

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCES
OFFICE OF STAFF RELATIONS**

TO: Principals and Administrators

DATE: December 2023

FROM: Peter Hastings
Interim Executive Director Human Resources-Staff Relations

SUBJECT: DECEMBER 2023 - UPDATES & REMINDERS

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

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

**IMPORTANT
DATES:**

December 1, 2023	Affirmative Decision forms for Probationary 2 Teachers due to Regional Directors
December 8, 2023	Affirmative Decision forms for Probationary 2 Teachers due to Staff Relations
December 31, 2023	Last day to complete the Workplace Harassment Prevention Training
February 16, 2024	Final date to conduct the formal observation for UTLA-represented A, C, and E basis employees

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

**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 2023-2024 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 1, 2023**, 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 or Director 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 the Regional Director 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. **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 2023-2024 school year.
4. **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 an Inadequate Service Report (ISR). 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)**
5. **STATUS OF TEACHERS:** If you have questions about any certificated staff member, contact your Personnel Specialist as soon as possible.

CERTIFICATED FREQUENTLY USED STATUS CODES

SAP EMPLOYEE SUBGROUP CODE	STATUS CODES	STATUS DESCRIPTION
B1	Probationary, 1 st Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 nd Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 st Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 nd Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 st Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 nd 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.

6. **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 16, 2024, for both C-basis and 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.
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. **FACULTY MEETINGS:** Faculty meetings should not, except in special circumstances or emergencies, exceed one hour in duration. Agendas for faculty meetings are to be distributed twenty-four (24) hours in advance, and employees shall also be permitted to propose agenda items. Employees shall also be permitted to participate in discussions during the meetings. If a meeting is scheduled after school, it should be started as soon as practicable after the student day is completed. **(Article IX, Section 4.3)**

Faculty meetings are not to be conducted during banked professional development time. Professional development meetings on banked time do not count toward the permitted number of meetings under Article IX, Section 4.3 (30 meetings/year); however, if PD extends beyond the regularly scheduled banked time, that time shall be deducted from the next scheduled faculty meetings. **(Article IX-B, Section 2.0 (g))**

Ensure that you keep separate agendas and sign-ins for your banked professional development and faculty meetings.

9. **UTLA 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 ensure 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, or other similar activity as a condition of continued employment, employee's participation during workday hours shall be considered as miscellaneous time 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:** All hourly 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 (not their working hours) 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. Per the Unit D Collective Bargaining Agreement, Article XVIII, Section 1.12, 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 1, 2023. If there is no work available at your site, it is the administrator's responsibility to find work at another District location. Please send any employee requests for working during winter shutdown to Classified Employment Services Branch.

**GENERAL
INFORMATION:**

1. **ATTENDANCE TOOLKIT:** As you work to ensure high rates of staff attendance, please review the resources in the [Attendance Toolkit](#) available on the [Principal's Portal](#). Please reach out to your assigned Staff Relations Field Director or Senior HR Representative for support.
2. **REMINDER ON CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS (BUL- 1347.5):** 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 (CERTIFICATED ONLY):** 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 monthly 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 before you release the employee, 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 and all other campus visitors are expected to behave professionally 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. Contact the Claims Adjuster at Sedgwick for Workers' Comp claims 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. Formal Leave of Absence forms and other documentation must be submitted for employees who are absent due to an illness for longer than twenty (20) days. Employees who have not submitted required doctor-approved leave documentation should be reported as unpaid after their 20th 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. 2023 – 2024 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 employee's classification and assignment basis. (Refer to payroll calendars). For additional information, you may reference [MEM-061107.5](#) – 2023-2024 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

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
Interim Executive Director	HASTINGS, PETER	213 241-6056 213 241-5313	pnh5997@lausd.net
Administrator-AALA	ALFAYATE, JUAN	213 241-8233	jalfayat@lausd.net
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
Admin Secretary	SANCHEZ, LETICIA	213 241-8109	leticia.sanchez@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213 241-8238	adriana.x.zuniga@lausd.net

REGION NORTH

Field Director	LEE, LUCY	818 654-3637	llee9@lausd.net
Field Director	MOSCOSO, VERONICA	818 654-3652	vxm6767@lausd.net
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 (Vacant)	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	cxg0564@lausd.net
Senior HR Rep	CHOWSANGRAT, DIANNA	323 224-3351	d.chowsangrat@lausd.net

REGION SOUTH

Field Director	Vacant	310 354-3472	
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	213 241-8664	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 CARRER EDUCATION

Field Director	LENON, DAMIAN	213 241-2563	dlenon@lausd.net
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Attachment #2

