

2-18-25 UTLA Proposal
5-28-25 District Counter
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10-7-25 District Counter
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ARTICLE XXXI

WORKING CONDITIONS

1.0 Counseling Services: All employees who perform educational services as defined in Education Code Section 49600 must hold a valid Pupil Personnel Services (PPS) credential. Unless mutually agreed to by the parties, the District shall not allow non-PPS credentialed employees (e.g. "advisors") to perform counseling duties. However, employees performing educational counseling services as of January 1, 1987 shall be permitted to continue with such services if so assigned, but shall be limited to one or two periods of counseling duties, if they have not yet obtained a PPS credential. Also, Education Code Section 49600 permits employees who do not possess the above credential to perform certain advisory services, but only if supervised by a credentialed educational counselor in an organized Board-approved advisory program. Any advisory program to be implemented by the District must be agreed upon by both UTLA and the District.

2.0 Workspace: Each bargaining unit member including itinerants shall be assigned an appropriate workspace at school sites to meet the requirements of the assignment, including but not limited to room and restroom keys and parking keys, a workstation, access to copiers, updated computers or a laptop along with internet access, secure storage space and necessary assessment materials. For Counselors, PSAs, PSWs, Community School Coordinators, School Nurses, Speech-Language Pathologists, and School Psychologists, this workspace shall be private and confidential when necessitated by the nature of the work. The site administrator shall identify and assign a workspace for the semester for each itinerant employee and publish that location in a manner accessible to all employees. If a workspace becomes unavailable during the semester, the itinerant employee shall be notified no less than 24 hours in advance except in unforeseen circumstances, and be provided an alternative workspace. If a concern arises over itinerant assigned space, the Chapter Chair, impacted itinerant bargaining unit member, and Principal shall meet to determine a solution. If there is no agreement a recommendation may be brought to the LSLC for discussion. If a resolution cannot be determined at the school site, the District shall also provide an appeal process at the local district level to resolve any on-going disputes.

a. School Health Office: Every effort shall be made to ensure the school health office is used solely as intended to support with nursing services. As outlined in 2.0A above, when necessitated by the work, the health office shall have private space to maintain student confidentiality. The health office shall have running water, sufficient lighting to perform health assessments, a dedicated refrigerator with a lock, a locked medication storage, a secure/locked space for medical record storage, a private area to serve students with protocols. In addition, school sites will prioritize space for a restroom

to be used primarily for those visiting the health office. The health office shall have a permanent or portable/foldable cot to provide students with the ability to recline, and to the extent possible, the capability of 6 ft. distancing when students present with contagious conditions.

3.0 Access to School Facilities: Employees shall 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. Employees shall also have equal access to on-site parking spaces, except that parking spaces are to be reserved as follows:

- a. For staff members and visitors with a disabled person parking placard as provided by law.
- b. For the school nurse, near the school entrance.
- c. No more than two spaces in elementary, three spaces in secondary, and three spaces in adult schools shall be reserved for staff having official school business requiring individuals to leave the school premises and return during school hours on a specific day.

3.1 Cleaning and Daily Disinfecting of School Facilities - The District will make all reasonable efforts to provide a safe and clean work environment. Certificated bargaining unit members shall not be expected to do the regular cleaning work typically done by custodial staff. The district shall provide the budget and staffing to each worksite to fulfill at minimum the LAUSD's Minimum Standard of Cleanliness at each worksite.

a. Every bathroom will be stocked with toilet paper, soap, paper towels, seat covers, a trash receptacle, and menstrual products. When applicable, diaper receptacles will be available. All student bathrooms shall meet ADA standards. In instances when school bathrooms are inaccessible, the District will provide trailer bathrooms. The site administrator shall be responsible for ensuring school facilities are clean and in good repair, as outlined in BUL-735.1: Policy on Restroom Access, Cleanliness and Repair.

b. The District shall provide a written explanation to all employees and families when a reported case of vermin infestation cannot be mitigated within 1 week of the report.

4.0 If an Early Education Center teacher is assigned during the students' rest period, such period shall be treated the same as the elementary preparation period. The District shall make a reasonable effort to schedule aides to supervise the children in order to allow an uninterrupted preparation period.

5.0 Access to Technology: All District facilities shall have updated technology, including but not limited to the following:

- a. District wifi networks available at school and in the surrounding community
- b. District-issued laptop computers for all educators (including substitute employees and itinerant employees)
- c. Annual allocation of \$25 per student for each school to purchase necessary technology
- d. Online testing resources for School Psychologists
- e. Online access to student cumulative files ("cums")
- f. Augmentative/alternative communication devices and apps for speech therapists and other specialists who require these devices

5.1 Protections Against Digital Violence: LAUSD shall provide a working environment free from digital violence. Digital violence encompasses many forms of abuse, from online harassment, hate speech, doxxing, cyberstalking, and image-based abuse, to gendered disinformation, blackmail, exploitation, and child abuse material.

6.0 Instructional Materials: Basic supplies used for instruction shall be provided including but not limited to paper, crayons, pencils, pens including supplies for arts itinerants.

7.0 Elementary Arts Task Force: In order to address the unique needs of Elementary Arts programs, the District shall convene a task force of equal numbers of UTLA- and LAUSD-appointed members. One of the UTLA Itinerant Arts Chapter Chairs (chosen by the UTLA-represented appointees) and the Director of the LAUSD Arts Branch are automatic members and will co-chair the meetings. The task force shall meet no less than four (4) times per school year, and shall have purview over the following issues:

- a. Arts Education Branch budget, including the purchase of instructional materials
- b. Any other budgets pertaining to Elementary Arts, including Proposition 28 funds
- c. Itinerant Arts matrix process
- d. Classroom space/room assignments
- e. Recruitment of additional staff

8.0 Carlson Home and Hospital Educators: In support of the work setting, procedures for Carlson staff will include but are not limited to the following:

- a. A safety plan for educators when they are working in a student's home or at a hospital.
- b. A plan for educators to have access to school sites and/or District facilities near the homes or hospitals where they provide service.
- c. A process for mileage reimbursement in alignment with District policy and follow up procedures as needed.

- d. Locations for faculty meetings and options for zoom when members are working in locations far from a welcome center.
- e. Procedures for reporting when members do not receive the minimum student assignment at any point in the school year.

Should any proposed procedural changes and/or updates occur, UTLA will be notified to allow for the parties to meet and confer prior to implementation.