

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
OFFICE OF STAFF RELATIONS**

**TO:** Principals and Administrators

**DATE:** August 2021

**FROM:** Gifty J. Beets  
Assistant Chief Human Resources Officer

**SUBJECT: JULY/AUGUST 2021 - UPDATES & REMINDERS**

For additional resources and information, please visit our website at: <http://achieve.lausd.net/staffrelations>

**IMPORTANT DATES:**

July 1, 2021	Notification to A Basis Administrators of evaluation
July 1 – July 31, 2021	Notification to UTLA-represented A-basis employees of evaluation
July 21, 2021	Notification to E Basis Administrators of evaluation
July 30, 2021	Notification to B Basis Administrators of evaluation
August 13, 2021	Notification to C Basis UTLA represented employees of evaluation
August 20, 2021	Final date to establish objectives for UTLA-represented (provisional and probationary) employees on A-basis.
September 17, 2021	Last day to notify C Basis UTLA represented employees that they will be evaluated during the 2021-2022 school year.
October 8, 2021	Final date to establish objectives for UTLA-represented C basis employees. * [See <b>Attachment #1</b> to review contractual deadlines for evaluation of B Basis UTLA represented employees non-Permanent (provisional and probationary)]

**CERTIFICATED INFORMATION:**

- 2021-2022 CERTIFICATED EVALUATIONS:** As per UTLA-LAUSD Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #1). Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last workday of the fifth week of school (9-17-2021)**. The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school (10-8-2021) are to be notified that they are to be evaluated within ten (10) workdays of reporting to the school. ***All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually.*** Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement.
- EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, the period between evaluations for permanent teachers with ten (10)

years or more as a full-time teacher, may be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period. The extension must be **mutually** agreed upon by the evaluator and the employee. **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause. Such notice should be given before the end of the school year preceding the next intended evaluation but shall not be given later than the commencement of the evaluation process. **(Article X, Section 3.0)**

3. **EDUCATOR DEVELOPMENT SYSTEM (EDS) PILOTS IN 2021-2022:** Due to school closures last year, we did not have an opportunity to pilot test Adapted PE teachers on the EDS system, therefore we will pilot test the Itinerant Adapted Physical Education teachers using the Educator Development and Support: Teachers (EDST) process. For additional questions, please contact Silvia Rubalcava or Cecilia Duenas at [mypgs@lausd.net](mailto:mypgs@lausd.net).
4. **ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The Collective Bargaining Agreement with UTLA requires that the employee's objectives be established **no later than the last workday of the 8<sup>th</sup> week of school: October 8, 2021.** For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 5, 2021. If a teacher fails to complete an Initial Planning Sheet, the administrator should consult with their Field Director for guidance, schedule the Initial Planning Conference and provide the teacher with the objectives upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment #1 for timelines.
5. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester – February 18, 2022.** The post-observation conference shall occur **no later than ten (10) workdays after the formal observation.** **(Article X, Section 5.0(a))** See attachment #1 for timelines.
6. **NON-RE-ELECTION OF PROBATIONARY 2 TEACHERS:** If you have a certificated employee who is currently in Probationary 2 status, monitor their performance closely – particularly if there were performance concerns last year and the employee continues to exhibit performance issues in the first semester of the 2021-2022 school year. It is recommended that you document the performance concerns and provide assistance and guidance in several conference memoranda. Decisions regarding re-election and non-reelection of Probationary 2 employees will be made prior to the end of the first semester via the Affirmative Decision form. For assistance with this process, contact your Staff Relations Field Director.
7. **STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Human Resources Personnel Specialist as soon as possible.
8. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance and Review (PAR) Program provides service to referred teachers, non-permanent teachers, and teachers who volunteer to participate. If you have a teacher who received a Below Standard Evaluation for the 2020-2021 school year, he/she will be considered a referred teacher with mandatory participation in the PAR Program. For more information,

visit the PAR website at <http://achieve.lausd.net/par>. You may also contact the program coordinator, Dr. Christopher Ikeanyi, at (213) 241-5501 or by email at [cikea1@lausd.net](mailto:cikea1@lausd.net).

9. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL:** Staffing procedures, for openings which occur after the completion of the initial spring assignments and before norm day (usually the end of the 5<sup>th</sup> week of school), are to be made by the principal and department or grade level chair working together to determine who will fill the opening or vacancy. In doing so, the principal and department or grade level chair shall utilize the teacher preference forms and shall consider seniority and educational program needs. If an agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, transferee, substitute, or auxiliary assignment. **(Article IX-A, Section 2.1)**
  
10. **CHANGE OF TEACHER ASSIGNMENTS:** Teachers are to be notified, as soon as feasible, of a change in their tentative assignment. If a teacher is notified of a change of assignment within five (5) calendar days prior to the assignment (first student instructional day), upon request, the teacher shall receive the equivalent of up to two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two days preparation time, the change of assignment must affect the majority of courses taught in a secondary assignment and require a preparation for a course not in the previous assignment. **(Article IX-A, Section 2.0 (a))**
  
11. **ASSIGNMENT MONITORING 2021-2022** All sites will be monitored during the 2021-2022 academic year. It is the school site administrator's legal obligation to ensure teachers are appropriately assigned to classes for which they hold a legal authorization. If you have anyone working under an Ed. Code option (Middle School Authorization/local assignment option, Board Permit/local assignment option, One Period Coach Authorization, Teacher Consent Form for True Electives, Alternative Setting Teacher Consent Form etc.), who will continue to work under it this school year, please submit your forms by August 17th in order to avoid a mis-assignment at the beginning of the 2021-2022 academic year. If you have questions about a particular teacher, please feel free to contact your Credentials and Contract Specialist. Current forms can be accessed at: <https://achieve.lausd.net/Page/1542>
  
12. **EMPLOYEE REPRESENTATION AT MEETINGS:** Employees are entitled to request a representative of their choice to attend any meeting that may lead to discipline. They are entitled to only one representative at said meeting in accordance with their respective Collective Bargaining Agreement. Their choice of representative is most commonly a Union Representative (or Job Steward), but their choice may also be an Attorney, a personal friend, or relative. Employees may also waive representation at any meeting.
  
13. **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.
  
14. **CONTACTS FROM UNION REPRESENTATIVES:** Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, **DO NOT RESPOND**. Please email details to your Staff Relations Field Director for certificated employees or your designated Staff Relations Sr. Human Resources Representative for classified employees for representation, guidance, and assistance with the matter.

- 15. NOTIFICATION TO TEACHERS REGARDING PAST MISCONDUCT BY A STUDENT:** **When** a teacher is regularly assigned a student who has engaged in or is reasonably suspected of having engaged in certain acts, as described in BUL-3927.2, dated September 3, 2010, the District shall make a good faith effort to inform the teacher of that misconduct. Information encompassing all such incidents during the previous three years shall be maintained by the principal and provided to the teacher. Each school principal shall establish an E.C. 49079 file with all available confidential information regarding each student. **(Article XXIV, Section 4.0)**
- 16. OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten (10) consecutive days to an unfilled position in which the substitute teacher opens a class at the beginning of the school year shall be paid at the extended substitute rate. **(Article XIX, Section 4.2)**
- 17. SUBSTITUTE FOLDERS:** Make sure that you have a substitute folder, or equivalent, for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, a map of the school, appropriate keys and security/emergency information (including how to use the class phone and how to contact the office in case of an emergency). **(Article XIX, Section 10.0)** It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
- 18. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether the teacher substituting is a contract pool teacher or a day-to-day substitute.** If the employee is a day-to-day substitute, the site administrator may, for cause, issue a notice of inadequate service. Such a notice shall, absent compelling circumstances, be **issued within ten working days after the date(s) of service**, 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 conference with the substitute regarding the allegations, **informing the employee that he/she 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 working days after the date(s) of service. Please be aware that there is another form available on the Human Resources Website that may be used to provide commendations for exemplary service by a substitute. **(Article X, Section 7.0)**
- 19. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES:** When holding a conference with an employee to discuss his/her conduct and/or performance, administrators should first consult with their Staff Relations Field Director *prior* to inviting the employee to the conference. If you intend to issue a conference memorandum to memorialize the conference, include the following when sending the draft conference memo to your Staff Relations Field Director:
- A. Draft conference memo

- B. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
- C. The most recent performance evaluation, including signatures and all its attachments
- D. Also, send any previous Conference Memos that the employee might have received, particularly if the concerns/allegations are similar to those being -addressed in the current memo.

