

Revised on 4/16/2024

**INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF STAFF RELATIONS**

TO: Principals and Administrators

DATE: April 2024

FROM: Peter Hastings
Executive Director Human Resources-Staff Relations

SUBJECT: APRIL 2024 STAFF RELATIONS UPDATES AND REMINDERS

For additional resources and information, please visit our website at:

<http://achieve.lausd.net/staffrelations>

IMPORTANT DATES:

April 12, 2024	Recommended deadline for Growth Plan Visit for A-Basis Employees
April 19, 2024	Recommended date for the posting of 2024 – 2025 Tentative Matrix
May 12, 2024	Displacement Notices due to HR
May 20, 2024	Contractual deadline for Teacher Notification of Tentative Assignment for 24-25 SY

UPCOMING EVALUATION DATES:

May 10, 2024	Evaluation Issuance deadline for Single Track UTLA Represented Employees
May 10, 2024	Classified Performance Evaluations due for Units B, C, D, F, S based upon single track calendar C-Basis (Units E, G are one time per year)
May 13, 2024	Evaluation Issuance deadline for School Support Administrators B Basis*
May 14, 2024	Evaluation Issuance deadline for Assistant Principals*
May 21, 2024	Evaluation Issuance deadline for Principals*
May 22, 2024	Evaluation Issuance deadline for School Support Administrators E Basis*
May 24, 2024	Evaluation Issuance deadline for School Support Administrators A Basis*
May 28, 2024	Evaluation Issuance deadline for Principal Supervisors* (Directors)
May 29, 2024	Evaluation Issuance deadline for Early Education*

CERTIFICATED INFORMATION:

- 1. WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING):** Employees who might receive an overall Below Standard Evaluation (BSE) should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement through written conference memos but should also include a warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See **Attachment #1**, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.
- 2. BELOW STANDARD EVALUATIONS:** "When a Final Evaluation Report is marked "Below Standard," the evaluator shall specifically describe in writing the area(s) of below standard performance, together with recommendations for improvement, and the assistance given and to be given." (Article X, Section 6.0) The written description is known as the BSE Attachment. Your Staff Relations Field Director will provide you with a template. The completed document is attached to

the evaluation and uploaded to the Educator Development and Support (EDS) platform. If you plan to issue a BSE, notify the person in writing at least five days prior to the scheduled meeting and inform them of their right to have a representation at the meeting.

3. **TENTATIVE MATRIX PROCESS – SPRING 2024:** Before initiating the Matrix process for the 2024-2025 school year, school sites should finalize their budgets and School Plan for Student Achievement (SPSA) with input from the appropriate councils and then do the following:
 - a. Finalize the Coordinator/Coach/Dean Confirmation/Elections process.
 - b. Distribute and collect the preference forms.
 - c. All iterations of your matrix should be labeled "*TENTATIVE*" as changes in enrollment, etc., may result in changes to your matrix.
 - d. Publish the tentative matrix by April 19, 2024 (approximately four weeks prior to posting tentative assignment on May 20, 2024).
 - e. Assign and post Tentative Teacher Assignments no later than May 20, 2024 (21 calendar days before the end of the school year). See **Attachment #2** for additional information.
4. **DISPLACEMENT OF TEACHERS, COUNSELORS AND OUT-OF-CLASSROOM POSITIONS:** An over-taught condition exists when there are more qualified teachers than positions at a school or within a program or subject field at a school, or when a program or subject field is reduced, eliminated or moved from a school. Consult with your Staff Relations Field Director prior to displacing any employee. See **Attachment #3** for teacher displacements and **Attachment #4** for Out-Of-Classroom Positions.
5. **UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) TEACHER REQUIREMENTS:** Full implementation of SB876 has been delayed until July 1, 2025. For the 2024-2025 school year, any teacher that holds a multiple subject credential may be assigned to the UTK class. Contact your Staff Relations Field Director if you have questions.
6. **DISPUTE RESOLUTION PROCEDURE 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 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 Staff Relations Field Director who will provide you with the appropriate form(s) (Article IX-A, Section 2(e) and (f)).
7. **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 Region Superintendent. Teachers must submit half time leave applications to the Human Resources Personnel Specialist by April 15, 2024 (Article XII, Section 21.0).
8. **LETTERS OF RECOMMENDATION:** If you receive a request for a letter of recommendation or a letter of reference, be sure to review [BUL-6495.1 – Responding to Requests for Letters of Recommendation](#) before proceeding with this request. You may choose to complete the information requested for a letter of reference, but you are not required to do so. You can simply provide dates of employment, position, and salary information (i.e., a neutral letter of reference), or if you choose to write a more detailed letter of reference ensure that 1) you make it clear that you are doing so as an individual and not as a representative of the District or 2) you obtain the express permission of the head of your division to use District and School Letterhead for an official letter of recommendation or letter of reference.

