

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

843

March 5, 1972

LAWS AND RULES

843 RELATIONSHIPS WITH EMPLOYEE ORGANIZATIONS

- A. The provisions of this Rule relate to the activities of the Personnel Commission and its staff in their relationships with employee organizations.
- B. Each organization which represents classified employees of the District and which desires the privileges and rights conferred by this Rule shall submit to the Personnel Director a written statement, certified by the president or secretary of the organization, which includes the following items:
1. A statement of the form and affiliation of the organization and that it represents classified employees in their employment relationship with the District as one of its primary purposes.
  2. The names and mailing address of the organization, its officers, and its designated representative to the Commission.

Any changes in the information required above shall be reported in writing to the Personnel Director at the earliest opportunity.

- C. The Personnel Director shall maintain a mailing list of registered employee organizations and shall, to the extent practicable, provide their designated representatives advance copies of agendas and reports to be considered by the Commission. Such courtesies shall be extended equally to all registered organizations.
- D. The Personnel Director, or such persons as he/she may designate, shall confer on behalf of the Personnel Commission with employee organizations. This provision shall not be construed as preventing the Commission from designating some other representative in a specific case, nor from conferring on its own behalf.
- E. An employee organization may make a written request to the Commission for a conference. The request shall be signed by the organization's president or designated representative and shall set forth the subject or problem and the course of action desired. The subjects of conferences shall not include the adjustment of complaints for which procedures have been established by the Commission or Board of Education. Nothing in this paragraph shall be construed as inhibiting informal discussion between representatives and the Personnel Commission staff on any topic of mutual concern.
- F. If the subject for a conference is within the scope of authority of the Board of Education, rather than the Personnel Commission, the Personnel Director shall refer the request to the Superintendent and shall so notify the employee organization. If the subject involves responsibilities of both the Board and Commission, the Personnel Director may invite the participation of the Board's representative in a joint conference with the employee organization's representative.

CHANGES:

Title amended to delete the word "dealing". Amendments to bring Rule into conformance with County Counsel Opinion.

Remove: Entire Rule, pages 1 & 2, May 3, 1971. Add: Entire Rule pages 1 & 2 of 2, March 5, 1972.

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- G. The attendance of persons who do not represent the Commission or employee organization, or in the case of joint conferences, the Board of Education, shall be subject to mutual consent of the Commission's representative and the employee organization's representative.
- H. If the Commission has received requests from more than one employee organization for a conference on the same or closely related subjects, the Commission's representative may hold a joint conference.
- I. The Commission's representative shall serve as chair of the conference. Conferences shall be conducted in an informal manner designed to enhance communication. A summary of each conference shall be transmitted to the attending organization by the chair.
- J. In the event of a disagreement between the staff and employee organizations, which has not be resolved to the mutual satisfaction of both parties within 30 working days (unless a longer period of time is mutually agreed upon) the following procedure shall govern:
1. At the next regular Personnel Commission meeting, the Personnel Director shall report that a disagreement exists. Within 10 working days, the staff and the employee organization(s) shall each submit in writing to the Commission:
    - a. A statement of the issue(s) causing the disagreement
    - b. A recommendation as to the desired course of action to be taken by the Commission
    - c. Factual data to support the recommended course of action
  2. The Commission shall, within 15 working days, rendered a decision on the matter, or
    - a. Direct further meetings between the staff and the employee organization(s) with a report on the results of these meetings due within 10 working days, or
    - b. Direct the submission within 10 working days of additional information from either or both parties, or
    - c. Refer the matter to a hearing officer or other qualified individual, other than a member of the Commission staff, for study and recommendation.

Upon receipt of the additional information or reports, the Commission shall, within 15 working days, render a decision on the matter.