

LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF STAFF RELATIONS

TO: Principals and Administrators

DATE: August 11, 2023

FROM: Peter Hastings
Executive Director Human Resources-Staff Relations

SUBJECT: JULY/AUGUST 2023 - UPDATES & REMINDERS

Welcome to the 2023-2024 school year! We are here to support you get our school communities ready for the world! For additional resources and information, please visit our website at:

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

IMPORTANT DATES:

July 1 – July 31, 2023	Notification to UTLA-represented A basis employees of evaluation
August 14, 2023	Notification to C basis UTLA-represented employees of evaluation
August 25, 2023	Final date to establish objectives for UTLA-represented employees on A basis
September 15, 2023	Last day to notify C basis UTLA-represented employees that they will be evaluated during the 2023-2024 school year
October 6, 2023	Final date to establish objectives for UTLA-represented C basis employees. * [See Attachment #1 to review contractual deadlines for evaluation of B basis UTLA-represented employees

CERTIFICATED INFORMATION:

- 2023-2024 CERTIFICATED EVALUATIONS:** As per LAUSD/UTLA Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #1). Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last workday of the fifth week of school (9-15-2023)**. The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school (10-6-2023) are to be notified that they are to be evaluated within ten (10) workdays of reporting to the school. **All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually.** Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement.
- EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, the period between evaluations for permanent teachers with ten (10) years or more as a full-time teacher, may be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period. The extension must be **mutually** agreed upon by the evaluator and the employee. Consent to do so may be withdrawn by either party. The withdrawing party shall provide written notice of withdrawal, giving reason or cause. Such notice should be given before the end of the school year preceding the next intended evaluation but shall not be given later than the commencement of the evaluation process. (**Article X, Section 3.0**)
- EDUCATOR DEVELOPMENT SYSTEM (EDS) 2023-2024:** Beginning 2023-2024 Adapted Physical Education (APE) teachers will now be using the Educator Development and Support: Teachers (EDST) process (please see BUL-5335.8).

4. **ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The Collective Bargaining Agreement with UTLA requires that the employee's objectives be established no later than the last workday of the 8th week of school: October 6, 2023. For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 3, 2023. If a teacher fails to complete an Initial Planning Sheet, the administrator should consult with their Field Director for guidance, schedule the Initial Planning Conference and provide the teacher with the objectives upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment # 2 for timelines.
5. **NON-REELECTION OF PROBATIONARY 1&2 TEACHERS:** If you have a certificated employee who is currently in a Probationary 1 and 2 status, monitor their performance closely – particularly if there were performance concerns last year and the employee continues to exhibit performance issues in the first semester of the 2023-2024 school year. It is recommended that you document the performance concerns and provide assistance and guidance in several conference memoranda. Decisions regarding reelection and non-reelection of Probationary 2 employees will be made prior to the end of the first semester via the Affirmative Decision form. For assistance with this process, contact your Staff Relations Field Director.
6. **STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Human Resources Personnel Specialist as soon as possible.
7. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance and Review (PAR) Program provides service to referred teachers, non-permanent teachers, and teachers who volunteer to participate. If you have a teacher who received a Below Standard Evaluation for the 2022-2023 school year, they will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the PAR website at <http://achieve.lausd.net/par>. You may also contact the program coordinator, Dr. Christopher Ikeanyi, at (213) 241-5501 or by email at cikea1@lausd.net.
8. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL:** Staffing procedures, for openings that occur after the completion of the initial spring assignments and before norm day (usually the end of the 5th week of school), the principal shall notify the UTLA Chapter Chair of all vacancies. The principal and department or grade level chair working together to determine who will fill the opening or vacancy. In doing so, the principal and department or grade level chair shall utilize teacher preference forms while considering seniority and educational program needs. If an agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, transferee, substitute, or auxiliary assignment. **(Article IX-A, Section 2.1)**
9. **CHANGE OF TEACHER ASSIGNMENTS:** Teachers are to be notified, as soon as feasible, of a change in their tentative assignment. If a teacher is notified of a change of assignment within five (5) calendar days prior to the assignment (first instructional day), upon request, the teacher shall receive the equivalent of up to two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two days preparation time, the change of assignment must affect the majority of courses taught in a secondary assignment and require preparation for a course not in the previous assignment. The scheduling and configuration of such time shall be in release time and/or additional paid time and shall be mutually agreed upon between the teacher and the site administrator. **(Article IX-A, Section 2.0 (a))**
10. **MULTI-GRADES IN ELEMENTARY GENERAL EDUCATION CLASSROOMS:** Every effort shall be made to avoid multi-grade classes in the general education program. Should a combination class be