Reminders:

- Avoid “off-the-record” telephone conversations with prospective employers regarding a person’s performance. There is no such thing as “off-the-record.”
- Provide accurate factual information, based upon personal knowledge/observation of the person through direct contact with the person or obtained from the employee’s personnel record. Providing inaccurate information may expose you to risk of liability and/or jeopardize your credential(s).
- Do not make any misrepresentations of fact in describing the performance, qualifications and/or character of the applicant. You should not provide “half-truths.” For example, if you only provide positive aspects and completely ignore the negative aspects, you may give an inaccurate impression. This may subject you to potential discipline by the District, and/or individual liability for harm arising from the statement(s).
- If you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact. If you give an opinion, explain the incident or circumstances upon which you base the opinion.

9. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR): Before issuing an ISR, always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. If the substitute is a day-to-day employee, the site administrator may, for cause, issue an [Inadequate Service Report](#). Such a notice shall, absent compelling circumstances, be issued within ten (10) working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee’s address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute’s right to a meeting, *informing the employee that s/he has the right to have representation during that meeting*. Upon employee request, a meeting will be held to discuss the matter. The employee may be accompanied by a UTLA representative or a person of the employee’s choice, as long as that person is not a member of another bargaining unit. The timeliness of the employee’s request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten (10) working days after the date(s) of service. For substitutes that provide exemplary service, there is a [commendation form](#) available on the Human Resources Website that may be used to document their exemplary service (Article X, Section 7.0).

10. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS: When the District receives a letter or other written material from a member of the public critical of a teacher’s performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within thirty (30) days of the District’s receipt of the document. The document shall neither be placed in the personnel file nor retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee’s personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable ([LAUSD/UTLA CBA, Article X, Section 9.0](#)).

11. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS: The Chapter Chair shall have the right to propose agenda items and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length ([LAUSD/UTLA CBA, Article IV, Section 8.0-i](#)). Please make sure that UTLA announcements are included in the faculty meeting agenda, not in the professional development agenda which should be separate with a separate sign-in.

12. ASSIGNMENT MONITORING 2024-2025: All school sites will be monitored for appropriate assignments during the 2024-2025 school year. School site administrators must ensure teachers are appropriately assigned to classes for which they hold a legal authorization. If principals have teachers working under an Education Code option (Middle School Authorization, Local Assignment Option, Board Permit, One Period Coach Authorization, Teacher Consent Form for True Electives, Alternative Setting Teacher Consent Form, etc.), and plan to continue to use these options during the 2024-2025 school year, a new request must be submitted prior to the first day of instruction in order to avoid a mis-assignment. Your school site's Credential and Contract Specialist may be contacted with any additional questions [Credentials, Contracts and Compliance Services / Home \(lausd.org\)](https://www.lausd.org/credentials-contracts-compliance-services) (type in your site's name on the bottom right of the form to see the contact information for the Credentials and Contract Specialist assigned to your site). 2024-2025 forms may be accessed via the following link starting on April 22nd: <https://achieve.lausd.net/Page/1542>

CLASSIFIED INFORMATION:

1. **ACCESSING THE CLASSIFIED STAFF EVALUATION SYSTEM:** Video tutorials and job aids for the Evaluation System are posted online <https://achieve.lausd.net/Page/11130>. As a reminder, performance evaluations must be done no later than the second month and the fourth month during probation. Supervisors should go to the [Evaluation portal](#) to complete evaluations as needed. If there are performance/conduct issues, please contact your HR Representative immediately. The annual performance evaluations for single track C-Basis employees are due by May 10, 2024.

