

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

**TO:** Principals and Administrators

**DATE:** February 2024

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

**SUBJECT: FEBRUARY 2024 STAFF RELATIONS UPDATES AND REMINDERS**

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

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

**IMPORTANT DATES:**

- |                          |  |
|--------------------------|--|
| <b>January 31, 2024</b>  | Administrator Certification Due  |
| <b>February 16, 2024</b> | Final date to conduct the formal observation for UTLA-represented A basis employees.   |
| <b>February 16, 2024</b> | Final date to conduct the formal observation for UTLA-represented C and E basis employees.   |
| <b>February 19, 2024</b> | Presidents' Day  |
| <b>February 28, 2024</b> | Teacher Assistant Proof of College Enrollment is due (enrollment verification can be found here: <a href="#">TA Report</a> )                   |
| <b>March 1, 2024</b>     | Deadline for Principals/Supervisors to Submit Affirmative Decision Forms for Probationary 1 Teachers/Certificated Staff to Regional Directors. |
| <b>March 8, 2024</b>     | Deadline for Regional Directors to Submit Affirmative Decision Forms for Probationary 1 Teachers/Certificated Staff to Staff Relations         |
| <b>March 17, 2024</b>    | Deadline to issue Conference Memos/Letter of Reprimand for Classified Performance Evaluations  |

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

**CERTIFICATED INFORMATION:**

**1. NON-REELECTION PROCESS FOR PROBATIONARY 2 AND PROBATIONARY 1 TEACHERS (OR EQUIVALENT):**

As a yearly key component, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an "Affirmative Decision" regarding each non-permanent certificated employee. This Affirmative Decision process will determine if a non-permanent certificated staff member will receive permanent/regular status; if they will be retained in their position for the subsequent year; if they will be released from their current position and reassigned to a former class; or if they will be non-reelected and released from employment with the District. **(See Attachment #2 for Frequently Asked Questions)**

2. **DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS:** If you have concerns regarding Probationary teachers (Probationary 1 or 2), you should document these concerns in writing and provide assistance and guidance. Depending on the concern(s), a formal conference memo is considered best practice, but informal memos, emails, and/or observation forms are also excellent evidence. Remember that although we do not necessarily need to show cause for non-reelecting a probationary teacher, administrators should have documentation to show that there were concerns with the teacher's performance and/or conduct, that the concerns were shared with the teacher, and that assistance and guidance were provided to address the issue(s). These steps are an extremely important part of the documentation, 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, these need to be documented in writing with assistance and guidance on how to improve. It is also recommended that Regional Directors visit all probationary teachers' classes, if possible, as they will approve the Affirmative Decision forms indicating agreement with the administrators' decisions to confirm or release teachers. Please contact your Field Director should you have any questions. **(Article X, Section 5.0)**
  
3. **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.** The post-observation conference shall occur **no later than ten (10) workdays after the formal observation.** **(Article X, Section 5.0 (a))** See Attachment # 3 for timelines.
  
4. **WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING):** Employees who might 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 memos but should also include a warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See Attachment #3, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.
  
5. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee an Inadequate Service Report (ISR). Such a notice shall, absent compelling circumstances, be issued within ten (10) working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, *informing the employee that s/he has the right to have representation during that meeting.* Upon employee request, a meeting will be held to discuss the matter. The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a member of another bargaining unit. The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. For substitutes that provide exemplary service, there is a form available on the Human Resources Website that may be used to document their exemplary service. **(Article X, Section 7.0).**

- 6. **STATUS OF TEACHERS:** If you have questions about the status of any certificated staff member, contact your Personnel Specialist immediately: **CERTIFICATED FREQUENTLY USED STATUS CODES**
- 7. **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-B, 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 meeting. **(Article IX-B, Section 2.0 (g))**

- 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. **(LAUSD/UTLA CBA, Article IV, Section 8.0-i)**. Please make sure that UTLA announcements are included in the Faculty Meeting agenda (must be distributed 24 hours in advance), not in the professional development agenda, which should be separate with a separate sign-in.
- 9. **INFORMAL GRIEVANCE CONFERENCE 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)**