**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)
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Basis A	07/3/23	08/11/23	08/25/23	05/10/2024 assistant Principals & School Support Admin/B-Basis
Basis E	07/20/23	08/25/23	09/08/23	05/10/2024 – Principals & School Support Admin/E- Basis
Basis B	07/31/23	09/08/23	09/22/23	05/10/2024–Principals Supervisors & School Support Admin/A-Basis

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 Calendar	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	09/8/23	02/15/24	05/29/24
B Basis	08/1/23	08/18/23	08/31/23	02/16/24	05/29/24

Special Calendar GB_06SPE					
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).**

Attachment #3

Office of Staff Relations 2023-2024 CHECKLIST OF IMPORTANT TASKS AND DATES

Month	Task (Once the task is completed check the corresponding box)
October	UTLA represented employees: <ul style="list-style-type: none">• Hold Initial Planning Conferences (Contractual Deadline 10/6/23) Classified employees: <ul style="list-style-type: none">• Preliminary Probationary Performance Evaluation due for employees hired or promoted in August (after approximately two months of service).• If performance is Below Standards, Preliminary and Final Probationary Evaluation can be completed at one and three months of service. Document assistance provided and warning of possible disciplinary action in a Conference Memo. Contact Sr HR Rep by 60th day of service for assistance and guidance.
November	UTLA represented employees: HR sends Prob 2 Affirmative Decision Roster to administrators <ul style="list-style-type: none">• Based on observations, student performance data, and attendance, are your Prob 2 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 2 teacher and your decision to recommend for permanent status or non-reelection• Submit Prob 2 Affirmative Decision Forms to Local District Superintendent/Division Head Classified Employees (Probationary) <ul style="list-style-type: none">• Final Probationary performance evaluation should be completed no later than the 80th workday from hire date. Contact the Senior HR Rep for assistance.
December	UTLA represented employees: <ul style="list-style-type: none">• 12/15/23 Growth Planning: Mid-Year Reflection – Optional step (Early Education 12/27/23)• Warning of possible Below Standard Evaluation (All schools, 12/1/23–1/31/24)
	<i>Continued on Next Page</i>

January	<p>UTLA represented employees: HR sends Prob 1 Affirmative Decision rosters to administrators</p> <ul style="list-style-type: none"> • Hold meeting with Prob 2 teachers to notify of non-reelection • Based on observations, student performance data, and attendance, are your Prob 1 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 1 teacher and your decision to recommend for continued employment or non-reelection <p>Classified employees:</p> <ul style="list-style-type: none"> • Document performance issues. Warn of possible less than satisfactory evaluation. • Restricted employees may be eligible for promotion if in service for at least 6 months. Principals will receive promotability forms directly from Talent and Acquisition.
February	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • 2/16/24 Deadline for Formal Observations (A-basis, Early Education 2/16/24) • Deadline for all Post-Observation Conferences: no more than 10 working days after formal observation <p>Classified employees:</p> <ul style="list-style-type: none"> • TAs (Degree and Non-Degree Track) Documents verifying completion of fall semester units and enrollment for the spring semester 2023-2024 are to be uploaded to the Teacher Assistant Portal.
March	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • Submit Prob 1 Affirmative Decision Forms to District Superintendent (early March) • Growth Plan Visit deadline for K-12 schools is 3/1/24 <p>Classified employees:</p> <ul style="list-style-type: none"> • Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation: • 3/17/24 for Single Track C Basis employees. Evaluation due 5/10/24. • 4/26/24 for Single Track E basis employees. Evaluation due 5/24/24.
April	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • Hold meeting with Prob 1 employees to notify of Intent to Non-Reelect (early March) • Meet with statutory site councils to determine funding for categorical positions • Selection of coordinators and election of deans • Post 2024/2025 Tentative Matrix * (4 weeks prior to selection) • Distribute Matrix Preference Forms • Growth Plan Visit deadline for Early Education Centers is 4/19/24
	<i>Continued on Next Page</i>

May	<p>UTLA Represented Employees:</p> <ul style="list-style-type: none"> • 5/10/24 Deadline for Final Evaluations to be completed <p>(A-basis, Early Education 5/29/24)</p> <ul style="list-style-type: none"> • Notification to teachers of tentative assignments for 2024/2025 (5/21/24 or 21 calendar days prior to the teacher's last scheduled workday) <p>AALA Represented Employees:</p> <ul style="list-style-type: none"> • 05/10/2024 – Assistant Principals & School Support Admin./B • 05/10/2024 – Principals & School Support Admin./E • 05/10/2024 – Principal Supervisors & School Support Admin./A <p>Classified Employees:</p> <ul style="list-style-type: none"> • Annual Evaluation due dates: <ul style="list-style-type: none"> • Single Track C Basis employees 5/10/24 • Single Track E basis employees 5/24/24
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Attachment #4



LAUSD
UNIFIED



**Los Angeles County
Office of Education**

Serving Students • Supporting Communities • Leading Educators

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