

**INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Employee Performance Accountability**

TO: Administrators

DATE: April 1, 2013

FROM: EPA Field Directors
EPA Labor Relations Representatives/Human Resources Representatives

SUBJECT: **APRIL 2013 UPDATE AND REMINDERS**

GENERAL INFORMATION:

1. DEADLINE TO APPLY FOR LEAVES

April 15, 2013 is the deadline to apply for leaves of absence.

2. VACATION FOR (A-BASIS) STAFF

Reminder that by April 15, the **second step** of the vacation process whereby employees shall respond to the administrator with requested vacation dates, taking into account the administrator's guidelines provided on March 15, and their own vacation availability as well as the need to stay below their vacation cap. **Within 15 calendar days after that**, the administrator shall provide a written acknowledgment either approving or disapproving the requested days. The basis for any denial shall be included.

CERTIFICATED INFORMATION:

3. TENTATIVE ASSIGNMENT OF CLASSES (MATRIX)

The 2013-2014 "Suggested Time Sequence for Staffing" has changed for this school year. Creation and posting of matrix shall be posted approximately four weeks before selection of classes and teachers shall be notified of tentative assignments as soon as feasible but not later than **twenty one (21) calendar days prior to the teacher's last scheduled work day. (Waiver to Amend Article IX-A, Section 2.0 (a))** Please review the timelines appropriate to your school schedule and begin the necessary preparations. (See Attachment 1) **(Article IX –A, Section 2.0)**

4. FULL TIME COORDINATOR SELECTION PROCEDURE

The selection process must be conducted in the Spring semester prior to the preparation of the matrix of classes. If the candidate that the site administrator puts forward for confirmation is not confirmed by a majority vote, the site administrator and chapter chair shall immediately inform the faculty members that the coordinator position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes, that candidate and the other interested candidates may submit statements of interest within 24 hours in a single-track school or 72 hours in a multi-track school. The site administrator and chapter chair shall seek to mutually agree upon the coordinator selection from among those candidates who submitted statements of interest. If no agreement is reached mutually, a two-member team from the District/UTLA Dispute

Resolution Panel will resolve the issue. Also, all coordinators are elected for two years – except if it is the first term of the confirmed coordinator. **(Article IX-A)**

5. DISPUTE RESOLUTION PROCEDURE FOR TRACK, for GRADE (ELEMENTARY), AND CLASS (SECONDARY) ASSIGNMENTS FOR PERMANENT TEACHERS

If differences arise as the result of the site administrator's assignments of permanent teachers to track, grade (elementary), or class (secondary), the determination whether the assignment was inappropriate should be handled under the procedures of Article V-A (Alternate Grievance Procedure). If the matter needs to be submitted to an Alternate Grievance Panel, contact your Employee Performance Accountability Field Director who can provide you with the appropriate form(s). **(Article IX-A, Section 2(e) and (f))**

6. ELECTION OF CERTIFICATED EMPLOYEE REPRESENTATIVES TO LOCAL SCHOOL LEADERSHIP COUNCIL

Secondary teachers' elections are to be in April before the secondary master schedule is established; **elementary** teacher elections are to be in late spring after assignments for the next year have been tentatively set. **(ARTICLE XXVII, 2.8)**

7. REELECTION OF PROBATIONARY 1 AND DISTRICT INTERN TEACHERS

Recently, the Division of Human Resources sent out lists containing the names of Probationary 1 and other non-permanent teachers at your school. As part of the reelection process, the principal/administrator is required to decide no later than **April 26, 2013** to either recommend that the employee be advanced to permanent status or that the employee be non-reelected and released from employment with the District. The form is available through the online teacher evaluation system. It must be signed by you and your instructional director.