created, the site administrator in consultation with the grade-level chair will assign the multi-grade class(es) equitably among teachers assigned to the effected grade levels year-to-year. Priority consideration will be given to combination classes when assigning paraprofessional support. In schools with student enrollment of greater than 175 in grades UTK-5, general education teachers assigned to teacher in a multi-grade classroom after norm day in order to comply with contractual class size maximums, shall be eligible to receive a stipend of \$600 per semester in which the multigrade assignment is in effect. **(Article IX-A, Section 2.0 (d))**

- 11. FACULTY MEETINGS:** These 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 on 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))**

- 12. ASSIGNMENT MONITORING 2023-2024** All teacher assignments at sites will be monitored during the 2023-2024 academic year. It is the school site administrator's legal obligation to ensure teachers are appropriately assigned to classes for which they hold a legal authorization. If you have anyone working under an Ed. Code option (Middle School Authorization/local assignment option, Board Permit/local assignment option, One Period Coach Authorization, Teacher Consent Form for True Electives, Alternative Setting Teacher Consent Form etc.), who will continue to work under it this school year, be sure to submit the appropriate form(s) by August 14, 2023 in order to avoid a mis-assignment at the beginning of the 2023-2024 academic year. If you have questions about a particular teacher, contact your Credentials and Contract Specialist. Current forms can be accessed at: <https://achieve.lausd.net/Page/1542>

- 13. EMPLOYEE REPRESENTATION AT MEETINGS:** Employees are entitled to request a representative of their choice to attend any meeting that may lead to discipline. They are entitled to only one representative at said meeting in accordance with their respective Collective Bargaining Agreement. Their choice of representative is most commonly a Union Representative (or Job Steward), but their choice may also be an Attorney, a personal friend, or relative. Employees may also waive representation at any meeting.

- 14. CONTACTS FROM OUTSIDE ATTORNEYS:** Whenever you receive a phone call or any written correspondence from any outside attorney representing a District employee at your site, **DO NOT RESPOND**. Please call the Office of General Counsel for assistance with the matter at (213) 241-7600.

- 15. CONTACTS FROM UNION REPRESENTATIVES:** Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, **DO NOT RESPOND**. Please email details to your Staff Relations Field Director for certificated employees or your designated Staff Relations Sr. Human Resources Representative for classified employees for representation, guidance, and assistance with the matter.

- 16. NOTIFICATION TO TEACHERS REGARDING PAST MISCONDUCT BY A STUDENT:** When a teacher is regularly assigned a student who has engaged in or is reasonably suspected of having engaged in certain acts, as described in BUL-3927.3, dated November 21, 2022, the District shall inform the teacher of that misconduct. Information encompassing all such incidents during the previous three years shall

be maintained by the principal and provided to the teacher. Each school principal shall establish an E.C. 49079 file with all available confidential information regarding each student. **(Article XXIV, Section 4.0)**

- 17. OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten (10) consecutive days to an unfilled position in which the substitute teacher opens a class at the beginning of the school year shall be paid at the extended substitute rate. **(Article XIX, Section 4.2)**
- 18. SUBSTITUTE FOLDERS:** Make sure that you have a substitute folder, or equivalent, for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, seating chart(s), IEP and 504 Plan information, a map of the school, appropriate keys and security/emergency information (including how to use the class phone and how to contact the office in case of an emergency). The school discipline policy shall also be provided upon request. **(Article XIX, Section 10.0)** It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are required to notify the substitute of their right to representation should you need to issue an Inadequate Service Report (ISR).
- 19. DAY-TO-DAY SUBSTITUTES, EXTENDED ASSIGNMENTS:** Substitutes teachers in extended assignments are entitled to any and all preparation time afforded to the classroom teacher for whom they are substituting. If directed to provide class coverage during the teacher's conference period, the substitute employee in an extended assignment will be compensated at their hourly rate. **(Article XIX, Section 4.0)**
- 20. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, always confirm whether the teacher substituting is a contract pool teacher or a day-to-day substitute. If the employee is a day-to-day substitute, the site administrator may, for cause, issue a notice of inadequate service. Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and conference with the substitute regarding the allegations, informing the employee of their 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 representative 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)**
- 21. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES:** When holding a conference with a certificated employee to discuss their conduct and/or performance, administrators should first consult with their Staff Relations Field Director *prior* to inviting the employee to the conference. If you intend to issue a conference memorandum to memorialize the conference, include the following when sending the draft conference memo to your Staff Relations Field Director:
 - A. Draft conference memo
 - B. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
 - C. The most recent performance evaluation, including signatures and all its attachments
 - D. Also, send any previous Conference Memos that the employee received, particularly if the concerns/allegations are similar to those being addressed in the current memo.

