

Memorandum of Understanding
between
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.
 - 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.

This Sideletter is non-precedent setting and will sunset on June 30, 2025.

UTLA

Date

LAUSD

Date