After holding the conference with the employee, issuing the written conference memo (within four days of the meeting), and giving him/her time to respond in writing, send your Staff Relations Field Director a PDF copy of the memorandum that includes the following:

- A. Issuing administrator's initials by his/her name on the memo
- B. All attachments that were provided to the employee
- C. Any written response that the employee submits in response to the conference memo (If you do not receive a response within 5 days of the conference, send the initialed memo and attachments to your field director and forward the response when you receive it)
- D. When you send the memo via email, inform your Field Director if you intend to issue discipline, and what disciplinary measures you are considering.

**20. CONTRACT POOL TEACHERS:** Regular employees assigned to the Contract Pool are to be treated as contracted teachers; they are **not to be issued an** Inadequate Service Report. **Always confirm whether an employee is a contract pool teacher or a day-to-day substitute.** Contract Pool Teachers are full-time employees and should therefore be invited to a conference to discuss any concerns. After the conference, you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Staff Relations Field Director with questions.

**21. ITINERANT EMPLOYEES:** Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these administrators who bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. *Please make sure that a timecard is created for them at the beginning of their assignment and regularly monitored.* If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Erin Haynes, Staff Relations Field Director, at [edh0788@lausd.net](mailto:edh0788@lausd.net) or (213) 241-8257.

**22. INFORMAL GRIEVANCE PROCEDURES:** Prior to filing a formal grievance, the grievant shall attempt to resolve a grievance by an informal conference with the employee's immediate supervisor. The request for the informal grievance meeting must be made in writing. If you receive such a request, contact your Staff Relations Field Director for assistance. The informal grievance conference must be scheduled within five working days of receiving the written request and a written response is required within five working days following the informal conference. **(Article V-Section 7.0)**

**23. PREPARATION FOR 2021 - 2022 SCHOOL YEAR OPENING:** Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- Staff attendance for the past year
- Absences preceding and following holidays
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Teacher hours
- Substitute Lesson Plans/Folders
- Instructional Expectations
- Other identified areas for improvement

**CLASSIFIED INFORMATION:**

1. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES (ATTACHMENT #3):** As you prepare for the return of your Classified employees, there are several things you can do to ensure that they know you support and appreciate them.
  - A. Thank them for their efforts to ensure the students of LAUSD are engaged in their classrooms and supported by their efforts to maintain safe school environments and a healthy community.
  - B. Acknowledge that our new “normal” is still changing. We are all adjusting, but if we work together as a team, it will be a lot easier.
  - C. Be open to feedback. Plan staff meetings and listen to your employees’ concerns.

Your Senior Human Resources Representatives are available to assist with any questions or issues that arise. In the September Monthly Update, we will share guidance for setting expectations for staff.

2. **WORK EXPECTATIONS FOR PARAPROFESSIONALS:** As previously mentioned, all Paraprofessionals should be assigned work during their regularly scheduled work hours. In accordance with collective bargaining agreements and L.A. Unified class descriptions, Paraprofessionals will be assigned to provide instructional support to students onsite and participate in professional development to enhance their skills as instructional support providers. See information under the General Section for information regarding Reasonable Accommodation.
3. **PAYROLL REPORTING:** If you have questions about LAUSD MyPay, please contact the MyPay contact person at your site and/or Payroll Support Services by emailing payrollsupport@lausd.net or calling (213) 241-2570.
4. **2021-2022 TIMECARDS - REPORTING IN AND OUT TIME FOR MEAL BREAKS:** Keep in mind that an employee’s required 10-minute break time is paid time, inclusive of hours worked. The ten-minute break is not deducted from total hours worked. The required 30-minute meal breaks are unpaid time and should be recorded on the timecards if the employee’s scheduled hours require a meal break. See the

chart below as reference. For Classified employees, standardized timecards are not designed to track rest periods, only start-stop times of lunch breaks.