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

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

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

23. ITINERANT EMPLOYEES: Itinerant employees are assigned either centrally or by a Regional District administrator. These administrators are direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. *Please make sure that a timecard is created for them at the beginning of their assignment and that it is regularly monitored.* If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate a plan to address these issues. If you have additional questions regarding itinerant employees, contact Carrie Delisle, Staff Relations Field Director, at carrie.delisle@lausd.net or (213) 241-2563.

24. ITINERANT EMPLOYEE WORKSPACE: Each itinerant bargaining unit member shall be assigned an appropriate workspace at school sites to meet the requirements of the assignment, including but not limited to room and restroom keys, a workstation, access to copiers, updated computers or a laptop along with internet access, secure storage space and necessary assessment materials. For Counselors, PSAs, PSWs, Community School Coordinators and School Psychologists, this workspace shall be private and confidential when necessitated by the nature of the work. The site administrator shall identify and assign a workspace for the semester for each itinerant employee and publish that location in a manner accessible to all employees. If a workspace becomes unavailable during the semester, the itinerant employee shall be notified no less than 24 hours in advance except in unforeseen circumstances and be provided an alternative workspace. If a concern arises over itinerant assigned space, please contact Carrie Delisle, Staff Relations Field Director, at carrie.delisle@lausd.net or (213) 241-2563.

25. ITINERANT EMPLOYEES: Employees paid on the Special Services Salary Table, including but not limited to PSW, PSA counselors, and audiologists are to have a daily schedule obligation of eight hours (exclusive of duty-free lunch). Employees with eight-hour assignments may work one hour off-site to document, download and analyze data; updated intervention plans; and fulfill other duties as needed. It is understood that employees on the Special Services Salary Table with eight-hour assignments may have to work on site for eight hours when necessary to complete the obligations of their assignment. **(Article IX, Section 3.5 (a))**

26. NON-CLASSROOM TEACHERS: Non-Classroom teachers assigned to a school site and paid on the Preparation Salary Table (including but not limited to counselors, “in-house deans,” and advisers) who do not receive any extra pay (see c., above) shall observe on-site hours which are to be not less than the hours observed by the teachers at the site, and remain on-site as necessary to perform the assigned duties of the position and the professional obligations of Section 4.0 which are appropriate to their work. These employees may depart after the regular departure time for teachers and at the completion of all of their on-site job obligations. This reduced on-site obligation has been agreed upon with the explicit understanding that it will not be interpreted or applied so as to (1) diminish and/or expand any services whatsoever, or (2) cause classroom teachers to assume any of the non-classroom teachers’ responsibilities. School psychologists assigned to school site(s) shall also be covered by the above provisions. **(Article IX, Section 3.5 (c))**

The onsite obligation of School Nurses shall be increased to seven (7) hours per day **(Article XIV, A, 2 (bi))**.

27. SECONDARY PREPARATION PERIOD: Each regular full-time secondary classroom teacher (including full-time CTE teachers and Teacher Librarians) shall be assigned five scheduled class periods weekly as preparation periods. **(Article IX, Section 6.0)**

28. ELEMENTARY PREPARATION PERIOD: Each regular elementary classroom teacher shall be provided with a daily period of preparation of 27 minutes within the minimum on-site obligation (17 minutes before school, 10 minutes after school). **(Article IX, Section 7.0)**

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

30. PREPARATION FOR 2023- 2024 SCHOOL YEAR OPENING: Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

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

CLASSIFIED INFORMATION:

1. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:** As you prepare for the return of your Classified employees, there are several things you can do to ensure that they know you support and appreciate them.
 - A. Thank them for their efforts to ensure the students of LAUSD are engaged in their classrooms and supported by their efforts to maintain safe school environments and a healthy community.

