

## MEMORANDUM OF UNDERSTANDING

The Los Angeles Leadership Academy (Academy) and the Los Angeles Leadership Academy United (LALAU) enter into this Memorandum of Understanding regarding Remote Work Request.

This Memorandum of Understanding recognizes and agrees the following:

- I. Members have the option to request telework through their administrator if they are willing and able.
- II. Remote work can only be conducted if there is an available qualified individual to cover the class. Placing students in an ongoing class will be prohibited.
- III. Members will be responsible for following their designated schedule and carry out their work duties on their web platform of choice. Duties include the following:
  - A. submitting attendance, project prep, lesson planning, grading, team or grade level meetings, parent and student communication
- IV. Members will provide substitutes access to lesson plans, documents, and access to web platforms to the best of their ability.
- V. Members who need office supplies or other materials need to discuss such needs with their direct supervisor so that appropriate accommodations or provisions can be arranged (Examples- document camera, copies, etc). All materials removed from the work site must be checked out to track assets.
- VI. Classrooms will be provided with instructional materials needed prior to instruction (headphones, laptops, copies, etc).
- VII. Members are responsible for completing report cards and holding parent conferences if work from home takes place during this time period
- VIII. Members are required to participate in all virtual PD and highly encouraged to participate in other in-person PDs

This shall constitute the entire agreement of the parties and may only be modified by mutual agreement in writing signed by both parties.

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For the Academy

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For LALAU

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Date

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Date