

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

**TO:** Principals and Administrators

**DATE:** December 2022

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

**SUBJECT: DECEMBER 2022 STAFF RELATIONS UPDATES & REMINDERS**

**IMPORTANT DATES:**

<b>December 2, 2022</b>	Affirmative Decision forms for Probationary 2 Teachers due to Local District Community of School Administrators or Directors
<b>December 9, 2022</b>	Affirmative Decision forms for Probationary 2 Teachers due to Staff Relations
<b>December 16, 2022</b>	Last day to complete the Cyber Security Training
<b>December 31, 2022</b>	Last day to complete the Workplace Harassment Prevention Training
<b>February 10, 2023</b>	Final date to conduct the formal observation for UTLA-represented A basis employees.
<b>February 17, 2023</b>	Final date to conduct the formal observation for UTLA-represented C and E basis employees.

*\*See Attachment #2 for contractual deadlines for evaluation of B Basis UTLA represented employees.*

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

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

**CERTIFICATED INFORMATION:**

- 1. NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in a Probationary 2 status, ensure you 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 2022-2023 school year. It is recommended that you document the performance concerns and the assistance and guidance provided in several conference memoranda. Decisions regarding re-election and non-reelection of Probationary 2 employees will need to be made by **December 2, 2022**, via the Affirmative Decision form.
- 2. DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS:** If you have concerns regarding Probationary teachers, the following should occur:
  - a. Contact your Field Director and COS Administrator to discuss concerns and possible non-reelections.
  - b. Document the concerns in writing and provide assistance and guidance.
    - i. Depending on the concern(s), a formal conference memorandum is considered best practice, however informal memos, emails, and/or observation forms may also serve as evidence.
    - ii. Remember that although we do not necessarily need to show cause for non-reelecting a

probationary teacher, administrators should have documentation to demonstrate that:

1. There were concerns with the teacher's performance and/or conduct,
2. Concerns were shared with the teacher, and;
3. Assistance and guidance was provided to address the issue(s).

**The steps identified above are an extremely important part of the documentation process, should the teacher express concerns regarding their non-reelection.** Also, be reminded that both the UTLA/LAUSD Collective Bargaining Agreement and Ed Code 44664(b) indicate that if an administrator has concerns regarding a teacher's performance, the concerns need to be documented in writing with assistance and guidance on how to improve. It is also recommended that COS Administrators visit all probationary teachers' classes, if possible, as they will need to sign the Affirmative Decision forms indicating agreement with the administrator's decision to confirm or release teachers. Please contact your Field Director should you have any questions. **(Article X, Section 5.0)**

- 3. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** If concerns arise involving the conduct and/or performance of a substitute that requires documentation, contact your Staff Relations Field Director to discuss the matter. Also, 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)**
- 4. STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.

#### **CERTIFICATED FREQUENTLY USED STATUS CODES**

<b>SAP EMPLOYEE SUBGROUP CODE</b>	<b>STATUS CODES</b>	<b>STATUS DESCRIPTION</b>
B1	Probationary, 1 <sup>st</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 <sup>nd</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 <sup>st</sup> Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 <sup>nd</sup> Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 <sup>st</sup> Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 <sup>nd</sup> Year or More	Employee is teaching under a valid District Intern Certificate.
K1	Temporary Contract	Employee is teaching under a temporary contract of up to one year.

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 17, 2023, C-basis employees (February 10, 2023, A-basis UTLA-represented employees)**. 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. **WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MIDYEAR WARNING):** Employees who may receive an overall **Below Standard Evaluation** should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement through written conference memoranda but should also include 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. Please contact your Staff Relations Field Director if you are working with a teacher who may receive a **Below Standard Evaluation (BSE)** for the 2022-2023 school year.
7. **INFORMAL GRIEVANCE PROCEDURES:** The grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. The informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please **contact your Staff Relations Field Director immediately. (Article X, Section 7.0)**
8. **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. Please make sure that UTLA announcements are included in the faculty meeting agenda, not in the professional development agenda, which should be a separate agenda and sign in. **(Article X, Section 8.0-i)**

