

**Memorandum of Understanding  
Evergreen Education Association  
Evergreen Public Schools  
Electronic Individual Contracts**

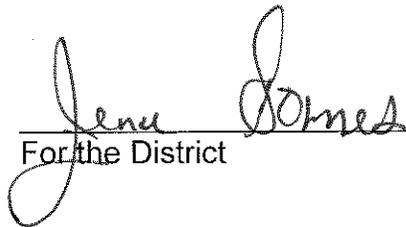
The Evergreen Education Association (EEA) and Evergreen Public Schools (EPS) agree to the following process for the District to deliver and collect electronic individual contracts, as referenced in ARTICLE III. PERSONNEL – Section J. Individual Employee Contracts:

An electronic copy of the contract signed by the Superintendent shall be sent to the employee each year for electronic signature via the WSIPC Skyward system. An email will be sent to all staff when the contracts are available to sign in the WSIPC Skyward system. The contract must be electronically signed and submitted within two (2) calendar weeks from the date of the email. Each employee can access their contract at any time once signed through their Skyward Employee Access. Employees are encouraged to save an electronic copy of the electronically signed document for his/her personal records. The Personnel Office shall maintain an electronic file of all signed contracts. A copy of the signature page shall be maintained in the employee's electronic personnel file in the Personnel Office.

The District shall track employee contract completion status and provide one additional reminder prior to the contract deadline. The Association, upon request, shall receive an electronic file from the District to review as necessary.

Signed this date of June 7, 2017

  
\_\_\_\_\_  
For the Association

  
\_\_\_\_\_  
For the District

Current language below

**SECTION J – Individual Employee Contracts**

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Two (2) copies of the contract signed by the Superintendent and Board President shall be mailed to the employee each year for signature. The contract must be signed and returned to the District within two (2) calendar weeks from the date of issue. One (1) copy is retained by the employee at the time of signing. One (1) copy is forwarded to the Personnel Office. This copy is then placed in the employee's personnel file in the Personnel Office.

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