SIDE LETTER

Between

The Los Angeles County Office of Education

And

The Los Angeles County Education Association

This Side Letter sets forth the terms and understanding between the Los Angeles County Office of Education ("LACOE") and the Los Angeles County Education Association ("LACEA") (collectively "the parties") to guide the re-hiring process of members that were laid off as a result of the 2019 Los Angeles County Office of Education (LACOE) Reduction in Force (RIF).

Purpose

In light of the lack of contractual language regarding the rehiring of unit members affected by the RIF, the parties seek to clarify the rehiring process for members who were laid off as a result of the 2019 RIF, and to minimize the collateral effects of this rehiring on remaining unit members.

These goals will be accomplished by implementing the language and definitions set forth below:

- 1) A "vacancy" is defined as a certificated position to which no probationary, permanent, or categorical employee is assigned or reassigned. The creation of a new classification not previously in existence will be treated as a "vacancy," and not as a "reassignment."
- "Reassignment" shall mean a change in a unit member's current assignment to another assignment within the PAU or program.
- 3) "Transfer" shall mean a change in a unit member's assignment from one PAU to another PAU.
- 4) In order to be considered for a vacancy, members must possess the appropriate credential, including English Learner authorization.
- 5) A vacancy is open once Human Resource Services (HRS) receives an electronic personnel requisition (EPR) authorizing the opening of a position.
- 6) When a vacancy becomes available, HRS will offer the vacant position to unit members in order of seniority from the 39 month rehire list who possess the appropriate credential for the vacancy. HRS will temporarily place the newly rehired member in the vacancy for approximately 10 business days (or until the conditions set forth in numbers 7-11 (as applicable) of this Side Letter are met).
- 7) Concurrently, the HRS Director will email all current members notification of the vacancy including the anticipated subject matter and location. The deadline for requesting a transfer or reassignment and the *Request for Certificated Transfer Form* will be included in this email.

- 8) Members will have five (5) business days from notification to request a transfer or reassignment, and must submit the *Request for Certificated Transfer Form* directly to HRS in order to formally request the transfer or reassignment.
- 9) On the date set forth in the notification described in #7 of this Side Letter, the original vacancy will be filled by a member requesting a transfer or reassignment in order of seniority, with priority given to members already teaching in the PAU of the vacancy. (This date shall be no less than 5 business days from the notification set forth in #7 of this Side Letter). If no member requests a transfer or reassignment to the vacancy, the newly rehired member who was temporarily placed in this vacancy (referenced in #6 of this Side Letter) will remain in the position.
- 10) In the event that a member transfers or reassigns into the vacancy, that member's former position will be advertised for five business days and members can volunteer to transfer or reassign using the same procedure referenced in #7 and #8 of this Side Letter and the open position will be filled as referenced in #9 of this Side Letter. The member approved for transfer or reassignment will not move to the approved vacancy until #11of this Side Letter has been satisfied following #8 and #9 of this Side Letter.
- 11) There is a maximum of two member transfers or reassignments for each newly added position (vacancy). If a second member transfers or reassigns to the position opened by the first member transferring or reassigning to the original vacancy, the newly rehired member will be assigned to the position vacated by the second member.

Duration

This is a non-precedent setting, one-year agreement for the 2019-2020 school year.

Once the re-hire list has been exhausted or the end of the 2019-2020 school year has been reached, the filling of vacancies will follow the contract language in Article X.

If this process is successful, LACOE and LACEA will consider adding similar RIF rehire language to the collective bargaining agreement.

For LACEA:

Association President

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Chief Human Resources Officer