**CLASSIFIED INFORMATION:**

- 1. **ACCESSING THE CLASSIFIED STAFF EVALUATION SYSTEM:** As a reminder, performance evaluations must be done for probationary employees no later than the second month and the fourth month. Video tutorials and job aids for the Evaluation System are posted online. Access to the Classified Staff Evaluation System can be found on the Personnel Commission's website: <https://achieve.lausd.net/Page/11130>. Probationary evaluations are shown on the evaluation system dashboard. Please mark your calendars for reminders. Email notifications are no longer provided. If there are performance/conduct issues, please contact your HR Representative immediately so that we can help you through the process.
- 2. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES:**  
Per the Unit F Collective Bargaining Agreement between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, required to enroll in and successfully complete college courses (Article VIII, Section 1.0).

**Submission Deadlines**

<b>Semester</b>	<b>Proof of Enrollment</b>	<b>Transcripts</b>
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Fall	October 31	January 31
Spring	February 28	June 30

- The expectation is that all Degree Track employees will enroll in and successfully complete 12 semester units (18 quarter units) per school year.
- Non-Degree Track employees (prior to Jan 28, 1991) will enroll in and successfully complete college courses each semester.

As a reminder, Teacher Assistants that do not meet the contractual requirements for each school year by June 30, will be released from their assignment.

- Administrators can view their TAs’ submissions in the Teacher Assistant Certification Report <https://principalportal.lausd.net/Teacher/ReportTa.aspx>.
- For additional information regarding course unit requirements, please refer to the [Unit F Collective Bargaining Agreement](#) (page 18). TAs with questions may email [TeacherAssistantAssignments@lausd.net](mailto:TeacherAssistantAssignments@lausd.net).

3. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant (TA) Portal, TAs will need to log into [Teacher Assistant Portal Login](#). They will use their LAUSD single sign-on and password to login. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs. Principals retain the right to request transcripts to verify eligibility and/or establish the site seniority list. Units completed and uploaded since the implementation of the Teacher Assistant Portal can be viewed within the Principal’s Portal.

4. **UNION REPRESENTATIVES FOR CLASSIFIED EMPLOYEES ON SITE:** SEIU contracts will expire in 2024. SEIU is making a concerted effort to visit school sites to have employees complete surveys. If a union representative requests entrance, they do not need to make an appointment. Upon arrival, the representative shall first report to the office of the site administrator and state the intended purpose and estimated length of visit. They need to identify themselves and sign in. You cannot deny access. The representative may contact employees during duty-free lunch periods, before and after employees' hours of service, or when the employee is not engaged in duties. The representative shall not interrupt any employee's duties or assignments. If you have a question or concern, please contact Staff Relations at 213-241-6056.

5. **ABSENCES BEFORE/AFTER HOLIDAYS:** Certificated 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 (5) days in advance and the employee must provide verification of the valid reason for the absence upon their return.

**GENERAL INFORMATION:**

1. **ATTENDANCE TOOLKIT:** As you work to ensure high rates of staff attendance, please review the resources in the *Attendance Toolkit* available in the Principal’s Portal <https://principalportal.lausd.net/Default.aspx>. 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. Immediately report to an appropriate law enforcement agency.
  - b. Submit a SCAR within the required timeline.
  - c. Notify Operations and your immediate supervisor regarding next steps.
  - d. Begin an investigation when given clearance to do so.
  
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 refer to the employee's collective bargaining agreement for additional language.
  
4. **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 #4)
  
5. **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.
  
6. **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 that proper steps are taken.
  