**CLASSIFIED INFORMATION:**

1. **EMPLOYEE JOB TRAINING:** If an employee is directed to attend any job-related workshop, MyPLN in-service training session, including but not limited **Child Abuse Awareness Training, Suicide Prevention Training, Workplace Harassment Training**, or other similar activity as a condition of continued employment, employee's participation during workday hours shall be considered as time worked and shall be compensated at the appropriate rate of pay. This provision does not apply toward the obtainment or renewal of professional degrees, licenses, or certificates (including driver licenses, CPR or first aid certificates) or in meeting employment requirements established at the time of initial entry into the job class. **(Article IX Hours and Overtime Section 7.0)**
2. **PAY FOR ALL HOURS WORKED:** Special Education Assistants, Health Care Assistants and all other classified employees **must** be paid for all hours worked. An employee's sign in and sign out time should reflect all hours that they have worked to ensure that all hours worked are paid accurately.
3. **WINTER BREAK & UNIT D A-BASIS EMPLOYEES:** While most school-based Unit D employees are E basis,

early education centers and central office may have A-basis employees that are entitled to work during winter break. Memorandum 61107.4 requires that Unit D A-basis employees are informed of their options (take vacation, go unpaid, or request to work) and for those who wish to work, they must request to do so in writing before December 9, 2022. If there is no work available at your site, it is the administrator's responsibility to find work at another District location.

#### **GENERAL INFORMATION:**

##### **1. FIELD DIRECTOR AND SENIOR HUMAN RESOURCE REPRESENTATIVE ASSIGNMENTS**

Field Director and Senior HR Representative assignments currently remain the same. The Field Director or Senior HR Representative that serviced you before will continue to service you through the end of December. Changes to assignments will be provided in next month's update. Please contact Gifty Beets at 213.241.6056 or [gifty.beets@lausd.net](mailto:gifty.beets@lausd.net) with any questions.

##### **2. REMINDER ON CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS (BUL – 1347.4):** Please remain alert to any allegations of grooming or inappropriate behavior by District employees that may have sexual connotations including sexual jokes, sexual comments and/or sexual innuendo. If you are made aware of allegations, refer to District policy:

- a. Do not investigate first.
- b. Immediately report to an appropriate law enforcement agency.
- c. Submit a SCAR within the required timeline.
- d. Notify Operations and your immediate supervisor regarding next steps.

##### **3. ABSENCE VERIFICATION:** An employee absent from duty for any illness, injury or surgery for more than five (5) consecutive working days shall be required to submit a signed attending physician's statement or appropriate verification to the immediate administrator and may be referred by the District for health approval prior to readmission. Please review each collective bargaining agreement for language depending on the employee's classification.

##### **4. ABSENCES BEFORE/AFTER HOLIDAYS:** Employees who are absent immediately preceding or following a holiday may be asked to provide acceptable verification of absence upon their return to work. Most personal necessity days, other than emergencies, must be approved by the administrator five days in advance and the employee must provide verification of the valid reason for the absence upon their return.

##### **5. EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION (EASE):** The LAUSD Employee Assistance Service for Education (EASE) is a District resource replacing the Employee Assistance Program (EAP) and provides specialized services 24/7 via telehealth, phone consultation, in person and/or by community referral. The EASE program is staffed by professionals and offers confidential services to assist with family matters, emotional distress, drug/alcohol abuse, job anxieties and/or stress, and when experiencing grief, loss and transitions. Employees may access the EASE Program by calling 1-800-822-1341. **Attachment # 3**

##### **6. VACATION HOURS:** It is imperative that administrators review the vacation of classified employees and A-basis certificated employees on a monthly basis as employees will cease to accrue if they hit their vacation cap. Please encourage employees to monitor their vacation balances on a monthly basis and allow employees the use of their vacation when requested while also considering the operational needs of the District. While most school-based employees will use their accrued vacation during winter and spring break, employees who have longevity with the District may need to use vacation during times when school is in

session in order to remain below the cap. Employees may visit the Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement. Administrators may view vacation balances at **ZTMRVACBAL** in SAP/BTS. During the shutdown in December, A basis Unit D employees have the option to go unpaid, work at your location (or elsewhere) or take vacation. Please ensure A basis Unit D employees are aware of this option.