- B. Be open to feedback. Plan staff meetings and listen to your employees' concerns.
- C. In your opening of school meetings review the Paraprofessionals Beginning of Year Reminders. (See Attachment 3)

Your Senior Human Resources Representatives are available to assist with any questions or issues that arise.

2. WORK EXPECTATIONS FOR PARAPROFESSIONALS: Administrators should set clear and concise written expectations for all classified staff. The expectations should include work performance, attendance, sign in/out, call off procedures, breaks/lunch, and work duties. Contact your Senior Human Resources Representative for example templates.

3. FIRST AID-CPR REQUIREMENT

All special education assistants/trainees, health care assistants, deaf and hard of hearing instructional aides must have a current and valid First Aid-CPR certificate on file as a condition of employment in accordance with PC Rule 768E. Employees must have a certificate issued by American Heart Association <http://www.cpr.heart.org> or by the American Red Cross <http://www.redcross.org/take-a-class/first-aid>. Employees without a valid and current First Aid-CPR Certificate **cannot work** and must be immediately removed from the worksite. The employee while obtaining the certification may take vacation or be unpaid for 20 days, or, elect to change to an assignment that does not require First Aid-CPR, or resign. Those employees do not comply within 20 days will be separated from employment for failure to qualify. Please see REF-6770.2 for further information.

PAYROLL REPORTING: If you have questions about LAUSD MyPay, please contact the MyPay contact person at your site and/or Payroll Support Services by emailing payrollsupport@lausd.net or calling (213) 241-2570.

4. 2023-2024 TIMECARDS - REPORTING IN AND OUT TIME FOR MEAL BREAKS: Keep in mind that an employee's required 10-minute break time is paid time, inclusive of hours worked. The ten-minute break is not deducted from the total hours worked. The required 30-minute meal breaks are unpaid time and should be recorded on the timecards if the employee's scheduled hours require a meal break. See the chart below as reference. For Classified employees, standardized timecards are not designed to track rest periods, only start-stop times of lunch breaks.

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

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

Rest periods/breaks may not be used during the first hour or last hour of the workday or to shorten the workday.

***Units B (Spec Ed Assts, Campus Aides, School Climate Advocates, Instr. Aides) or F (Teacher Assts):** Rest periods may be combined but not with the lunch period.

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

Unit S (School Administrative Assistants): Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and in compliance with applicable law.

Unit G (Community Reps, School Supervision Aides, After School Program Workers)

No language in contract, therefore, follow the chart above (no combination of breaks/lunch).

6. **TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS AND RELEASE:** Per the Unit F Collective Bargaining Agreement, between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, are required to enroll and successfully complete college courses (Article VIII, section 1.0). For the 2023-2024 school year, Teacher Assistants must meet their course unit requirements as set forth in their Unit F Collective Bargaining Agreement. For Degree-Track Teacher Assistants, Units required are twelve (12) semester units or quarter unit equivalent. (see Article VIII, 2.1) For Non-Degree Track Teacher Assistants, course unit requirements include maintaining enrollment and passage of a college course at all times during the traditional school year. Courses chosen must be for the purpose of increasing the employee's knowledge, understanding, and skills related to increasing employee's employment by the District. (See, Article VIII, 3.1). For additional information regarding course unit requirements, please refer to the Unit F Collective Bargaining Agreement. Teacher Assistants with questions may email TeacherAssistantAssignments@lausd.net.

7. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant Portal, TAs will need to log on using their LAUSD single sign-on and password login. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs. Principals retain the right to request copies of TA transcripts to verify eligibility compliance or to establish a TA seniority list at the school site. TA course units completed can also be viewed from the Principal's Portal.

