

UTLA Proposal – May 31, 2024
District Counter – June 17, 2024

Memorandum of Understanding
Los Angeles Unified School District and United Teachers of Los Angeles
Virtual Academy Hubs Welcome Centers at Host Schools

2024-2025

This Memorandum of Understanding (MOU) is to memorialize an agreement between Los Angeles Unified School District and United Teachers of Los Angeles to address the impacts and effects of Virtual Academy teachers' return to physical school sites. ~~This is intended to be a pilot program with the expiration of this agreement being on June 30th, 2025.~~

~~Classroom security and privacy~~ **Workspace and Access to Facilities**

~~All classrooms will be standalone single occupancy classrooms that follow the California Ed Code and adhere to all OSHA rules and regulations, with no more than one teacher per classroom. Classrooms will provide privacy and security to teachers while holding sensitive meetings regarding but not limited to parent conferences, IEP meetings, etc. Classrooms will also have sufficient storage for teachers to hold their personal and professional belongings.~~

When necessitated by the work, access to a designated space for student-centered meetings including, but not limited to parent-teacher conferences, IEP meetings, etc. will be made available for teacher use upon request. Workspaces will have secure storage for teachers to hold their personal and professional belongings.

~~Encroachment on Host School~~

~~The district shall not encroach on any instructional or programmatic space being used by the host school. All itinerant spaces currently being used will be protected from any disruption. The district shall verify with the host school that these spaces are available before finalizing assignments.~~

~~Bells, fire drills, public announcements~~ **Emergency Procedures and Safety Plans**

~~UTLA bargaining unit members at virtual academy sites/clusters will be exempt from participating in any host school activities that are not relevant to their independent studies program or instruction. Virtual classrooms will have a separate PA system to prevent cross communication, announcements, bells and/or noise pollution spilling into virtual academy classrooms. The district will provide a separate communication system for these virtual academies to have in case of emergencies or any other relevant need.~~

To support employee safety, Virtual Academy teachers will observe the emergency procedures and drills of the host site. Training for Virtual Academy teachers regarding the emergency procedures of the host site will occur no later than the fifth week of the fall semester. Virtual Academy teachers may participate and provide input to the development of and/or annual review of the host site's safety plan. Access to the host site's safety plan(s) will be made readily available to all bargaining unit members.

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Emergency Situations

Safety plans shall be developed in accordance with our CBA and include all stakeholders.

Instructional Equipment

All classrooms will be properly [equipped](#) with the appropriate furniture and necessary equipment that is conducive to remote/online [instructional delivery](#). This equipment should comply with [OSHA recommendations](#) and be ergonomically appropriate to provide a safe and comfortable environment. This includes but not limited to a desk that is self-rising, a proper chair with lumbar support designed for long periods of seating, lighting and high quality noise canceling headphones for proper instructional delivery.

Air Purifier

Virtual academy employees will be provided with an air purifier upon request and service maintained.

Medical accommodations

The district will make every effort to meet the requests for virtual employees in a timely process. Work from home is an accepted accommodation by the district and will be given to those bargaining unit members who meet that criteria.

Employee placement at school sites

The district shall place members using a preference form. The district will make all locations public and available for members to select. Members will have the opportunity to appeal placement using the dispute process. Confirmations of the school sites that teachers are assigned to will be confirmed by June 30th 2024.

Parking

Virtual Academy clusters will provide parking sufficient for both, host school and virtual school employees. The district shall ensure that all employees have access to a safe location to park their vehicles.

[As referenced in Article XXXI, Virtual Academy teachers shall have equal access to on-site parking spaces.](#)

Campus Access and [Keys Procedures](#)

All UTLA bargaining unit members will have access to all campus amenities, including but not limited to the library, cafeteria, all bathrooms, and anything else in accordance with the UTLA-LAUSD CBA. All employees will have keys for school (i.e., parking gates) and classroom entry provided to them upon request and for the entirety of their teaching assignment. Collaboration

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~~between the host school and virtual academies will be facilitated by the district to determine campus entry and exit for Virtual Academy faculty and staff. Virtual academies will adhere to the daily schedules agreed upon in the Virtual Academy MOU and, as such, will sign in and sign out based on those schedules and/or times. Virtual academy employees will have the ability to enter or leave the campus and parking lot within a reasonable timeframe before or after those start or end times.~~

Virtual Academy teachers shall be assigned an appropriate workspace to meet the requirements of the assignment, including but not limited to room and restroom keys, access to copiers, updated computers or a laptop along with internet access. Employees shall also have equal access to all telephones, restrooms, lounges and lunch areas with the understanding that such access rights must be exercised in a reasonable manner. Collaboration between the host site and virtual academies will be facilitated by the District to determine campus entry and exit for Virtual Academy teachers. All employees shall, upon each arrival to and departure from their assigned work location, enter their initials on a form provided by the District.

~~Administration and support~~

~~Virtual Academies will have a separate and standalone office where they will be expected to have resources and support from their administrator and clerical staff. Support will include but not limited to copies, telephone access, supplies and support with technological issues such as WI-FI connectivity and other IT-related concerns.~~

~~Transition Services and support~~

~~Mental Health Support will be provided to all employees as they return to a physical school site on a case by case basis as needed in a timely manner. The district will also provide all returning Virtual educators a total of 12 hours of preparation and transition time prior to the start of the 2024-2025 school year. These hours will be used by the employee for preparation and at their discretion.~~

~~Dispute process expediated~~

~~Both parties agree to an expedited process to address any of the issues included here and not already addressed in our CBA. This process will be similar to the current dispute resolution process we currently have in our CBA.~~

This agreement will remain in effect for the 2024-2025 school year and will sunset on June 30, 2025.

UTLA

Date

LAUSD

Date