7. **UNION RELEASE TIME FOR EMPLOYEES:** The Office of Labor Relations will contact you if the District receives a request from a union to release an employee for the purpose of conducting union business. If you receive a request directly from the union or an employee, please contact the Office of Labor Relations at (213) 241-8322 to ensure the proper steps have been taken.
8. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. Upon arriving, union representatives shall first report to the office of site administrator and state their purpose and estimated length of visit. 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. Union Representatives along with all other visitors to campus are expected to conduct themselves in a professional, non-disruptive and non-abusive manner while visiting campus and worksite locations.
9. **EXTENDED LEAVES OF ABSENCE (WORKERS' COMP OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Comp coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee's status and return date. If you need additional assistance with an employee, a current claim, or return to work procedures, contact the Integrated Disability Management office, at [WorkersCompensation@lausd.net](mailto:WorkersCompensation@lausd.net). For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted. Employees who have not submitted required doctor-approved leave documentation should be time-reported as unpaid after their 20<sup>th</sup> consecutive workday absence. However, should the required doctor-approved leave documentation be submitted late, payroll adjustments from unpaid should be strongly considered. **(Article XII, Section 12.9)**
10. **2022 – 2023 WINTER RECESS AND DISTRICT SHUTDOWN DAYS:** Please ensure that Classified staff are properly time-reported for vacation during the winter recess/shutdown period. There are some exceptions depending on your school calendar and the classification and assignment basis of the employee. (Refer to payroll calendars). For additional information, you may reference MEM-061107.4 – 2022-2023 Winter Recess and District Shutdown Days.

Teacher Assistants (Unit F) are not entitled to work during any of the winter shutdown period, nor do they receive vacation pay. If they have enough time accrued, TAs are entitled to "paid non-work time" during the shutdown by notifying the SAA of their desire to receive such time.

Degree Track Teacher Assistants accrue .0445 hours of "paid non-work time" for each hour of paid Teacher Assistant service. Non-Degree Track Teacher Assistants accrue .167 hours of "paid non-work time" for each hour of paid Teacher Assistant service. Accrual excludes hours for which overtime premium is paid. (Unit F, Article XIII, Section 17).

## **Attachment #1**

### **FIELD DIRECTOR and SENIOR HR REPRESENTATIVE CONTACT INFORMATION**

Field Director and Senior HR Representative assignments currently remain the same. The Field Director or Senior HR Representative that serviced your local district will continue to service your region and school through the end of December. Changes to assignments will be provided in next month's update. Please contact Gifty Beets at 213.241.6056 or [gifty.beets@lausd.net](mailto:gifty.beets@lausd.net) with any questions.

Title	Name	Extension	Email
<b>Assistant Chief Human Resources Officer</b>	BEETS, GIFTY	<b>213-241-6056</b> <b>213-241-5313</b>	<a href="mailto:gifty.beets@lausd.net">gifty.beets@lausd.net</a>
Administrator-AALA	ALFAYATE, JUAN	213-241-8233	<a href="mailto:jalfayat@lausd.net">jalfayat@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>
HR Rep	AIDIE, MANIK	213 241-8253	<a href="mailto:manik.aidie@lausd.net">manik.aidie@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>

Field Director	DELISLE, CARRIE	818-654-3619	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Field Director	MARTINEZ, ADAN (.5 FTE)	818-654-3641	<a href="mailto:adan.martinez@lausd.net">adan.martinez@lausd.net</a>
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>
Field Director	BUTLER, MARIA	818-252-5435	<a href="mailto:murbin2@lausd.net">murbin2@lausd.net</a>
Field Director	MARTINEZ, ADAN (.5 FTE)	818-252-5436	<a href="mailto:adan.martinez@lausd.net">adan.martinez@lausd.net</a>
Senior HR Rep	NUNNALLY, KRISHNA	213-241-8242	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>
Field Director	MARTINEZ, ISAIAS	213-766-7345	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Field Director	GONZALEZ, CARLOS (.5 FTE)	213-766-7347	<a href="mailto:cxg0564@lausd.net">cxg0564@lausd.net</a>
Senior HR Rep	GOSSETT, LORRI	213-241 8227	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
Field Director	CUEVAS, SUSANA	323-224-3353	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
Field Director	GONZALEZ, CARLOS (.5 FTE)	323-224-3119	<a href="mailto:cxg0564@lausd.net">cxg0564@lausd.net</a>
Senior HR Rep	CHOWSANGRAT, DIANNA	323-224-3351	<a href="mailto:d.chowsangrat@lausd.net">d.chowsangrat@lausd.net</a>
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	MONTGOMERY, EBONY	310-354-3204	<a href="mailto:ebony.montgomery@lausd.net">ebony.montgomery@lausd.net</a>
Field Director	MOSCOSO, VERONICA	310-914-2153	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Field Director	USMANI, SARAH	310-914 2150	<a href="mailto:sarah.usmani@lausd.net">sarah.usmani@lausd.net</a>
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>
Field Director	DR. FOOTE, JACK	818-927-1353	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>

