

District Proposal – April 10, 2024

UTLA Counter – April 30, 2024

District Counter – June 12, 2024

UTLA Counter – August 23, 2024

District Counter – September 25, 2024

**Memorandum of Understanding**  
**Los Angeles Unified School District and United Teachers of Los Angeles**  
**Non-Classroom Positions – On-Site Obligation**

This Memorandum of Understanding (MOU) is to memorialize an agreement between Los Angeles Unified School District and United Teachers of Los Angeles regarding the on-site obligation of Non-Classroom Teachers (those full-time employees whose classroom teaching assignment, if any, is fewer than three periods per day in secondary, or less than half-time in elementary) assigned to a school site:

1. Non-Classroom Teachers (those full-time employees whose classroom teaching assignment, if any, is fewer than three periods per day in secondary, or less than half-time in elementary) assigned to a school site and performing **direct services** to students on a daily basis, including but not limited to the classifications/positions in Attachment A (e.g. RJ Teacher, Intervention Teacher, Dean), paid on the Preparation Salary Table, shall observe on-site hours which are to be not less than the hours observed by the teachers at the site, and remain on-site as necessary to perform the assigned duties of the position and the professional obligations of Article IX, Section 4.0 which are appropriate to their work. These employees may depart after the regular departure time for teachers and at the completion of all of their on-site job obligations. This reduced on-site obligation has been agreed upon with the explicit understanding that it will not be interpreted or applied so as to (1) diminish and/or expand any services whatsoever, or (2) cause classroom teachers to assume any of the non-classroom teachers' responsibilities. Any additional, direct services to students that are, at the direction of the administrator, performed outside of the scheduled onsite hours of classroom teachers at the site, shall be compensated in the same manner as the classroom teachers at the site performing those same services.
2. Non-Classroom Teachers (those full-time employees whose classroom teaching assignment, if any, is fewer than three periods per day in secondary, or less than half-time in elementary) assigned to a school site and performing **indirect services** to students and/or the school program on a daily basis, paid on the Preparation Salary Table (e.g. Coordinators, Advisers), including but not limited to the classifications/positions in Attachment A are to have a daily scheduled obligation of eight hours (exclusive of duty-free lunch). This obligation may occasionally include off-site time when it is determined that the work can appropriately be performed off-site, and that the employee is not needed for other responsibilities on-site. These non-classroom teachers with this eight-hour onsite obligation shall receive a coordinating differential.

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- a. If the above employee is required to provide classroom coverage for 50% or more of their out of classroom assignment on any given day, they shall be provided with one hour of Replacement Pay in addition to their regular pay.
  - b. Any additional, direct services to students that are provided at the direction of the administrator, must take place outside of the daily onsite eight-hour obligation and shall be compensated in the same manner as the classroom teachers at the site performing those same services.
3. Transition Clause:
- a. For the 2024-2025 school year, those Non-Classroom Teachers who were confirmed in Spring 2023 to serve a two-year term in a Coordinator/Adviser position as identified in Item 2 for the 2023-2024 and 2024-2025 school years will continue to observe the on-site obligation as was implemented (e.g. six or eight hours) during the 2023-2024 school year.
  - b. Effective July 1, 2024, Non-Classroom Teachers beginning a new term will follow the on-site obligation as defined in this MOU and Attachment A.
  - c. Effective July 1, 2025, all Non-Classroom Teachers will follow the on-site obligations as defined in this MOU and Attachment A.
4. Use of Benefit Time:  
Non-Classroom Teachers paid on the T table with an eight-hour on-site obligation who have a part day absence which qualifies for paid benefit time under Article XII shall not be required to utilize benefit time for any time beyond the on-site hours observed by classroom teachers at the site.
5. Test of Reasonableness:  
Pursuant Article IX, Section 4.2, all duties required of each employee shall meet the test of reasonableness and shall be assigned and distributed by the site administrator in a reasonable and equitable manner among the employees at the school or center to minimize significant impact to the employee’s core duties and workday.

This Sideletter is non-precedent setting and will sunset on June 30, 2025. The parties agree to discuss this matter during 2025-2028 Successor Negotiations.

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UTLA

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Date

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LAUSD

\_\_\_\_\_

Date

**Non Classroom Positions – On-Site Obligation  
List of Classifications**

As referenced in item 1 of the LAUSD/UTLA Sideletter, those Non Classroom Teachers, paid on the Preparation Salary Table, assigned to a school site and performing *direct services* to students on a daily basis include, but are not limited to the following classifications/positions:

- Dean of Students
- Intervention Teacher/Interventionist
- Restorative Justice Teacher

As referenced in item 2 of the LAUSD/UTLA Sideletter, those Non Classroom Teachers, paid on the Preparation Salary Table, assigned to a school site and performing *indirect services* to students and/or the school program on a daily basis include, but are not limited to the following classifications/positions:

- Categorical Program Adviser – Title One Coordinator
- Community School Coordinator
- International Baccalaureate Coordinator
- Intervention/Prevention Support Coordinator
- Magnet Coordinator
- Middle School-College and Career Coordinator
- Problem-Solving Data Coordinator
- Targeted Student Population Program Adviser
- Technology Coordinator