

Know Your Rights

Teacher Suspensions

*Help! My principal just suspended me for five days.
What should I do?*

Filing a Suspension Appeal: Contact UTLA immediately to notify us that you have received a Notice of Suspension. Do not just leave a message; make sure you speak to a live person so that someone will be expecting to receive your fax. [Note: Suspensions are considered “emergencies” at UTLA, so someone is available to answer the phone during business hours.] Then fax *all* the documents you received along with a cover sheet with your name, address, phone number, employee number, and your signature authorizing us to file the Suspension Appeal. It is best to call back within a few minutes to verify receipt of your fax.

Timeline: The Collective Bargaining Agreement allows you only three (3) school days in which to file the Suspension Appeal; accordingly, fax the documents to UTLA as soon as possible. Article X, Section 11.0a.

Consequences of Suspensions: Some suspensions *are* reported to the California Commission on Teacher Credentialing, so, in addition to a few days’ loss of pay, your career may be in jeopardy! Thus, even if you feel the Suspension is warranted, you should have UTLA file a Suspension Appeal for you.

Serving the Suspension: Ordinarily, the District will not impose the Suspension until your Appeal is exhausted. Under rare circumstances, the District might require you to serve not more than three (3) days of the Suspension while your Appeal is pending, but they may not dock your pay until the case has been closed. Article X, Section 11.0a. \

Confidentiality Clause: As with all grievances, do not discuss the matter with anyone without express approval from the UTLA Area Representative handling your case because any breach of confidentiality may result in an *automatic dismissal* of your Appeal. Article V, Sections 4.0-4.1.