Due dates for annual performance evaluations of permanent employees are listed on **Attachment #5**. Note: there are no waivers of evaluations for the 2023-2024 school year. Failure to meet specified timelines may invalidate an evaluation.

2. **RECOGNITION OF OUTSTANDING PERFORMANCE:** Employees who have either provided service or an act that was above and beyond the job expectations can be recognized by using the Notice of Outstanding Work Performance (PC Form 8254). Recognition can be given when the event/action occurs or during the performance evaluation. The form can be found on the Personnel Commission website, PC Forms: <https://achieve.lausd.net/Page/17701>

3. **MyPLN TRAINING RESOURCE:** District employees have access to many training courses online courtesy of Organizational Excellence. Employees may access <https://achieve.lausd.net/mypln#spn-content> to obtain training presented by MyPLN. This online service is available to all your Classified employees and can assist you in providing assistance and guidance, support and skill enhancement for your employees. Employees are also encouraged to visit the site on their own. Should employees want to train for positions other than their current assignment, they should take the training outside of working hours (unpaid). Contact your Staff Relations Representative for more information.

4. **CLOSING OF CLASSIFIED POSITIONS (OFFICE STAFF, INSTRUCTIONAL AIDES, CAMPUS AIDES et al):** If during budget development, you closed any of your Classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a clerical position) or reduced their assigned hours, official notices to affected employees will come directly from the Personnel Commission (PC). You may advise affected employees ahead of time and informally, that their position is being cut, but you must not propose to them an effective date (such as the end of this school year or end of their basis) as the official notification is made by the PC. Site Administrators will receive copies of letters sent to their affected employees when the notices are sent out.

5. **VACATION:** Effective July 1, 2022, all vacation earning employees ceased to accrue vacation upon reaching their vacation cap. Management and use of vacation hours now will help to prevent

employees from ceasing to accrue vacation after July 1, 2022. Please check your employee's vacation balances for the 2023-2024 school year by using the ZTMRVACBAL report in BTS. The job aid for this report can be found here: <https://achieve.lausd.net/Page/14219>. Select the "Vacation Balance Report"

GENERAL INFORMATION:

- 1. EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION PROGRAM:** The LAUSD Employee Assistance Service for Education Program is available as a District resource for employee access. All employees may access the Employee Assistance Service for Education Program (EASE) by calling 800-882-1341. Please see **Attachment #6**.
- 2. EXTENDED LEAVES OF ABSENCE (INCLUDING WORKERS' COMPENSATION OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. Eligibility for FMLA should be determined that the employee is employed by LAUSD for at least 12 months at any time during the last 7 years and worked at least 130 days in the year preceding the first day of absence. Unit G employees must work 1,250 hours in the year preceding the first day of absence. If eligible, complete FMLA forms attachment A and B; and disseminate to the employee after the third workday or if the employee is hospitalized.

Administrators should contact the Claims Adjuster at Sedgwick to stay apprised of the employee's workers' compensation claims, work status and return to work date. For questions or assistance regarding an employee's workers' compensation claim, or return to work procedures, contact the Integrated Disability Management office at (213) 241-3138 or email Workers' Compensation at workerscompensation@lausd.net.
- 3. CONTACTS FROM OUTSIDE ATTORNEYS:** Whenever you receive a phone call or any written correspondence from any outside attorney representing a District employee at your site, **DO NOT RESPOND**. Please call the Office of General Counsel for assistance with the matter at (213) 241-7600.