7. **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](mailto:WorkersCompensation@lausd.net). Formal Leave of Absence forms and other documentation must be submitted by 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. **(UTLA Article XII, Section 12.9)**

**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
<b>Interim Executive Director</b>	HASTINGS, PETER	<b>213 241-6056</b> <b>213 241-5313</b>	<a href="mailto:pmh5997@lausd.net">pmh5997@lausd.net</a>
Administrator-AALA	ALFAYATE, JUAN	213 241-8233	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Field Director	CUEVAS, SUSANA	213 241-8257	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
HR-SR Manager	GOSSETT, LORRI	213 241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
Senior HR Rep	GONZALEZ, MAYRA	213 241-8240	<a href="mailto:mayra.l.gonzalez@lausd.net">mayra.l.gonzalez@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	213 241-8238	<a href="mailto:adriana.x.zuniga@lausd.net">adriana.x.zuniga@lausd.net</a>

**REGION NORTH**

Field Director	LEE, LUCY	818 654-3637	<a href="mailto:llee9@lausd.net">llee9@lausd.net</a>
Field Director	MOSCOSO, VERONICA	818 654-3652	<a href="mailto:vxm6767@lausd.net">vxm6767@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	NUNNALLY, KRISHNA	213 241-8242	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>
Senior HR Rep	DAVTYAN, ZHANNA	818 943-8973	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>

**REGION EAST**

Field Director	QUEZADA, CESAR	323 224-3353	<a href="mailto:cesar.quezada@lausd.net">cesar.quezada@lausd.net</a>
Field Director	MARTINEZ, ADAN (.5 FTE)	323 224-3364	<a href="mailto:adan.martinez@lausd.net">adan.martinez@lausd.net</a>
Field Director	GONZALEZ, CARLOS	323 224-3119	<a href="mailto:cxg0564@lausd.net">cxg0564@lausd.net</a>
Senior HR Rep	GONZALEZ, MAYRA (CHOWSANGRAT, DIANNA)	323 224-3351	<a href="mailto:mayra.l.gonzalez@lausd.net">mayra.l.gonzalez@lausd.net</a>

**REGION SOUTH**

Field Director	IRENE WORRELL	310 354-3472	<a href="mailto:lsw4408@lausd.net">lsw4408@lausd.net</a>
Field Director	MARTINEZ, ISAIAS	310 354-3508	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Field Director	STEVENS, JEANETTE	310 354-3419	<a href="mailto:jls6008@lausd.net">jls6008@lausd.net</a>
HR -SR Manager	GOSSETT, LORRI	213 241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>

**REGION WEST**

Field Director	WINTERS, MELISSA	310 914-2153	<a href="mailto:mrw4766@lausd.net">mrw4766@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>

**DIVISION OF ADULT AND CAREER EDUCATION**

Field Director	LENON, DAMIAN	213 241-2563	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
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**Attachment #2**

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION  
FREQUENTLY ASKED QUESTIONS**

**I did not find the email with the roster in my Inbox, Junk or Clutter folder. How can I get a copy of my roster?**

Please contact your Personnel Specialist.

**I have questions regarding the status of teachers on my roster.**

Please contact your Personnel Specialist.

**I am the Principal and I have signed my roster. Where do I send it?**

Meet with your Regional Superintendent for input and concurring signature. Once you have both signatures, please submit the signed roster to your Staff Relations Field Director.

**I am a Regional Superintendent/Designee and I have signed the roster. Where do I send it?**

Ensure both signatures are on the roster.

**Scan the signed roster and email it to your Staff Relations Field Director.**

**I have employees who should be on the roster, should I add them?**

No, your decision is based on the employee's status. Please contact your Personnel Specialist. HR will research the status of the employee and, if needed, provide you with an updated roster.

