

URGENT AND CONFIDENTIAL

To: UTLA Chapter Chairs
From: UTLA Officers
Date: May 26, 2017
Re: *Raines et al. v. UTLA, PERB Case No. LA-CO-1394-E*

Pursuant to the decision in the above-referenced matter, UTLA must post the attached “NOTICE TO EMPLOYEES” at all work locations for a period of 30 workdays. Please read this memorandum carefully and follow the directions as detailed. If you have any questions, please contact Ed Kaz, Compensation and Benefits Specialist at (213) 487-5560.

1. On Thursday, June 1 2017 you must post the attached “NOTICE TO EMPLOYEES.”
2. Keep a copy of the NOTICE TO EMPLOYEES in the event you need an extra.
3. The NOTICE TO EMPLOYEES must be posted in a location where notices to bargaining unit members are customarily posted.
4. The NOTICE TO EMPLOYEES must remain posted for 30 consecutive workdays. “Workdays” are defined as a day when school is in session, excluding Saturdays and Sundays. Thus, please note the following steps:
 - a. The first day of posting will be Day 1.
 - b. The posting must remain posted for the remainder of the 2016-2017 school year.
 - c. Because the current school year will end before the 30 day requirement is complete, you must leave the posting up through the summer and for 23 days at the beginning of the 2017-2018 school year.
 - d. Inform the principal of the posting and of the requirement that the posting must remain over the summer and into the following school year.
 - e. At least 2 days before the 2017-2018 school begins (school begins the day students attend), you must make sure that the posting is still posted in the location where notices to bargaining unit members are customarily posted. If it is missing, please re-post the NOTICE TO EMPLOYEES prior to the first day of school.
 - f. Do not remove the NOTICE TO EMPLOYEES until Wednesday, September 27.
5. You must take reasonable steps to ensure that the NOTICE TO EMPLOYEES is not reduced in size, altered, defaced or covered with any other material.