Division Human Resources
2023-2024 STAFF RELATIONS DIRECTORY
FIELD DIRECTOR and SENIOR HR REPRESENTATIVE ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY

Title	Name	Extension	Email
Executive Director	HASTINGS, PETER	213 241-6056 213 241-5313	pmh5997@lausd.net
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Field Director	CUEVAS, SUSANA	213 241-8257	scontr6@lausd.net
HR-SR Manager	GOSSETT, LORRI	213 241-6864	lorri.gossett@lausd.net
Senior HR Rep	GONZALEZ, MAYRA	213 241-8240	mayra.l.gonzalez@lausd.net
HR Rep	MONTES GOMEZ, ZOBEIDA	213 241-8253	zobeida.montes@lausd.net
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Field Director	LEE, LUCY	818 654-3637	llee9@lausd.net
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Field Director	MARTINEZ, ADAN (.5 FTE)	818 654-3641	adan.martinez@lausd.net
Senior HR Rep	NUNNALLY, KRISHNA	213 241-8242	krishna.nunnally@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818 943-8973	zhanna.davtyan@lausd.net

REGION EAST

Field Director	QUEZADA, CESAR	323 224-3353	cesar.quezada@lausd.net
Field Director	MARTINEZ, ADAN (.5 FTE)	323 224-3364	adan.martinez@lausd.net
Field Director	GONZALEZ, CARLOS	323 224-3119	cxq0564@lausd.net
Senior HR Rep	GONZALEZ, MAYRA L	323 224-3351	mayra.l.gonzalez@lausd.net

REGION SOUTH

Field Director	WORRELL, IRENE	310 354-3472	isw4408@lausd.net
Field Director	MARTINEZ, ISAIAS	310 354-3508	isaias.martinez@lausd.net
Field Director	STEVENS, JEANETTE	310 354-3419	jls6008@lausd.net
HR -SR Manager	GOSSETT, LORRI	213 241-6864	lorri.gossett@lausd.net

REGION WEST

Field Director	WINTERS, MELISSA	310 914-2153	mrw4766@lausd.net
Field Director	USMANI, SARAH	310 914-2150	sarah.usmani@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818 943-8973	zhanna.davtyan@lausd.net

DIVISION OF ADULT AND CAREER EDUCATION

Field Director	LENON, DAMIAN	213 241-2563	dlenon@lausd.net
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**OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2023-2024**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
Basis A	07/03/23	08/11/23	08/25/23	05/13/2024 - School Support Admin/B-Basis
Basis E	07/20/23	08/25/23	09/08/23	05/17/2024 – Assistant Principals & School Support Admin/B-basis
Basis B	07/31/23	09/08/23	09/22/23	05/24/2024 – Principals & School Support Admin/A and E-basis 05/31/2024 – Principals Supervisors

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation no later than (contractual)	II Submit Initial Planning Sheet by (recommended)	III + Establishment of Objectives Conference by (contractual)	IV ++ Formal Observation Deadline (contractual)	V** Evaluations Issuance Deadline (contractual)
A-Basis	08/04/23	08/11/23	08/25/23	02/16/24	05/29/24
C-Basis Single Track	09/15/23	09/22/23	10/06/23	02/16/24	05/10/24
B-Basis Single-Track	08/31/23	09/08/23	09/22/23	02/16/24	05/14/24
E-Basis Single-Track	08/18/23	08/25/23	09/08/23	02/16/24	05/24/24
B Basis Option 6	08/17/23	08/25/23	09/8/23	02/15/24	05/15/24
B Basis Option 7	08/18/23	08/25/23	09/08/23	02/15/24	05/29/24
B Basis Special Calendar GB_06SPE	08/01/23	08/18/23	08/31/23	02/16/24	05/29/24
B Basis Special Calendar GB_08SPE	08/11/23	08/18/23	08/31/23	02/16/24	05/29/24

* For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last workday of the eighth week of school, in which case, the notification of evaluation must be given within ten workdays of the employee reporting to the school. Employees that report later than the

last workday of the eighth week of the fall term shall not be subject to evaluation that year, unless they are non-permanent, or they received a below-standard evaluation in the previous academic year.

+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last workday of the eighth week. For employees newly assigned within ten workdays prior to Norm Day, the objectives must be established no later than the last workday of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last workday of the sixth week of the second semester. Within ten (10) days following the formal observation, a post-observation must be held to discuss the observation in terms of the goals established in the initial planning process.

