

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
EMPLOYEE PERFORMANCE ACCOUNTABILITY

Confidential

TO: **Principals and Administrators**

DATE: February 2013

FROM: **Office of Employee Performance Accountability**

SUBJECT: **FEBRUARY 2013 UPDATES AND REMINDERS**

GENERAL INFORMATION:

1. CONTACTS FROM OUTSIDE ATTORNEYS

If 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 (213) 241- 6601.

2. VACATION CAP

It is important that supervisors work with employees to have them take vacation to ensure that employees' vacation balances will not be over their cap. Scheduling employees' vacation time now for the coming months will provide the most flexibility and will ensure sufficient staffing of schools and offices.

To find out which employees are over the vacation cap, your timekeeper and/or approver can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

3. UNION RELEASE TIME FOR EMPLOYEES

The Office of Labor Relations will contact you if the District receives a request to release an employee for the purpose of conducting union business. If you receive a request directly from the union or employee, please contact the Office of Labor Relations at **(213) 241-7664**, so they can ensure that all proper steps are taken to honor the request.

4. EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS)

It is the responsibility of the school-site administrator to follow up on any employee leave, whether Workers' Compensation or Illness. For Workers' Comp, you should be in contact with the LAUSD **Division of Risk Management and Insurance Services** at **(213) 241-3138** to keep apprised of the employee's claim status and/or possible return to work date. You can speak to a Return to Work Specialist at the phone numbers listed in the table below if an employee reports to work after a work related injury or surgery with medical restrictions. If you need additional assistance with a current claim or procedure, contact Linda Cass, LAUSD **Division of Risk Management and Insurance Services** at **(213) 241-3139**. For questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves, call the FMLA main line at **(213) 241-3954**. The contact information listed by area for Risk Management is below.

Return to Work and Reasonable Accommodation			
ESC North	Raul Noe	raul.noe@lausd.net	213-241-3996
ESC West	Dina Bobadilla	d.bobadilla-aguilar@lausd.net	213-241-2668
ISIC	Margaret Topp San Jose	margaret.toppsanjose@lausd.net	213-241-2820
ESC East	Rima Vosghanian	rima.vosghanian@lausd.net	213-241-2213
ESC South	Patty Prince	patricia.prince@lausd.net	213-241-3978

For employees on an illness leave of longer than twenty (20) days, formal leave of absence papers must be completed and submitted to the Classified Employment Transactions Branch (CETSB) and approved. Employees who have not submitted leave requests should not be time-reported after twenty days of absence. Your SAA can mail an employee a leave and FMLA packet if it is anticipated an employee may possibly be off longer than twenty (20) days.

The Leave of Absence Packet for **Classified Employees** can be found on Personnel Commission web site under the "Forms" link. **Certificated employees** can find Leave of Absence paperwork under the "Forms" link on the Human Resources web site.

CERTIFICATED INFORMATION:

1. REELECTION OF PROBATIONARY 1 AND DISTRICT INTERN TEACHERS

Last month, the Division of Human Resources sent out lists containing the names of Probationary 2 teachers at your school. As part of the reelection process, the principal/administrator was required to decide either to recommend that the employee be advanced to permanent status or that the employee be non-reelected and released from employment with the District. This process will be repeated in the Spring with Probationary 1 and District Intern teachers. Accordingly, you should be observing their performance regularly and offering written assistance and guidance as needed.

The following are the due dates for the final Affirmative Decisions:

- | | |
|---|------------------|
| 1. Probationary 2 employees | January 18, 2013 |
| 2. Probationary 1 and other non-permanent employees | April 26, 2013 |
| 3. Non-Permanent Certificated Administrators | March 29, 2013 |

2. ASSISTANCE AND GUIDANCE FOR TEACHERS

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

3. MID-YEAR WARNING

Employees who will be receiving an Overall Below Standard Evaluation should be given notice mid-year via a Conference Memo following a classroom observation (end of December for multi-track schools, January for single track schools). Administrators are to provide written recommendations and assistance for improvement, and must also give warning as to the consequences of failure to improve. This notice is to be given with sufficient time for employee to implement the assistance provided (end of December for

multi-track schools, January for single track schools). Please forward this conference memo with the mid-year warning to your Staff Relation Field Director. **(Article X, Section 5.0)**