**5. BREAK/LUNCH TIMES FOR UNITS B, C, D, AND F**

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

**\*Units B (Spec Ed Assts, Campus Aides, Instr. Aides) or F (Teacher Assts):** Rest periods cannot lengthen lunch period or shorten workday.

**\*\*Unit D (clerical staff except SAA):** Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

**Unit S (School Administrative Assistants):** Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and not taken during the first or last hour of the assignment.

**6. CLOSING OF CLASSIFIED POSITIONS:** If during Budget development, you closed any classified positions (such as Special Education Assistant/Trainee, Campus Aide, School Supervision Aides, Community Representatives, or clerical positions), remember that the employee’s official notice must come directly from the Personnel Commission (PC). However, you may advise an affected employee informally in advance that his/her position is being cut and they will receive a letter notice 60 days in advance, including an effective date of either a new assignment location or layoff. Notices were sent on or about June 16, 2021, with effective dates of August 16, 2021. School Administrators of affected schools also receive copies.

**7. TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS AND RELEASE:** Per the Unit F Collective Bargaining Agreement, between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, required to enroll and successfully complete college courses (Article VIII, section 1.0). Those who did not complete the required number of units for the 2020-2021 school year shall be released August 31, 2021, by the Division of Human Resources. No grace period shall be allowed for these employees.

For the 2021-2022 school year, Teacher Assistants must meet their course unit requirements as set forth in their Unit F Collective Bargaining Agreement. For **Degree-Track Teacher Assistants**, Units required are twelve (12) semester units or quarter unit equivalent. (see Article VIII, 2.1) For **Non-Degree Track Teacher Assistants**, **course unit requirements include** maintaining enrollment and passage of a college course at all times during the traditional school year. Courses chosen must be for the purpose of increasing the employee’s knowledge, understanding, and skills related to increasing employee’s employment by the District. (See, Article VIII, 3.1). For additional information regarding course unit requirements, please refer to the Unit F Collective Bargaining Agreement. Teacher Assistants with questions may email [TeacherAssistantAssignments@lausd.net](mailto:TeacherAssistantAssignments@lausd.net).



8. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant Portal, TAs will need to log on using their LAUSD single sign-on and password login. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs and Principals retain the right to request copies of TA transcripts to verify eligibility compliance or to establish a TA seniority list at the school site. TA course units completed can also be viewed from the Principal’s Portal.
9. **TEACHER ASSISTANTS’ SENIORITY LIST:** Teacher Assistant Seniority will continue to be established at each school site by site administrators by compiling and posting a list of all Teacher Assistants assigned to their schools. Such a list is compiled as follows:
  - A. Request certified copies of transcripts from each Teacher Assistant as evidence of course units completed.
  - B. Review all Teacher Assistant certified transcripts for each Teacher Assistant assigned at the school site.
  - C. Rank-order in descending order that a list of total numbers of qualifying college units completed.

**GENERAL INFORMATION:**

1. **TESTING/VACCINATION UPDATES:** Individuals vaccinated as part of the District vaccination program do not need to submit their vaccination record for verification because information transfers automatically to the Daily Pass. Individuals who were vaccinated outside the District program should submit their vaccination record for review and verification through the Daily Pass (See Attachment A). After the external vaccination document is submitted via the Daily Pass, it will be reviewed and verified by the District’s Community Engagement team. Please allow 2-3 business days for the verification process. Employees and students with verified vaccination records on file will be exempted from baseline and ongoing COVID-19 testing.

Non-school based employees will be allowed a window of up to two hours for testing during their workday, including travel time to the testing location. Time will be coded as Miscellaneous Natural Disaster (MSND).

Los Angeles Unified continues to host school-based vaccination clinics on many of its school campuses. If you or your dependent(s) have not yet been vaccinated, we encourage you to take advantage of this resource. Employees will be allowed a window of up to three hours (per dose) for vaccination for themselves or their dependent(s) during their workday, including travel time to the vaccination location. A list of vaccination sites can be found on our website at:

<https://achieve.lausd.net/Page/17638>

Employees utilizing this paid time off are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 9/14/2020). Under Reason for Absence, select Option “M” for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as “Self-and/or Dependent COVID-19 vaccination.” An absence due to natural disaster does not get deducted from the employees’ illness balance.