**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).

**2023-2024 Elementary/Secondary Staffing
RECOMMENDED TIME SEQUENCE**

TASKS	SINGLE TRACK CALENDAR
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Months of March and April or prior to posting of Matrix (see III. below).
II. ** Election of Chapter Chair	Month of April
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Approximately four weeks prior to selection Recommended date: April 19, 2024
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but no later than May 20, 2024

+ 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, but not later than twenty-one (21) calendar days prior to the last scheduled workday.” (Article IX-A, Section 2.0(a))

A separate vote should be held to authorize a current Coordinator and Dean who has been out of the classroom for 5 years to remain out of the classroom for five additional years. This procedure needs to be completed before the selection/confirmation or election process.

STRATEGIC ASSIGNMENT OF TEACHERS TO MEET STUDENT INSTRUCTIONAL NEEDS

This information is intended to provide guidance to Principals so that they can comply with the LAUSD/UTLA Collective Bargaining Agreement and assure that teacher assignments best meet students' instructional needs and priorities.

Elementary School Assignments

1. In elementary schools, the LAUSD/UTLA Collective Bargaining Agreement (CBA) Article IX-A, Section 2.0 c (1) (ii) provides that the site administrator shall assign permanent teachers who are otherwise qualified to the grade level opening on the basis of District seniority.
2. The Collective Bargaining Agreement does not provide teachers the right to select specific instructional programs, student performance levels or instructional clustering of students. Article IX-A, Section 2.0 c (1)(ii)
3. Principals can use preference forms (District's preferred method that will support an effective instructional program) or locally determined method to receive teachers' requests for assignments. Article IX-A, Section 2.0 b
4. The site administrator can and should make exceptions to the CBA seniority provision if he or she reasonably determines that the specific assignment is not in the best interest of the educational program. Article IX-A, Section 2.0 c (1)(ii)
5. Teachers with the specified credentials and required qualifications ("qualified") may request assignment to their grade level using a teacher preference form or other locally determined method. Submission of this form shall serve as a request for the assignment. Article IX-A, Section 2.0 b
6. Administrators should review credentials, specific training, authorizations, performance indicators (i.e. pre/post assessment data, EL reclassification data, DIBELS) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.

Secondary School Assignments and Special Education

1. In secondary schools, Article IX-A, Section 2.0 d only provides teachers the right to a **department** on the basis of recent experience/seniority. However, Article IX-A, Section 2.0 b states that "teachers with specified credentials and required qualifications may request assignment to specific class(es) within their department."
2. **Principals retain the authority** to assign teachers to particular classes and sections within a department.
3. Secondary principals must understand that the CBA does not confer the right for teachers to select either classes or "lines" on the master schedule.
4. Principals should take in consideration the best interest of the instructional program including specific training, authorizations, performance indicators (i.e. core subject end of the year assessments data, EL reclassification data, pre/post assessment data) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.
5. Principals **can and should use objective data** as described above to assign teachers to classes.
6. Classes within a department shall be distributed by the Principal (or designee) in consultation with the **elected department chair**.

Please contact your Staff Relations Field Director should you have specific questions.

Tentative Matrix Process – Spring 2024

Before beginning the Matrix process for the 2024-2025 school year, school sites should finalize their budgets and School Plan for Student Achievement (SPSA) with input from the appropriate councils.

Critical Dates for Matrix Development:

- Posting of Matrix and preference forms should be sent via email no later than **April 19, 2024**
- Tentative Assignments should be posted by **May 20, 2024**.

** Please note that Matrix timelines may change pending potential negotiations.*

Next Steps (Outline)

- 1) Principal and UTLA Chapter Chair collaborate in order to hold the vote for 5-year out of classroom coordinators/coaches (as appropriate).
- 2) Fly the position(s) and conduct the selection and confirmation process (if budget process is completed and/or the position has been approved).
- 3) New coordinator positions - Receive letters of interest from potential eligible candidates (Article IX-A, Section 5.1).
- 4) Post the matrix by April 19, 2024 (approximately four weeks prior to posting tentative assignment on May 20, 2024.) (Article IX-A, Section 2.0 (a)).

