and profile established. You are able to retrieve your login and password by clicking "I forgot my username and password" on the right side of the page (HR does not have access to your login).

- 1) go to jobs.mercerislandschools.org
- 2) click "internal" in the upper right corner



Username Password [Hire](#) [Home](#) | [Internal](#) | [Admin](#) | [Help](#)

- 3) follow the steps listed. Again, if needed, you can retrieve your login and password by clicking "I forgot my username and password" on the [original page](#).

Erin Battersby,
Executive
Director of Human Resources, encourages everyone who needs assistance to reach out to your building administrator or the [HR Team](#).

JOB DESCRIPTIONS

If helpful, district job descriptions can be found here:
https://drive.google.com/drive/folders/1kWKxmz9LH9JcZiMIl2sjACpUkWs_7dV0

CLASSIFIED CBA (Collective Bargaining Agreement) (Classified CBA, pg 18, linked [here](#))

ARTICLE V – PERSONNEL ACTIONS

Section 1 – Individual Employee Letters of Assignment, Item #4

All employees new to the District shall be issued a Limited Letter of Assignment for the first three years of employment with the district. A Limited Letter of Assignment is limited to the current year. The employee shall be issued a Letter of Assignment for any (all) assignment(s) beginning in his/her fourth year. Employment which begins before March 1 will count as one year of employment.