8. ASSISTANCE AND GUIDANCE FOR TEACHERS

If you are anticipating that a permanent teacher will be receiving a "Below Standard" evaluation, please contact your Field Director Office of Employee Performance Accountability as soon as possible. (Attachment 3)

9. POOL TEACHER EVALUATIONS

Evaluations must be done for all pool teachers assigned to your site. If a pool teacher was transferred to your site, the evaluation should be done in conjunction with input from the previous school(s). It is especially critical to issue an evaluation for those probationary pool teachers who will be eligible for permanent status. Call your Employee Performance Accountability Field Director if you are unsure about this process. **(Article X, Section 5.0)**

10. SUBSTITUTE TEACHER EVALUATIONS

Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on a 1022 form. **(Article X, Section 8.0)**

11. FINAL STULL EVALUATION COMPLETION DATES

Be sure to take note of the following *deadlines for issuance of final evaluations*:

- | | |
|----------------------------------|--------------------|
| a. A-Basis Deadline: | May 28, 2013 |
| b. Single Track Deadline: | May 1, 2013 |
| c. Four-Track | |
| i. Track A Deadline: | May 24, 2013 |
| ii. Track B Deadline: | May 24, 2013 |
| iii. Track C Deadline: | May 24, 2013 |
| iv. Track D Deadline: | April 5, 2013 |

Remember best practice is that a teacher receiving a “Below Standard” would receive notification around the mid-year mark. For teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance. **(Article X- 6.0)**

** For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than this date (30 calendar days prior to the employee’s last regularly scheduled school day – **(Article X, Section 6.0)**).

** For AALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 10, 2013. (Article VII, Section 4.0)**

12. HALF-TIME LEAVE REQUESTS

Teachers on half time leaves must work half of **each** working day. Exceptions and variations on the “half of each working day” requirement for half-time leaves must have the recommendation of the immediate administrator and the approval of the Local District Superintendent. Teachers must submit half time leave applications to the Human Resources Specialist by **April 15, 2013. (Article XII, Section 21.0, UTLA)**

CLASSIFIED INFORMATION:

13. ANNUAL PERFORMANCE EVALUATION DUE DATES

Due dates for annual performance evaluations of permanent employees are listed in Attachment 2. Failure to meet specified timelines may invalidate an evaluation. Evaluation forms are available on the Personnel Commission web site.

14. TEACHER ASSISTANTS: VERIFICATION OF ENROLLMENT & UNITS COMPLETED

This is the biannual reminder to obtain from Teacher Assistants a verification of enrollment in the current Winter/Spring semester/quarter, as well as confirmation of units completed from the Fall semester/quarter. TAs should be notified as soon as possible in writing to provide the required documents.

All Teacher Assistants are, on a continuing basis required to enroll and successfully complete college courses.

The ***Degree Track*** is open to all current employees who satisfy the annual twelve unit minimum requirement. All employees hired after January 28, 1991 are limited to solely Degree Track status and must, commencing July 1, 1991 satisfy the annual twelve (12) unit minimum as a condition of continued employment. The units must be certified as counting toward a degree applicable to the teaching profession or toward the teacher credential.

All ***Non-Degree*** Track Teacher Assistants are required as a condition of continued employment, to maintain enrollment and passage of a college course at all times during the traditional school year. Course units must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge understanding and skills related to the employee's employment by the District.

If you need a packet of information on this, or if any employee does not submit the information by mid-March, contact The Office of Employee Performance Accountability at 213-241-6056, for assistance.

15. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

If you will need to close any Teacher Assistant positions (NOT Classified positions) due to budget at the end of the year, there is an order of lay-off in the Unit F contract that must be followed (see Attachment 3: **Unit F, Article X (Reduction in Force)**). It is driven by both seniority and the number of college units completed. You are not able to choose non-degree track TAs over degree track TAs. Report **HR085 TA Seniority** in BTS can assist with this. This report is located on the School tab, seniority folder. Call your Employee Performance Accountability Labor Relations (or Human Resources) Representative for assistance.

16. APPROPRIATE FUNDING FOR DEGREE TRACK VS. NON-DEGREE TRACK TEACHER ASSISTANT POSITIONS

Please note there is a salary difference between degree track and non-degree track Teacher Assistant positions. If you need to close any TA positions due to reduction in force, you will have to keep non-degree track TAs and make sure you have the appropriate funding for the position. You are not able to select degree track over non-degree track TAs because of non-availability of funding as this will constitute violation of the Unit F contract.