Coordinator/Coach/Dean Process

Contractual Provisions

Considerations/Guidance:

Principals shall collaborate with their UTLA Chapter Chairs to complete the following:

- 1) Determine whether there will be Coordinator(s)/Coach(es) at the school site. For categorically funded coordinator positions, the determination as to whether or not there shall be such a position is to be made by appropriate statutory site councils (Article IX-A, Section 4.0 (c)).
- 2) Determine whether or not a Dean(s) position(s) will be established at the school. With respect to regular program dean positions, determination as to whether there shall be such a position shall be made by the school site administrator (Article IX-A, Sections 4.0 (b) and 7.0).
- 3) Determine whether 5-Year Out-of-Classroom Assignment Limitations need to be addressed. *Employees who wish to extend their out of classroom assignment beyond the five-year limit must declare their desire to continue and a qualifying secret ballot election will be held to determine their eligibility to become a candidate. If the incumbent receives the approval of 2/3 of the employees voting, the incumbent will qualify to become a candidate to fill an out-of-classroom position (Article IX-A, Section 9.0 (b)).* If necessary, hold the vote (via Google Forms*, Survey Monkey, etc.).
- 4) These matrix and preference forms should be sent via email no later than April 22, 2024 (four weeks prior to posting tentative assignments on May 20, 2024). At this time, be sure to establish a due date for the submission of preference forms.
- 5) Finalize Coordinator/Coach/Dean Confirmation/Elections before matrix and preference forms are distributed.
- 6) Collect preference forms (allow time between the posting of the matrix and distribution of preferences forms and the selection date).

ATTACHMENT #2 (continued)

- 7) Establish an agreed upon method for the selection process. Hold conferences via Zoom, Microsoft Teams, or Conference to meet with teachers (Elementary), or by department to assign classes in collaboration with Department Chair (Secondary). Establish timelines and notify teachers of the anticipated meeting time(s). Ensure that teachers who are on leave or reassigned are notified of the process as well as of the date of the selection process (allow selection by proxy if a teacher is not available). The use of the Cattle Call method for assignments is strongly discouraged.
- 8) Elementary assignments are made pursuant to Article IX-A, Section 2.0 (c, 1, 2, 3).
- 9) Secondary assignments are made pursuant to Article IX-A, Section 2.0 (d, 1, 2, 3, 4).
- 10) Assign and post Tentative Teacher Assignments no later than May 19, 2023 (21 calendar days before end of the school year (Article IX-A, Section 2.0 (a))).

Coordinator/Coach/Dean Confirmation/Election process:

- 1) First year coordinator assignments are for a one-year term and incumbent coordinators may submit their name for reconfirmation the following year. Continuing/incumbent candidates shall be confirmed for a term of up to two (2) years (Article IX-A, Section 6.0 (c)).
- 2) Hold selection/election/confirmation processes for coordinator(s)/coach(es) and/or dean(s) positions.
- 3) Finalize Coordinator(s)/Coach(es) Selection pursuant to Article IX-A, Section 6.0.
- 4) Finalize Dean(s) Election pursuant to Article IX-A, Section 7.0.

Please also note that all iterations of your matrix should be labeled “*TENTATIVE*” as changes in enrollment, etc., may result in changes to your matrix.

Contact your Staff Relations Field Director for guidance or if you have any questions.

Displacement Process for UTLA Represented Employees

(Consult with your Staff Relations Field Director Prior to Displacing any Employee)

Displacement of Classroom Teachers (Article XI, Section 6.0 a-j):

An over-taught condition exists when there are more qualified teachers than positions at a school or within a program or subject field at a school, or when a program or subject field is reduced, eliminated or moved from a school.