**Attachment #2**

**OFFICE OF STAFF RELATIONS  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2022-2023**

***AALA REPRESENTED EMPLOYEES***

	<b>I</b> Distribute Initial Planning Sheet on (recommended)	<b>II</b> Return Initial Planning Sheet by (contractual)	<b>III</b> Initial Planning Conference by (contractual)	<b>IV**</b> Evaluations Issuance Deadline (contractual)
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<b>Basis A</b>	<b>07/01/22</b>	<b>08/05/22</b>	<b>08/19/22</b>	<b>05/12/2023 – Assistant Principals</b>
<b>Basis E</b>	<b>07/20/22</b>	<b>08/26/22</b>	<b>09/09/22</b>	<b>05/19/2023 – Principals</b>
<b>Basis B</b>	<b>07/29/22</b>	<b>09/01/22</b>	<b>09/23/22</b>	<b>05/26/2023 – Principals Supervisors</b>
				<b>05/10/2023 – All Others</b>

***UTLA REPRESENTED EMPLOYEES***

	<b>I*</b> Notification of Evaluation no later than (contractual)	<b>II</b> Submit Initial Planning Sheet by (recommended)	<b>III +</b> Establishment of Objectives Conference by (contractual)	<b>IV ++</b> Formal Observation Deadline (contractual)	<b>V**</b> Evaluations Issuance Deadline (contractual)
<b>A Basis</b>	<b>07/29/22</b>	<b>08/5/22</b>	<b>08/19/22</b>	<b>02/10/23</b>	<b>05/30/23</b>
<b>Single Track</b>	<b>09/16/22</b>	<b>09/23/22</b>	<b>10/07/22</b>	<b>02/17/23</b>	<b>05/16/23</b>
<b>B-Basis Single- Track Calendar</b>	<b>08/26/22</b>	<b>09/09/22</b>	<b>09/23/22</b>	<b>02/17/23</b>	<b>05/16/23</b>
<b>E Basis Option 4</b>	<b>08/05/22</b>	<b>08/12/22</b>	<b>08/26/22</b>	<b>02/17/23</b>	<b>05/16/23</b>
<b>B Basis Option 6</b>	<b>08/19/22</b>	<b>08/26/22</b>	<b>09/9/22</b>	<b>02/16/23</b>	<b>05/17/23</b>
<b>B Basis Option 7</b>	<b>08/12/22</b>	<b>08/19/22</b>	<b>09/01/22</b>	<b>02/16/23</b>	<b>05/31/23</b>
<b>B Basis Special Calendar GB_06SPE</b>	<b>08/12/22</b>	<b>08/19/22</b>	<b>09/01/22</b>	<b>02/17/23</b>	<b>05/31/23</b>
<b>B Basis Special Calendar GB_08SPE</b>	<b>08/12/22</b>	<b>08/19/22</b>	<b>09/01/22</b>	<b>02/17/23</b>	<b>05/31/23</b>

**\* 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 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).**



## Attachment #3



**ease** Employee Assistance Service for Education



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

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### EASE HOTLINE: 1-800-882-1341

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Get Support:	EASE Counselors Specialize in:
<ul style="list-style-type: none"><li>• 24/7 Hotline</li><li>• No Waiting Lists</li><li>• Confidential</li></ul>	<ul style="list-style-type: none"><li>• Family Troubles</li><li>• Emotional Distress</li><li>• Drug/Alcohol Problems</li><li>• Job Anxieties &amp; Stress</li><li>• Grief, Loss, Transitions</li></ul>

Please Post

May 25, 2022