2. **MEDICAL ACCOMMODATIONS:** All Reasonable Accommodations requests seeking a remote work option shall be referred to the Division of Risk Management – Reasonable Accommodations Program for response after the administrator has completed the initial interactive process with the employee. Site administrators should not be making this decision on their own. All requests made to administrators for reasonable accommodations for employees must follow the process outlined in the Reasonable Accommodation for Individuals with Disabilities policy bulletin (BUL 4569.1).
  
3. **PUPIL-FREE OPENING DAY MEETING AGENDA AND BULLETINS:** It is highly recommended that School Administrators prepare a written Staff Meeting Agenda and Sign-In Sheets when meeting with all staff, including Classified employees, to orient them anew to school operations procedures and daily work expectations. From written Staff Meeting Agendas, address highpoints of key policies and procedures. For tips on what to include in Opening Day Meeting with Staff, visit the Staff Relations website at <http://achieve.lausd.net/staffrelations>, and select the link to “HR Forms/Policies” to view key policies and procedures, which include but are not limited to:
  - A. School’s Sign-in/Sign-out procedure, including Late Arrival and Off-Campus Books.
  - B. LAUSD Employee Attendance Policy and time-reporting procedures
  - C. Duties and assignments
  - D. Emergency procedures
  - E. Refer also to the Administrator Certification Form for a more complete list of additional policies as required by District mandates and referenced in the Principal Portal.
  
4. **COVID-19 COMPLIANCE TASK FORCE:** All school sites shall have a COVID-19 Compliance Task Force. The UTLA Chapter Chair (or a Chapter Chair appointed designee) and school nurse shall be members of each task force. Training for participants shall be provided through MyPLN. Each school site task force shall meet no less than twice per month outside the contractual workday, with the unit member compensated at their hourly rate, to address health & safety compliance issues at the school site. Contract negotiations continue so other bargaining units may also bargain rights to have their members on this task force.
  
5. **ONLINE CHILD ABUSE AWARENESS TRAINING:** The updated on-line Child Abuse training must be completed by ALL staff by **September 30, 2021**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time. You may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.
  
6. **SUICIDE PREVENTION AND AWARENESS TRAINING:** All LA Unified employees have been auto-enrolled and required to complete the Suicide Prevention and Awareness Training and assessment annually. The course is available on MyPLN. The training must be completed by ALL staff no later than **October 31, 2021**. New employees hired are required to complete the training and assessment within 45 days of receiving enrollment.
  
7. **VACATION:** Earned 2019-20 and 2020-21 vacation hour balances will be made available for use during the fiscal year 2021-22. Employees will have access to a vacation payout on a one-time basis this year to reduce impacts to worksites. More information is forthcoming in this area. Please encourage employees to monitor their vacation balances on a monthly basis and allow employees use of their vacation when requested while also considering the operational needs of the District and the awareness

that employees may have more accrued vacation hours than in the past. Employees may find their accrued vacation hours printed on their paystubs. Employees may also visit the L.A. Unified Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement.

- 8. UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. Reasonable access to District facilities includes contacting employees during their duty-free lunch period and before or after their hours of service. Representatives shall not interrupt any employee's duties or assignments.

General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
  - B. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.
  - C. Complete a visitor's permit and obtain the principal/designee's approval before proceeding with your visit.
  - D. All visitors are expected to conduct themselves in a non-disruptive and non-abusive manner while visiting a work location.
  - E. Please utilize non-duty time or break times to meet with employees.
  - F. Please ensure employees are not late returning from breaks or lunch meetings.
  - G. Please notify the visiting school main office or department of your departure and return the visitor's permit before leaving the work location.
- 9. SHARING WITH EMPLOYEES THE ESSENTIAL FUNCTIONS OF THEIR JOB:** It is valuable to share with employees the essential functions of their job. You can find the most common class descriptions at <https://achieve.lausd.net/Page/4044>. Please be aware that Elementary Teacher, Secondary Teacher, and Special Education Teacher are three separate class descriptions.

