

Know Your Rights

Class assignments (permanent teachers)

What do you do if you want to challenge an initial class assignment given to you as a result of the matrix process?

If differences arise as the result of the site administrator's assignments of permanent teachers, they shall be resolved according to the following procedures:

Alternative grievance procedure: elementary and secondary track assignments and elementary grade assignments (Article IX-A, Section 2.0 and Article V-A)

Informal procedure

- 1. If you believe that your assignment is inappropriate**, you must request an informal meeting with the principal (and department chair if the matter involves the department chair).
- 2. Obtain a copy of the Dispute Resolution Panel Form/Checklist** from your Chapter Chair.
- 3. You must request this informal meeting within three days** after you knew or should have known of the assignment. To be safe and keep within this time limit, you should request an informal meeting immediately after learning of your inappropriate assignment. UTLA strongly recommends that all requests be in writing, dated, and a copy retained.
- 4. The principal must hold this meeting within three days of the request.**
- 5. If the informal meeting is not held within three days of the original request, you must request the formal procedure (within six days of the informal meeting request).**

Formal procedure

- 1. If the complaint is not settled at the informal meeting**, you must request a formal meeting with the principal (the department chair), and the Chapter Chair within three days. Acting reasonably and in good faith, they shall attempt to mutually agree upon the assignment, and such agreement shall be final and binding.
- 2. If the site administrator and chapter chair cannot agree upon the assignment** within three days, you must fully complete the Dispute Resolution Panel Form/Checklist in all places and, most importantly, obtain the signatures of the principal and chapter chair on item #4. You must fax copies of this complaint to the Office of Staff Relations and UTLA.
- 3. At this point a two member panel** (appointed by UTLA and the District) will resolve the assignment issue. The decision of the panel shall be final and binding.

For more information: See Article IX-A and Article V-A of the UTLA-LAUSD contract. Our contract is one of the most comprehensive in the United States and it protects a wide variety of your professional rights. For the full text of the collective bargaining agreement and more "Know Your Rights" columns, log on to www.utla.net.

DISTRICT/UTLA SCHOOL SITE
ALTERNATE GRIEVANCE PROCEDURE:
DISPUTE RESOLUTION PANEL FORM/CHECKLIST
FOR INITIAL ASSIGNMENTS

School: _____
Address: _____

Administrator: _____
Telephone No: _____
Service Center: _____

Issue: (check one)

Elementary Initial Grade Assignment

Initial Track Assignment

Secondary Initial Class Assignment

Affected Teacher: _____
(Must be in permanent status)

Employee No _____

CHECKLIST (Note time lines)

1. _____ **Date teacher knew or should have known of initial assignment/track**
2. _____ **Date of Informal Meeting** (*Teacher must request a meeting with site administrator at the elementary level, and the site administrator and department chair at the secondary level within 3 days of #1 above. Such meeting shall be conducted within 3 days of the request.*)
3. _____ **Date of Formal Meeting of site administrator, department/grade level chair and chapter chair to resolve issue.** (*Teacher must request a meeting with site administrator at the elementary level, and the site administrator and department chair at the secondary level within 3 days of #2 above. Such meeting shall be conducted within 3 days of the request.*)
4. _____ **Date of (Circle One) Resolution or Non-Resolution of Site Administrator and Chapter Chair.** (*Determination made within 3 days of #3 above. If there is agreement, sign below and process stops here. If there is non-agreement, sign below and continue with #5 and #6 below.*)

Administrator's Signature

Print Name

Employee Number

Chapter Chair's Signature

Print Name

Employee Number

Complete Items 5 and 6 below ONLY if there is non-agreement in # 4 above

5. _____ Date when employee files formal written complaint with site administrator, Employee Performance Accountability Unit (EPA, formerly the Office of Staff Relations) and UTLA asking for the Dispute Resolution Panel (*must be submitted within 3 days of non-agreement as noted in Item #4 above*).

6. _____ Date this form, then mail and fax to the EPA Unit Field Director assigned to your service center.

After you have faxed the form to the EPA Unit, please fax a copy to UTLA (213-368-6256). If appropriate, a Dispute Resolution Panel will be dispatched through the EPA Unit.