1. The school administrator shall reasonably determine in what program/subject field the over-taught condition exists.
2. The school administrator shall inform the faculty of the number of positions being eliminated.
3. An employee may agree to be voluntarily displaced. However, employees who receive a Notice of Unsatisfactory Service or "below standard" evaluation shall be deemed ineligible (Art. X-A, Sec. 5.0). Voluntary displacements do not have return rights to the school.
4. If there are no volunteers, the teacher with the least District seniority will be displaced unless it is reasonably determined at the discretion of the immediate administrator that such teacher possesses special instructional skills or qualifications.
5. Special circumstances apply for secondary schools organized by departments and all schools with special education programs. Contact your Field Director if you have questions regarding recency and/or special skills/qualifications.

Displacement of Counselors:

A reduction in counseling norms can be handled as follows:

1. If all counselors possess teaching credentials, the principal may exercise complete discretion in returning one, to the classroom.
2. If some counselors possess teaching credentials, while others possess only PPS, the principal may return only those with teaching credentials to the classroom. Those with PPS only, remain.
3. If all counselors are PPS only, then the least senior counselor is displaced from the school.

Ending/Terminating Temporary Adviser (Non-School Assignment) Position at LD or Central Office:

A temporary adviser is a permanent certificated contracted employee, who is given a temporary non-school assignment. Such employees work in central office, or other Regional District offices.

1. Administrator provides a written invitation to a meeting with the employee to discuss the employee's assignment for the next school year. Staff Relations Field Director provides the template for the written invitation.
2. Administrator provides employee with written notice of termination of current assignment. Staff Relations Field Director provides template for written notice.

Return Rights, Displacement, and Seniority Guidelines for Deans, Coordinators, Counselors, and Coaches Returning to the Classroom

Returning To	Time in Current Position	Dean (See XI,12.0 b)	Coordinator/ Coach (Locally Selected) (See XI, 12.0 b)	Counselor With Teaching Credential (See XI, 12.0 b)	Counselor Without Teaching Credential (XI, 12.0 b)	Coach (Centrally Assigned) (See IX-C, 4.0 d)
Same School	<1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Displaced from the school	Remain at same school Can displace No seniority on matrix
Same School	> 1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Displaced from the school	Return rights if vacancy No displacement No seniority on matrix
Former School	<1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Displaced from the school	Return to former school Can displace No seniority on matrix
Former School	> 1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Displaced from the school	Return rights if vacancy No displacement No seniority on matrix

* Secondary- considered for classes in the dept. in which the teacher has taught for the major portion of teaching time during the most recent 6 semesters.

OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2023-2024 SCHOOL YEAR

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. Automated evaluation forms are available on the Personnel Commission website. It is recommended you issue the evaluation by May 10, 2024 (for C-Basis Single Track employees) to meet the deadline

If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than March 18, 2024. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand and should pertain to the specific area in need of improvement.

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

Unit C – Building and Grounds Workers, Food Service Workers, Early Education Center Attendants, Microcomputer Support Assistants, et al.

Unit D – Office Technicians, Clerks, Library Aides

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, Food Service Managers, Plant Managers

Employees in the bargaining Units listed below must have a performance evaluation at least once a year.

Unit G – School Supervision Aides, Community Representatives

Basis Track	Conference Memo Due	Performance Evaluation Due
C Basis Single Track	3/18/2024	5/10/2024
B Basis Single Track	4/6/2024	5/17/2024
E Basis Single Track	4/12/2024	5/24/2024

Note: It is recommended that employee's performance evaluations be consistent with the District's timeline as referenced above.



As a Los Angeles Unified School District employee you have access to the EASE program, a specialized counseling service which provides telehealth, face-to-face counseling, phone consultations and community referrals.

- ✓ Voluntary and CONFIDENTIAL
- ✓ Staffed by professional counselors
- ✓ Endorsed by labor and management
- ✓ Paid for by LACOE ESSER III Funds

EASE HOTLINE: 1-800-882-1341

Get Support:

- 24/7 Hotline
- No Waiting Lists
- Confidential

EASE Counselors

Specialize in:

- Family Troubles
- Emotional Distress
- Drug/Alcohol Problems
- Job Anxieties & Stress
- Grief, Loss, Transitions