# 2021-2022 STAFF RELATIONS DIRECTORY

## FIELD DIRECTOR and SENIOR HR REPRESENTATIVE ASSIGNMENTS

Tel: (213) 241-6056 Fax: (213) 241-8405

### BEAUDRY

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	BEETS, GIFTY	213-241-6056 213-241-5313	<a href="mailto:gifty.beets@lausd.net">gifty.beets@lausd.net</a>
Administrator-AALA	MARTINEZ, ISAIAS	213-241-8233	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
HR-SR Manager	GOSSETT, LORRI	213-241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
Field Director	HAYNES, ERIN	213-241-8257	<a href="mailto:edh0788@lausd.net">edh0788@lausd.net</a>
Admin Secretary	SANCHEZ, LETICIA	213-241-8109	<a href="mailto:leticia.sanchez@lausd.net">leticia.sanchez@lausd.net</a>
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	<a href="mailto:adriana.x.zuniga@lausd.net">adriana.x.zuniga@lausd.net</a>
Clerk	RAMIREZ, ANA	EXT. 29036	<a href="mailto:agr4883@lausd.net">agr4883@lausd.net</a>

### LOCAL DISTRICT NORTHWEST

Field Director	DELISLE, CARRIE	818-654-3619	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Field Director	VACANT (.5 FTE)	818-654-3641	
Senior HR Rep	DAVTYAN, ZHANNA	213-241-8240	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>

### LOCAL DISTRICT NORTHEAST

Field Director	BUTLER, MARIA	818-252-5435	<a href="mailto:murbin2@lausd.net">murbin2@lausd.net</a>
Field Director	VACANT (.5 FTE)	818-252-5436	
Senior HR Rep	NUNNALLY, KRISHNA	213-241-8242	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>

### LOCAL DISTRICT CENTRAL

Field Director	ALFAYATE, JUAN	213-241-0184	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Field Director	GONZALEZ, CARLOS (.5 FTE)	213-241-2563	<a href="mailto:cxg0564@lausd.net">cxg0564@lausd.net</a>
Senior HR Rep	GORDEN-CAVE, CONNIE	213-241 8227	<a href="mailto:connie.gorden-cave@lausd.net">connie.gorden-cave@lausd.net</a>

### LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
Field Director	GONZALEZ, CARLOS (.5 FTE)	323-224-3120	<a href="mailto:cxg0564@lausd.net">cxg0564@lausd.net</a>
Senior HR Rep	VACANT	213-241-8253	

### LOCAL DISTRICT SOUTH

Field Director	LENON, DAMIAN	310-354-3472	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
Field Director	STEVENS, JEANETTE	310-354-3419	<a href="mailto:jls6008@lausd.net">jls6008@lausd.net</a>
Senior HR Rep	ALLWOOD, TANASHA	310-354-3204 213-241-8248	<a href="mailto:tanasha.allwood@lausd.net">tanasha.allwood@lausd.net</a>

### LOCAL DISTRICT WEST

Field Director	MOSCOSO, VERONICA	310-914-2153	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Field Director	BUCK, LATASHA	310-914 2150	<a href="mailto:lnb4534@lausd.net">lnb4534@lausd.net</a>
Senior HR Rep	VACANT	213-241-6896	

### DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	213-241-3725	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>
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**OFFICE OF STAFF RELATIONS  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2021-2022**

***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	07/01/21	08/06/21	08/20/21	05/10/2022 – Assistant Principals
Basis E	07/21/21	08/27/21	09/10/21	05/17/2022 – Principals
Basis B	07/30/21	09/10/21	09/24/21	05/24/2022 – Principal Supervisors 05/10/2022 – All Others