8. **TEACHER ASSISTANTS' SENIORITY LIST:** Teacher Assistant Seniority will continue to be established at each school site by site administrators by compiling and posting a list of all Teacher Assistants assigned to their schools. Such a list is compiled as follows:
 - A. Request certified copies of transcripts from each Teacher Assistant as evidence of course units completed.
 - B. Review all Teacher Assistant certified transcripts for each Teacher Assistant assigned at the school site.
 - C. Rank-order in descending order that a list of total numbers of qualifying college units completed.

GENERAL INFORMATION:

1. **OPENING WEEK MEETINGS:** It is highly recommended that School Administrators prepare a written Staff Meeting Agenda and Sign-In Sheets when meeting with all staff, including Classified employees, to review school operations procedures and daily work expectations. From written Staff Meeting Agendas, address highpoints of key policies and procedures. Suggestions to include in your Opening Day Meeting, may include, but are not limited to:
 - A. School's Sign-in/Sign-out procedure, including Late Arrival and Off-Campus Books.
 - B. LAUSD Employee Attendance Policy and time-reporting procedures
 - C. Duties and assignments
 - D. Emergency procedures
 - E. Substitute Folder
 - F. Refer to the Administrator Certification Form for a more complete list of additional policies as required by District mandates and referenced in the Principal Portal.

2. **ONLINE TRAININGS DUE FOR ALL STAFF**

	<u>Due Date</u>
A. 2023-2024 Annual Child Abuse Awareness Training	September 15, 2023.
B. 2023-2024 Annual Suicide Prevention and Awareness Training	September 15, 2023.
C. 2023-2024 Annual IT Cyber Security Training	September 29, 2023.
D. 2023-2024 Annual Bloodborne Pathogens Training	September 29, 2023.

Trainings can be completed by accessing MyPLN. It is encouraged that Classified Staff use the Professional Development days to complete their mandatory trainings instead of leaving early. Classified Staff are not authorized to leave early unless they are riding the bus. Administrators should allot time for staff to complete their training during working hours.

3. **VACATION CAP:** Effective July 1, 2022, all vacation-earning employees shall cease to accrue vacation hours once they reach their vacation cap. Please allow your employees to use their accrued vacation hours well in advance of hitting their cap; doing so now will help to ensure employees don't actually reach their cap. Employees are encouraged to monitor and manage their vacation balances using Employee Self Service (ESS) <https://ess.lausd.net> to ensure that the employee remains under their cap.

To further assist with vacation accrual questions, please click on the following link to Frequently Asked Questions <https://achieve.lausd.net/vacationfaqs>.

For questions regarding Vacation Balance Caps, please email PayrollVacation@lausd.net.

4. **OUTSIDE EMPLOYMENT:** Outside employment may raise conflict of interest and appearance concerns under LAUSD policy, including the [Employee Code of Ethics](#) and [District Bulletin 049895.0 – Outside District Employment or Activities](#). While the Code does not prohibit outside employment for LAUSD employees, such outside employment should only go forward if safeguards are in place to avoid conflicts of interest, improprieties such as using a public position to create personal gain or benefit, and other appearance concerns. Please review Bulletin 49895.0 with your employees at the beginning of the year and ensure the process is followed for any employees with outside employment.

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

General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- B. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.
- C. Complete a visitor's permit and obtain the principal/designee's approval before proceeding with your visit.
- D. All visitors are expected to conduct themselves in a non-disruptive and non-abusive manner while visiting a work location.
- E. Please ensure employees are not disrupted while working when visited by union representatives.
- F. Please ensure employees are not late returning from breaks or lunch meetings.
- G. Please notify the visiting school main office or department of your departure and return the visitor's permit before leaving the work location.

If you have any questions about these items, or other contract or discipline issues, please contact your Staff Relations Field Director regarding UTLA, or your Senior Human Resources Representative for Units, B, C (IT employees only), D, F, G and S (clerical staff, paraprofessional and campus supervision employees, plant managers). Facility employees and Food Service employees should be referred to the Facilities Staff Relations and Food Services Staff Relations.

FIELD DIRECTOR and SENIOR HR REPRESENTATIVE CONTACT INFORMATION

The Field Director or Senior HR Representative that serviced your local district will continue to service your region and school through the end of year.

