

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

Confidential

TO: Administrators

DATE: January 1, 2013

FROM: Employee Performance Accountability, Field Director
Employee Performance Accountability, Labor Relations Representative

SUBJECT: MONTHLY UPDATES & REMINDERS

IMPORTANT DATES:

January 18, 2013

Probationary 2 Recommendation form due

GENERAL INFORMATION:

1. 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 (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 and will provide for the 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 union's 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 that we can ensure that all proper steps have been taken.

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

It is the responsibility of the school-site administrator to follow up on any leave, whether Workers Compensation or Illness. For Workers Comp, you should be in contact with the Claims Adjuster at **Sedgwick (866) 247-2287** to keep apprised of the employee's status and return date. If you need additional assistance with any particular employee, a current claim or procedure, contact Linda Cass, LAUSD Office of **Risk Management and Insurance Services** at **(213) 241-3139**. For questions

regarding the Family and Medical Leave Act (FMLA) and other protected leaves please contact Anna Cabrera at **(213) 241-7993**, or you may also call the FMLA main line at **(213) 241-3954**.

For employees on an illness leave of longer than twenty (20) days, formal leave of absence papers must be completed. Employees who have not submitted those should not be time-reported after twenty days of absence.

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:

5. PROBATIONARY 2 TEACHERS

The Human Resources Division has distributed the Probationary 2 forms. This year, your Affirmative Decision (Probationary 2 employee) roster is available online through the Certificated Performance Evaluation System (CPES) portal via the regular login process at: <https://stulls.lausd.net/stulls/index.jsp> and once logged-in, you can click on the link labeled "Probationary 2 Roster"

As a yearly key component in these efforts, 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, or 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.

Please make sure that after you sign the document, you forward the document to the Instructional Director or designee for their signature by January 11, 2013. The instructional Director will collect all forms and submit them to your Employee Performance Accountability Field Director by January 18, 2013.

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 |

6. STATUS OF TEACHERS

If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.

7. 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)**

8. 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)**

9. 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)**

10. INADEQUATE SERVICE BY SUBSTITUTES (Form 1080-14, rev. 11/06)

The site administrator may issue for cause, a notice of inadequate service to a day-to-day substitute. **(Please note that this does not include contract pool teachers, as they are permanent employees who may not have a permanent assignment at this time.)** Such notice shall be issued within ten 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 issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations. 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 employee organization. If you choose to file this report, please be sure to complete the entire form, including noting that a conference was held with the employee either by phone or in person and that the employee was sent a copy of the report by certified mail.

Reminder—the site administrator should interview all connected parties as soon as possible and gather witness' statements regarding the incident that triggered the ISR.

Please note that there is now a separate form available for commendations for day-to-day substitutes. Both forms are available via the Human Relations home page, under forms (http://www.teachinla.com/hr_forms.html). Please contact your Employee Performance Accountability Field Director if you need further assistance. **(Article X, Section 7.0)**

11. WINTER RECESS WORK AND TIME-REPORTING FOR CLASSIFIED STAFF

Ensure that clerical staff (except for those A-Basis employees who chose to work during the shutdown period), and classified paraprofessional staff **were time-reported for vacation for the winter recess/ shutdown period.** Refer to the employee's time card in BTS as it displays holidays and vacation time according to the school calendar and track of the employee. Teacher Assistants are not entitled to work during any of the recess period, nor do they receive vacation pay. They are entitled to "paid non-work time" for holidays by notifying the SAA of their desire to receive such.

12. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES

In order to change the work schedule of a classified employee (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 Aide), 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), five work days notice must be given. For Unit S (School Admin. Asst., Plant Manager & Cafeteria Manager) "reasonable" notice must be given.

13. CLASSIFIED PERSONNEL PERFORMANCE

In most cases, it is recommended that classified employees receive a warning prior to receiving a performance evaluation with ratings lower than "meets standards" and be given an opportunity to improve. Reviewing time cards for attendance and obtaining feedback regarding employee performance now will provide information to assist you in counseling problem employees prior to their end-of-year evaluations.