4. POOL TEACHER EVALUATIONS

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

5. SUBSTITUTE TEACHER EVALUATIONS

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

6. FINAL STULL EVALUATION COMPLETION DATES

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

A-Basis Deadline:	May 28, 2013
Single Track Deadline:	May 1, 2013
Four-Track	
Track A Deadline:	May 24, 2013
Track B Deadline:	May 24, 2013
Track C Deadline:	May 24, 2013
Track D Deadline:	March 03, 2013

Remember that a teacher receiving a “Below Standard” must have received a **mid-year notification**. For teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance. **(Article X- 6.0)**

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

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

7. ASSIGNMENT OF CLASSES (MATRIX)

The 2013-2014 “Suggested Time Sequence for Staffing” is attached. You must assess the percentage of permanent and non-permanent teachers at your site in order to equitably spread permanent and non-permanent teachers across tracks and grade levels. Please review the timelines appropriate to your school schedule and begin the necessary preparations. (See Attachment 1) **(Article IX –A)**

8. FULL TIME COORDINATOR SELECTION PROCEDURE

The selection process must be conducted in the Spring semester prior to the preparation of the matrix of classes. If the candidate that the site administrator puts forward for confirmation is not confirmed by a majority vote, the site administrator and chapter chair shall immediately inform the faculty members that the coordinator position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes,

that candidate and the other interested candidates may submit statements of interest within 24 hours in a single-track school or 72 hours in a multi-track school. The site administrator and chapter chair shall seek to mutually agree upon the coordinator selection from among those candidates who submitted statements of interest. If no agreement is reached mutually, a two-member team from the District/UTLA Dispute Resolution Panel will resolve the issue. Also, all coordinators are elected for two years – except if it is the first term of the confirmed coordinator. **(Article IX-A)**

CLASSIFIED INFORMATION:

1. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES

In order to change the work schedule of a classified employees (total assigned hours or daily arrival/departure time), the employee must be given advance notice before the new schedule is implemented. The different contracts state different requirements. For Unit D (clerical, computer employees and Library Aides), unless the schedule change is mutually agreed to, 14 calendar days notice must be given. For Unit B (Special Ed Aides, Ed Aides, Campus Aides, EEC Aides), 5 working days notice must be given. For Unit S: (School Admin. Asst., Plant Managers & Cafeteria Managers) “reasonable” notice must be given.

2. ANNUAL PERFORMANCE EVALUATION DATES

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

3. TEACHER ASSISTANT: VERIFICATION OF ENROLLMENT AND UNITS COMPLETED

This is the biannual reminder to obtain verification from your TA’s of enrollment in school for the current semester/quarter and confirmation of units completed in the previous semester/quarter. TA’s should be notified in writing as soon as possible to provide the required documents. If you need a packet of information on this, or if any TA does not provide the information by March 15, 2013, contact the Labor Relations Representative or Human Resources Representative for your area for assistance.

If you have any questions about these items, or other contract or discipline issues, please your Field Director at the direct extension or email regarding UTLA, or your Labor Relations Representative, for Units D, B, F, G and S (clerical staff, paraprofessional, campus supervision employees, and SAA’s) at (213) 241-6056.

SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2012-2013

TASKS	SINGLE-TRACK	FOUR-TRACK
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Month of March or prior to posting of Matrix	Month of March or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of April	Month of April
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 7	Not later than May 7 for Tracks A, B, C Not later than April 7 for Track D

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

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

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

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

@ "In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable): but not later than June 1." (Article IX-A, Section 2.0)

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

OFFICE OF EMPLOYEE PERFORMANCE ACCOUNTABILITY
ANNUAL PERFORMANCE EVALUATION DUE DATES

**2012-13 SCHOOL YEAR
SCHOOL BASED CLASSIFIED EMPLOYEES**

For school based employees in the bargaining Units below, the contracts require that annual performance evaluations be issued no later than 20 working days prior to the end of the work year assignment. It is recommended you issue the evaluation by May 10, 2013 to meet the deadline.

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

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

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, Cafeteria Managers, Plant Managers

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

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

Unit G – School Supervision Aides, Community Representatives