Title	Name	Extension	Email
Interim Executive Director	HASTINGS, PETER	213 241-6056 213 241-5313	pmh5997@lausd.net
Administrator-AALA	ALFAYATE, JUAN	213 241-8233	jalfayat@lausd.net
Field Director	DELISLE, CARRIE	213 241-2563	carrie.delisle@lausd.net
HR-SR Manager	GOSSETT, LORRI	213 241-6864	lorri.gossett@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	BUTLER, MARIA	818 652-3642	murbin2@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	cxcg0564@lausd.net
Senior HR Rep	CHOWSANGRAT, DIANNA	323 224-3351	d.chowsangrat@lausd.net

REGION SOUTH

Field Director	LENON, DAMIAN	310 354-3472	dlenon@lausd.net
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 (Vacant)	213 241-6864	lorri.gossett@lausd.net

REGION WEST

Field Director	MOSCOSO, VERONICA	310 914-2153	vxm6767@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

TRANSITIONAL PROGRAMS

Field Director	CUEVAS, SUSANA	213 241-8257	scontr6@lausd.net
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**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 05/10/2024 – Principals & School Support Admin./E 05/10/2023–Principals Supervisors & School Support Admin./A
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

	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 Special Calendar GB_06SPE	08/1/23	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 work days of the employee reporting to the school. Employees that report later than the last workday of the eighth week of the fall term, shall not be subject to evaluation that year, unless they are non-permanent, or they received a below-standard evaluation in the previous academic year.**

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

CERTIFICATED EVALUATION FORMS

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

*BUL-5335.8, dated 7/3/23

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

EXPECTATIONS

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

POLICIES

- LAUSD Attendance Policy
- Special Education Paraprofessional Attendance Policy (BUL-6527.1)
- Certification of Absence Forms (BUL-6307.5)
- Dress standards (Board Rule 1906)
- LAUSD Code of Conduct with Students (BUL-5167.0)
- Ethics Policies (BUL-4748.0)
- Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals (REF-6770.2)
- Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL-999.12)
- Social Media Policy for Employees and Associated Persons (BUL-5688.2)
- Administrative Policy Regarding Falsification of Records (BUL-3723.0)
- Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.2)
- Child Abuse and Neglect Reporting Requirements (BUL_1347.2)
- Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.3)
- Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- Classified Employees Handbook
- Special Education Paraprofessional Handbook

TEACHER ASSISTANTS

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

MISCELLANEOUS

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

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

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

Month	Task (Once the task is completed check the corresponding box)									
July	<p>UTLA represented employees (A-basis employees):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IPS and meet with employees to discuss objectives <input type="checkbox"/> Schedule Formal classroom observation and Growth Plan Visit <input type="checkbox"/> Notification of Evaluation Status Deadline (A-Basis, Early Education 8/4/23) <p>AAALA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Distribute Initial Planning Sheet (A-basis 7/3/23; E-basis 7/20/23; B-basis 7/31/23) 									
August	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review IPS and meet with employees to discuss objectives <input type="checkbox"/> Schedule Formal classroom observation and Growth Plan Visit <input type="checkbox"/> Initial Planning Sheets Due (IPS) (A-Basis, Early Education 8/11/23) <input type="checkbox"/> Hold Initial Planning Conferences (A-Basis, Early Education 8/25/23) <input type="checkbox"/> Identify all Probationary 1 and 2 and other non-permanent (University Interns, Temporary Contracts) teachers by accessing the HR072 and HR073 reports in SAP. Contact your Personnel Specialist for assistance and questions. <p>AAALA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect IPS (A-basis 8/11/23, E-basis 08/25/23) <input type="checkbox"/> Hold Initial Planning Conferences (A-basis 8/25/23, B-Basis 9/22/23, E-Basis 9/8/23) <p>Classified:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verification of valid, unexpired First Aid/CPR Certification for Special Ed Assistants/Trainees, Health Care Assistants, Personal Needs Attendants, and Instructional Aides for Deaf and Hard of Hearing is due at the beginning of each school year, Ref 6770.2. Employees must have proof of certification within the first 20 days of their assignment, or they will be released for failure to qualify. <input type="checkbox"/> Teacher Assistants (Degree and Non-Degree Track): Documents verifying enrollment for the 2022-2023 school year are to be uploaded to the Teacher Assistant Portal. The submission dates are: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Semester</th> <th style="text-align: center;">Proof of Enrollment</th> <th style="text-align: center;">Transcripts</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Fall</td> <td style="text-align: center;">Oct 31</td> <td style="text-align: center;">Jan 31</td> </tr> <tr> <td style="text-align: center;">Spring</td> <td style="text-align: center;">Feb 28</td> <td style="text-align: center;">June 30</td> </tr> </tbody> </table>	Semester	Proof of Enrollment	Transcripts	Fall	Oct 31	Jan 31	Spring	Feb 28	June 30
Semester	Proof of Enrollment	Transcripts								
Fall	Oct 31	Jan 31								
Spring	Feb 28	June 30								