If you have any questions about these items, or other contract or discipline issues, please contact your Employee Performance Accountability Field Director at the email or phone number listed on the website for your ESC regarding UTLA or your Employee Performance Accountability Labor Relations Representative for Units D, B, F, G, and S (clerical staff, paraprofessionals, campus supervision employees, and the SAA) at (213) 241-6056.

*** RECOMMENDED that task be completed no later than date listed. (Article X, Section 4.0)**

| EMPLOYEE PERFORMANCE ACCOUNTABILITY ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS 2012 – 2013 | | | | | |
|---|--|---|--|-----------------------------------|--------------------------------------|
| Basis | I* Distribute Initial Planning Sheet | II* Return Initial Planning Sheet | III* Initial Planning Conference | IV** Issue Mid-Year Warning | V** Evaluations Issue By Dates |
| AALA REPRESENTED EMPLOYEES | | | | | |
| Basis A | 07/02/12 | 08/13/12 | 08/27/12 | January 2013 | 05/10/13 |
| Basis B | 07/30/12 | 09/07/12 | 09/21/12 | January 2013 | 05/10/13 |
| Basis D | 07/23/12 | 08/30/12 | 09/14/12 | January 2013 | 05/10/13 |
| Basis E | 07/19/12 | 08/30/12 | 09/14/12 | January 2013 | 05/10/13 |
| UTLA REPRESENTED EMPLOYEES | | | | | |
| Basis A | 07/02/12 | 08/06/12 | 08/20/12 | January 2013 | 05/28/13 |
| Single Track | 08/13/12 | 9/21/12 | 10/05/12 | January 2013 | 05/01/13 |
| Four – Track | | | | | |
| Track A | 08/31/12 | 10/04/12 | 10/15/12 | December 2012 | 05/24/13 |
| Track B | 07/02/12 | 08/06/12 | 08/20/12 | January 2013 | 05/24/13 |
| Track C | 07/02/12 | 08/06/12 | 08/20/12 | January 2013 | 05/24/13 |
| Track D | 07/02/12 | 08/06/12 | 08/20/12 | January 2013 | 03/03/13 |

**** 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). This date accounts for a maximum of ten potential furlough days for the employee’s scheduled work year. Ongoing fiscal uncertainties may cause a change in the number of furlough days for the 2012-13 School Year. This in turn may cause a changed in the final evaluation issuance date. Continue to check future updates from the Office of Employee Performance Accountability for any changes.**

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

ATTACHMENT #2

SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNITS

| UNIT | MAJOR JOB CLASSIFICATIONS | WHERE TO CALL FOR ASSISTANCE | EXCLUSIVE REPRESENTATIVE |
|---|---|---|---|
| AALA (Certificated Administrators) | Assistant Principal | Employee Performance Accountability | Associated Administrators of Los Angeles (AALA) |
| UTLA (Teachers) | Teachers, Counselors, School Psychologists, Library Media Teachers, Nurses | Employee Performance Accountability Field Director | United Teachers Los Angeles (UTLA) |
| B (Instructional Aides) | Education Aides, Campus Aides, Special Ed. Assts., Instructional Aides, Early Education Center Aides | Employee Performance Accountability Labor Relations/HR Representative | SEIU, Local 99 |
| C (Operations Support Services) | Building and Grounds Workers, Cafeteria Workers, Housekeepers | Cafeteria staff- Food Services Branch Custodial staff-M & O- Area Operations Supv. Housekeeper- Microcomputer Support Asst. Employee Performance Accountability Labor Relations/ HR Rep | SEIU, Local 99 |
| D (Office-Technical & Business Services) | Office Technicians, Library Aides, Sr. Office Technicians, Financial Managers | Employee Performance Accountability Labor Relations/HR Rep | California School Employees Assn. (CSEA) |
| F (Teacher Assistants) | Teacher Assistants | Employee Performance Accountability Labor Relations/HR Rep | SEIU, Local 99 |
| G (School Supervision Aides) | School Supervision Aides and Community Representatives | Employee Performance Accountability Labor Relations/HR Rep | SEIU, Local 99 |
| S (Classified Supervisors) | School Administrative Assistants Cafeteria Managers, Plant Managers. | School Adm. Asst- Employee Performance Accountability Labor Relations/HR Rep. Cafeteria Manager-Food Services Branch Plant Manager-M & O - Area Operations Supv. | Teamsters, Local 572 |