

SAMPLE CEASE AND DESIST LETTER

Dear Superintendent _____:

The XYZ Teachers Association has learned that the District has decided to reduce [or, if already implemented, has reduced] the length of the teachers' duty-free lunch hour on rainy days. This action constitutes a change from settled past practice. Since this action was taken without providing the XYZ Teachers Association with notice and an opportunity to bargain either the decision or effects of the change, it constitutes an unlawful unilateral change in violation of Government Code sections 3543.5(a), (b) and (c). Accordingly, the Association hereby demands that the District immediately cease and desist from implementing this change in the teachers' duty-free lunch hour [or, if already implemented, immediately return to the prior practice and make all certificated employees whole for the additional work time] and that prior to making any future such changes, the District provide the Association with advance notice and a meaningful opportunity to bargain.

If we do not hear from you within ____ days, we will be forced to pursue all available legal remedies for this unlawful unilateral change.

Sincerely,

SAMEPLE DEMAND TO BARGAIN LETTER

Dear Superintendent _____:

The XYZ Teachers Association has learned that the District is considering changing from a six period to a seven period instructional day. The Association hereby demands to bargain both the decision and the effects of this proposed change and to consult on any matters of educational policy relating to the proposed change. Please contact the undersigned at your earliest opportunity to arrange a date to bargain and consult on these matters.

Sincerely,

[Good practice is to send a follow-up letter with a deadline for response, prior to filing an unfair practice charge, unless time dictates otherwise. Please work with you CTA staff person on filing unfair labor practice charges.]