September	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 9/15/23 Deadline for Notification to Single Track Teachers Regarding Evaluation Status (Teachers assigned to a school site after 9/15/23 and before 10/6/23 may still be rostered and should be notified. After 10/6/23, permanent teachers may not be evaluated, unless they received a BSE the previous year or they are non-permanent.) <input type="checkbox"/> Initial Planning Sheets Due (IPS) (All schools, 9/22/23) <p>AAALA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collect IPS (B-Basis 9/8/23) <input type="checkbox"/> Hold Initial Planning Conferences (E-basis 9/8/23; B-basis 9/22/23)
October	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold Initial Planning Conferences (Contractual Deadline 10/6/23) <p>Classified employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Preliminary Probationary Performance Evaluation due for employees hired or promoted in August (after approximately two months of service). <input type="checkbox"/> 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	<p>UTLA represented employees:</p> <p>HR sends Prob 2 Affirmative Decision Roster to administrators</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> Submit Prob 2 Affirmative Decision Forms to Local District Superintendent/Division Head <p>Classified Employees (Probationary)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Final Probationary performance evaluation should be completed no later than the 80th workday from hire date. Contact the Senior HR Rep for assistance.
December	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 12/15/23 Growth Planning: Mid-Year Reflection – Optional step (Early Education 12/27/23) <input type="checkbox"/> Warning of possible Below Standard Evaluation (All schools, 12/1/23– 1/31/24)
January	<p>UTLA represented employees:</p> <p>HR sends Prob 1 Affirmative Decision rosters to administrators</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold meeting with Prob 2 teachers to notify of non-reelection <input type="checkbox"/> 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"> <input type="checkbox"/> Document performance issues. Warn of possible less than satisfactory evaluation. <input type="checkbox"/> Restricted employees may promote 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"> <input type="checkbox"/> 2/16/24 Deadline for Formal Observations (A-basis, Early Education 2/16/24) <input type="checkbox"/> 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"> <input type="checkbox"/> TAs (Degree and Non-Degree Track) Documents verifying completion of fall semester units and enrollment for the spring semester 2022-2023 are to be uploaded to the eacher Assistant Portal.
March	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit Prob 1 Affirmative Decision Forms to District Superintendent (early March) <input type="checkbox"/> Growth Plan Visit deadline for K-12 schools is 3/1/24 <p>Classified employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation: <ul style="list-style-type: none"> o 3/28/23 for Single Track C Basis employees. Evaluation due 5/19/23. o 4/17/23 for Single Track E basis employees. Evaluation due 5/31/23.
April	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold meeting with Prob 1 employees to notify of Intent to Non-Reelect (early March) <input type="checkbox"/> Meet with statutory site councils to determine funding for categorical positions <input type="checkbox"/> Selection of coordinators and election of deans <input type="checkbox"/> Post 2024/2025 Tentative Matrix * (4 weeks prior to selection) <input type="checkbox"/> Distribute Matrix Preference Forms <input type="checkbox"/> Growth Plan Visit deadline for Early Education Centers is 4/19/24
May	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5/10/24 Deadline for Final Evaluations to be completed (A-basis, Early Education 5/29/24) <input type="checkbox"/> 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>AAALA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 05/10/2024 – Assistant Principals & School Support Admin./B <input type="checkbox"/> 05/10/2024 – Principals & School Support Admin./E <input type="checkbox"/> 05/10/2024 – Principal Supervisors & School Support Admin./A <p>Classified employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual Evaluation due dates: <ul style="list-style-type: none"> o Single Track C Basis employees 5/19/23 o Single Track E basis employees 5/31/23