



Los Angeles Unified School District

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OFFICE OF LABOR RELATIONS

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Director, Office of Labor Relations

March 21, 2013

Mr. Warren Fletcher, UTLA President
United Teachers Los Angeles
3303 Wilshire Boulevard, 10th Floor
Los Angeles, California 90010

RE: WAIVER TO AMEND ARTICLE IX-A, SECTION 2.0 (a) – CREATION AND POSTING OF MATRIX

Dear Mr. Fletcher:

This is to memorialize that the Los Angeles Unified School District (District) and United Teachers Los Angeles (UTLA) have agreed to amend Article IX-A, Section 2.0 (a) of the Collective Bargaining Agreement between the District and UTLA as follows:

2.0 Uniform Staffing Procedures For All K-12 Schools:

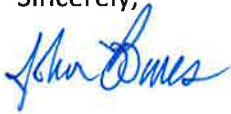
a. Creation and Posting Of Matrix: Approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks before classes are selected, the site administrator shall prepare and post a matrix indicating the tentative number of classes (on each track, if multi-track) for each subject/grade level. The parties acknowledge that the matrix is based on projections and therefore subject to change. The site administrator shall specify any special credentials, necessary qualifications and any differentials, along with the requirements to qualify for the differentials. In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable), but not later than **twenty-one (21) calendar days prior to the teacher's last scheduled work day.** Teachers shall also be notified, as soon as feasible, of a change in the tentative assignment. If a teacher is notified of a change of assignment within five (5) calendar days prior to the assignment (first student instructional day), upon request, the teacher shall receive up to the equivalent of two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two days of preparation time, the change of assignment must affect the majority of courses taught

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in a secondary assignment, and require a preparation for a course not in the previous assignment. In the case of a change of assignment that does not affect the majority of the courses taught, but does require a preparation for a course not in the previous assignment, the teacher, upon request, shall receive the equivalent of up to one (1) day of preparation time. The scheduling and configuration of such time may be in release time and/or additional paid time, and shall be mutually agreed upon between the teacher and the site administrator. In any event, however, the time must be utilized by the end of the second week of student instruction.

Please sign below if UTLA is in agreement with this waiver.

Sincerely,



Dr. John Bowes, Director
Office of Labor Relations

IT IS SO AGREED: W. Fletcher
Warren Fletcher for UTLA

 3-25-2013
Date

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|-----|-----------------|------------------|------------------|
| cc: | David Holmquist | Teyanna Williams | Vivian Ekchian |
| | Alex Molina | Gifty Beets | Justo Avila |
| | Richard Fisher | Rob Samples | Leticia Figueroa |