

**UTLA - LAUSD**  
**2018-2020 MEMORANDUM OF UNDERSTANDING**  
**FOR ADULT EDUCATION ASSIGNMENTS**

This Memorandum of Understanding (MOU) is to memorialize the intention of the Los Angeles Unified School District (District) and United Teachers Los Angeles (UTLA) to develop contract language to pilot a process of making assignments for teachers in the Division of Adult and Career Education (DACE).

1. **DACE Assignment Task Force:** The District and UTLA agree to form an assignment Task Force which shall be comprised of five (5) members from each party to create language to address assignments of Adult Education Teachers. The Task Force shall meet at least four (4) times between the period of September of 2018 through January of 2019.
  
2. **Included Items:** The Task Force shall capture in writing and address the following matters:
  - a. A process for establishing and posting a matrix of classes to be taught.
  - b. A process for requesting an assignment and making assignments after initial assignments have been made.
  - c. A dispute resolution procedure.
  - d. A timeline for the above referenced processes.
  - e. A system to prioritize employee requests for assignments.
  
3. **Implementation:** It is the parties' intention to pilot the new assignment process in May/June of 2019 for assignment of classes for the 2019-2020 school year at one (1) mutually agreed upon location in the District. In order to facilitate this pilot, the parties shall make a good faith effort to conclude their negotiations by February 1, 2019.

The results of the 2019-2020 implementations shall inform the parties' negotiation teams which shall have the option to negotiate changes by February 1, 2020 for a District wide pilot in May/June of 2020.

The resulting negotiated pilot language shall be considered for inclusion in the parties' next reopener and/or successor agreement.

4. **Grievance Procedures:** The grievance procedures of Article V of the UTLA-LAUSD Agreement shall be limited to failure to adhere to the timelines agreed by the parties in the pilot negotiations.
  
5. **Term:** The Term of this agreement shall be through June 30, 2020.

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UTLA

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LAUSD

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