

## ARTICLE XXXI

### WORKING CONDITIONS

1.0 Counseling Services: All employees who perform educational services as defined in Education Code Section 49600 must hold a valid Pupil Personnel Services (PPS) credential. Unless mutually agreed to by the parties, the District shall not allow non-PPS credentialed employees (e.g. "advisors") to perform counseling duties. However, employees performing educational counseling services as of January 1, 1987 shall be permitted to continue with such services if so assigned, but shall be limited to one or two periods of counseling duties, if they have not yet obtained a PPS credential. Also, Education Code Section 49600 permits employees who do not possess the above credential to perform certain advisory services, but only if supervised by a credentialed educational counselor in an organized Board-approved advisory program. Any advisory program to be implemented by the District must be agreed upon by both UTLA and the District.

2.0 Workspace: Each ~~itinerant~~ bargaining unit member including itinerants shall be assigned an appropriate workspace at school sites to meet the requirements of the assignment, including but not limited to room and restroom keys, a workstation, copiers, updated computers or a laptop along with internet access, secure storage space and necessary assessment materials.

- a. For Counselors, PSAs, PSWs, Community School Coordinators, School Nurses, Speech and Language Pathologists and School Psychologists, this workspace shall be private and confidential when necessitated by the nature of the work. The site administrator shall identify and assign a workspace for the semester for each itinerant employee and publish that location in a manner accessible to all employees. If a workspace becomes unavailable during the semester, the itinerant employee shall be notified no less than 24 hours in advance except in unforeseen circumstances, and be provided an alternative workspace. If a concern arises over itinerant assigned space, the Chapter Chair, impacted itinerant bargaining unit member, and Principal shall meet to determine a solution. If there is no agreement a recommendation may be brought to the LSLC for discussion. If a resolution cannot be determined at the school site, the District shall also provide an appeal process at the local district level to resolve any on-going disputes.
- b. School Health Office: Every effort shall be made to ensure the school health office is used solely as intended to support with nursing services. As outlined in 2.0a above, when necessitated by the work, the health office shall have private

space to maintain student confidentiality. The health office shall have running water, sufficient lighting to perform health assessments, a dedicated refrigerator with a lock, a locked medication storage, a secure/locked space for medical record storage, and a private area to serve students with protocols. In addition, school sites will prioritize space for a restroom to be used primarily for those visiting the health office. The health office shall have a cot available for students to recline as needed.

3.0 Access to School Facilities: Employees shall have equal access to all telephones, restrooms, lounges and lunch areas with the understanding that such access rights must be exercised in a reasonable manner. Employees shall also have equal access to on-site parking spaces, except that parking spaces are to be reserved as follows:

- a. For ~~identified~~ ~~handicapped~~ staff members and—~~for handicapped~~ ~~visitors~~ with a disabled person parking placard as provided by law.
- b. For the school nurse, near the school entrance.
- c. No more than two spaces in elementary, three spaces in secondary, and three spaces in adult schools shall be reserved for staff having official school business requiring individuals to leave the school premises and return during school hours on a specific day.

3.1 Cleaning and Daily Disinfecting of School Facilities - The District will make all reasonable efforts to provide a safe and clean work environment. Certificated bargaining unit members shall not be expected to do the regular cleaning work typically done by custodial staff. Schools will receive funding for custodial supplies in alignment with District policy to support with the cleanliness of school facilities.

a. Information regarding Pest Management related activities on school facilities shall be available for review upon request.

4.0 If an Early Education Center teacher is assigned during the students' rest period, such period shall be treated the same as the elementary preparation period. The District shall make a reasonable effort to schedule aides to supervise the children in order to allow an uninterrupted preparation period.

5.0. Access to Technology: In support of the instructional program, the District shall make every reasonable effort to provide the following:

- a. Access to wi-fi at all TK-12 school campuses, compatible with District devices.
- b. Access to technology, as appropriate, to support educators within the instructional program, including but not limited to the following:

- i. District devices (i.e. laptops, desktop computers).
- ii. Online assessments/testing resources for School Psychologists.
- iii. Augmentative/alternative communication devices and applications for Speech and Language Therapists who work with students utilizing this technology.

6.0 Carlson Home and Hospital Educators: In support of the work setting, procedures for Carlson staff will include but are not limited to the following:

- a. A safety plan for educators when they are working in a student's home or at a hospital.
- b. A plan for educators to have access to school sites and/or District facilities near the homes or hospitals where they provide service.
- c. Procedures for reporting when members do not receive the minimum student assignment at any point in the school year.
- d. A process for mileage reimbursement in alignment with District policy and follow up procedures as needed.

Should any proposed procedural changes and/or updates occur, UTLA will be notified to allow for the parties to meet and confer in alignment with the District's obligations under EERA prior to implementation.