If you have any questions about these items, or other contract or discipline issues, please contact your Employee Performance Accountability Field Director at the direct extension or the listed email address regarding UTLA represented employees or your Employee Performance Accountability Labor Relations (or Human Resources) Representative, for Units B, D, F, G, and S (clerical staff, paraprofessionals, campus supervision employees, and the SAA at (213) 241-6056 or directly by the listed email address.

SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2012-2013

ATTACHMENT 1

TASKS	SINGLE-TRACK & EARLY START	THREE-TRACK	FOUR-TRACK
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Month of April or prior to posting of Matrix	Mid-April or prior to posting of Matrix	Month of April or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of May	Month of May	Month of May
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection	Four weeks prior to selection	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	Not later than 21 days prior to the teacher's last scheduled work day	Not later than 21 days prior to the teacher's last scheduled work day	Not later than 21 days prior to the teacher's last scheduled work day

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

* Refer to Article IX-A, Sections 4.0-9.0

** Chapter Chair elections are to be conducted by UTLA. Any dispute should be referred directly to UTLA.

*** Refer to Article IX-A. Matrix must be posted approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks prior to requesting classes.

@ "In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable), but not later than 21 days before the the teacher's last scheduled work day." **(Waiver to Amend Article IX-A, Section 2.0 (a))**

Refer to Article XXVII, Section 2.8 (d) for specific dates of the Local School Leadership Council elections.

OFFICE OF EMPLOYEE PERFORMANCE ACCOUNTABILITY
ANNUAL PERFORMANCE EVALUATION DUE DATES
2012-2013 SCHOOL YEAR

SCHOOL-BASED CLASSIFIED* EMPLOYEES

For school-based employees in the bargaining Units just below, the contracts require that annual performance evaluation be issued no later than 20 working days prior to the end of the work year assignment.

Unit B - Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al.

Unit C - Building & Grounds Workers, Food Service Workers, Housekeepers, Microcomputer Support Assistants, et al.

Unit F - Teacher Assistants

Unit S - School Administrative Assistants, Cafeteria Managers, Plant Managers

Employees in the bargaining Units below must have a performance evaluation at least once a year, but there is no due date:

Unit D - Office Technicians, Office Computer Operators, Library Aides

Unit G - School Supervision Aides; Community Representatives

* Also included is performance evaluation information on non-Classified employees such as Teacher Assistants and temporary/at-will employees such as School Supervision Aides and Community Representatives.

REDUCTION IN FORCE for TEACHER ASSISTANTS (Unit F, Article X)

Reduction in force for Teacher Assistants (TAs) is school-based, and based primarily on college units achieved rather than seniority. (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Transactions Services Branch (ETSB) and based on District seniority.)

Definition Reduction in force is when a TA position is to be eliminated entirely, as opposed to merely a reduction in hours for one or more positions

Seniority List Report of TA Seniority is an available Report through BTS (print out, add each employee's # of completed college units next to his/her name, and post)

Reasons for Reduction in force

- Loss of budgetary support
- Changes in educational program
- Changes in services offered to student
- Changes in student population
- Returns from leave of absence

Order of layoff

- Possible termination of employees with less than one year seniority (administrative discretion)
- All employees with up to 5 years seniority are ranked by # of qualified college units achieved; employees with lowest # of units are laid off first
- If necessary, follow same procedure for employees with 5-10 years seniority, and then for those with more than 10 years seniority

Exemptions

TAs with special instructional skills or qualifications (such as computer, music, library, bilingual) may be exempted (See Article X, Section 2.3)

Written Notice

School must provide a written notice to employee at least ten working days prior to effective date of layoff (call Employee Performance Accountability Office for samples).

Recall Rights

- TAs with less than one year service are considered terminated rather than laid off, and have no recall rights
- TAs with greater than one year seniority are reemployed to any open TA position in inverse order of layoff within 12 months of the layoff **

Grievances

Only a violation of the procedure may be grieved, not the decision to lay off

* Prior service as a TA, IA, or Education Aide elsewhere can be given credit if it occurred immediately prior to date of hire in current classification of Teacher Assistant.

** School must develop and maintain recall list