LOCAL DISTRICT	SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
EAST	WILLIAM MASIS	213 241-4580	<a href="mailto:william.masis@lausd.net">william.masis@lausd.net</a>
	PATRICIA CAMACHO	213 241-4193	<a href="mailto:patricia.camacho@lausd.net">patricia.camacho@lausd.net</a>
	EDWARD SALAZAR	213 241-4193	<a href="mailto:exs3827@lausd.net">exs3827@lausd.net</a>
NORTH	MICHELLE CAMPOS	213 241-4950	<a href="mailto:mcamp6@lausd.net">mcamp6@lausd.net</a>
	ELISE CHO	213 241-6102	<a href="mailto:esc8642@lausd.net">esc8642@lausd.net</a>
	OSCAR HERNANDEZ	213 241-8219	<a href="mailto:oherna2@lausd.net">oherna2@lausd.net</a>
SOUTH	KAREN CASTRO	213 241-5436	<a href="mailto:karen.castro@lausd.net">karen.castro@lausd.net</a>
	WILLIAM MASIS	213 241-4580	<a href="mailto:william.masis@lausd.net">william.masis@lausd.net</a>
	THOMAS RAMIREZ	213 241-8091	<a href="mailto:thomas.ramirez@lausd.net">thomas.ramirez@lausd.net</a>
	MICHAEL THOMPSON	213 241-2533	<a href="mailto:michael.a.thompson@lausd.net">michael.a.thompson@lausd.net</a>
WEST	PATRICIA CAMACHO	213 241-4193	<a href="mailto:patricia.camacho@lausd.net">patricia.camacho@lausd.net</a>
	KAREN CASTRO	213 241-5436	<a href="mailto:karen.castro@lausd.net">karen.castro@lausd.net</a>
	WILLIAM MASIS	213 241-4580	<a href="mailto:william.masis@lausd.net">william.masis@lausd.net</a>
	THOMAS RAMIREZ	213 241-8091	<a href="mailto:thomas.ramirez@lausd.net">thomas.ramirez@lausd.net</a>
SUPPORT SERVICES/PSA SPECIAL ED/ITINERANTS	ANDRES EQUIHUA	213 241-6923	<a href="mailto:andres.equihua@lausd.net">andres.equihua@lausd.net</a>
	SUZY KIM	213 241-6923	<a href="mailto:suzy.kim1@lausd.net">suzy.kim1@lausd.net</a>
ADULT EDUCATION	ALONZO CIENFUEGOS	213 241-4898	<a href="mailto:alonzo.cienfuegos@lausd.net">alonzo.cienfuegos@lausd.net</a>



<b>EARLY EDUCATION</b>	JASON ROSALES	213 241-2445	<a href="mailto:jxr1665@lausd.net">jxr1665@lausd.net</a>
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**Attachment #3**

**OFFICE OF STAFF RELATIONS  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS 2023-2024**

**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)
Basis A	07/03/23	08/11/23	08/25/23	05/10/2024 – Assistant Principals & School Support Admin/B-basis  05/10/2024 – Principals & School Support Admin/E-basis  05/10/2024 – Principals Supervisors & School Support Admin/A-basis
Basis E	07/20/23	08/25/23	09/08/23	
Basis B	07/31/23	09/08/23	09/22/23	

**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)
A-Basis	08/04/23	0811/23	08/25/23	02/16/24	05/29/24
C-Basis Single Track	09/15/23	09/22/23	10/06/23	02/16/24	05/10/24
B-Basis Single- Track	08/31/23	09/08/23	09/22/23	02/16/24	05/14/24
E-Basis Single- Track	08/18/23	08/25/23	09/08/23	02/16/24	05/24/24
B Basis Option 6	08/17/23	08/25/23	09/8/23	02/15/24	05/15/24
B Basis Option 7	08/18/23	08/25/23	09/08/23	02/15/24	05/29/24
	<b>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 Basis Special Calendar GB_06SPE	08/01/23	08/18/23	08/31/23	02/16/24	05/29/24
B Basis Special Calendar GB_08SPE	08/11/23	08/18/23	08/31/23	02/16/24	05/29/24

**\* For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last workday of the eighth week of school, in which case, the notification of evaluation must be given within ten workdays of the employee reporting to the school. Employees that report later than the last workday of the eighth week of the fall term shall not be subject to evaluation that year, unless they are non-permanent, or they received a below-standard evaluation in the previous academic year.**

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

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

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



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