***UTLA REPRESENTED EMPLOYEES***

***(Only Non-Permanent Employees will be evaluated in the 2020-2021 school year)***

	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	07/30/21	08/06/21	08/20/21	02/11/22	05/31/22
Single Track	09/17/21	09/24/21	10/08/21	02/18/22	05/11/22
B-Basis Single- Track Calendar	08/27/20	09/02/21	09/17/21	02/18/22	05/18/22
E Basis Option 4	08/06/21	08/13/22	08/27/21	02/18/22	05/16/22
B Basis Option 6	08/20/21	08/27/21	09/10/21	02/17/22	05/18/22
B Basis Option 7	08/13/21	08/20/21	09/02/21	02/17/22	05/31/22
B Basis Special Calendar GB_06SPE	08/13/21	08/20/21	09/02/21	02/18/22	05/31/22
B Basis Special Calendar GB_08SPE	08/13/21	08/20/21	09/02/21	02/18/22	05/31/22

**\* 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 work days 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 12<sup>th</sup> 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).**

**CERTIFICATED EVALUATION FORMS**

<u>Employee</u>	<u>Evaluation Form</u>
1. Principal, Assistant Principal including DACE <ul style="list-style-type: none"> <li>• Provisional</li> </ul>	EDSSL final report
2. Assistant Principal, Elementary Instructional Specialist (APEIS)	My PGS (Stull)
3. Classroom Teacher, Adult Education Teacher <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Probationary</li> <li>• Interns</li> <li>• Temporary Contract</li> <li>• Provisional assigned before March 1</li> </ul>	EDST final report EDST final report EDST final report EDST final report EDST final report
4. Non-Classroom Teacher (Instructional Coaches/Deans/Coordinators) <ul style="list-style-type: none"> <li>• Permanent</li> <li>• Probationary</li> </ul>	EDSNCT final report EDSNCT final report
5. Classroom Teacher, alternative contracts <ul style="list-style-type: none"> <li>• Provisional</li> <li>• Extended Sub Status</li> <li>• Probationary, Conditional, or Temporary Contract assigned after March 1</li> </ul>	Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report
6. Nurse, PSA, and School Psychologist <ul style="list-style-type: none"> <li>• Probationary</li> <li>• Permanent</li> </ul>	My PGS (Stull) My PGS (Stull)
7. Secondary Counselor <ul style="list-style-type: none"> <li>• Probationary</li> <li>• Permanent</li> </ul>	EDSC final report EDSC final report

**STAFF RELATIONS  
PARAPROFESSIONALS  
BEGINNING – OF – YEAR REMINDERS**

**EXPECTATIONS**

- Work hours (including sign-in/sign-out and timecard procedures, absence and call-in procedures)
- Attendance expectations (the instructional program depends on everyone, including part-time aides, being at work every day)
- Daily schedule(s)
- Role of paraprofessional (i.e. to work directly with students)
- Information on supporting the instructional program that would be relevant to all paraprofessionals
- Guidelines for supervision duties during nutrition/recess, lunch, and PE
- Student behavioral standards and expectations (in classroom, on the school yard, and whole campus)

**POLICIES**

- LAUSD Attendance Policy
- Special Education Paraprofessional Attendance Policy (BUL-6527.1)
- Certification of Absence Forms (BUL-6307.5)
- Dress standards (Board Rule 1906)
- LAUSD Code of Conduct with Students (BUL-5167.0)
- Ethics Policies (BUL-4748.0)
- Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals (REF-6770.2)
- Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL-999.12)
- Social Media Policy for Employees and Associated Persons (BUL-5688.2)
- Administrative Policy Regarding Falsification of Records (BUL-3723.0)
- Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.2)
- Child Abuse and Neglect Reporting Requirements (BUL\_1347.2)
- Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.3)
- Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- Classified Employees Handbook
- Special Education Paraprofessional Handbook

**TEACHER ASSISTANTS**

- Upload verification of enrollment in current semester/quarter into the TA Portal <https://teacherportal.lausd.net>.
- Upload a certified transcript from the college verifying completed courses from the previous semester/quarter to the TA Portal.

**MISCELLANEOUS**

- Staff/Track (including “people to know” and School Committee assignments)
- Map of campus
- School Safety and Emergency Procedures

With all performance expectations, especially attendance, punctuality, course requirements, and work hours, advise on the consequences of failure to perform (i.e. may result in disciplinary action).