

**INTER- OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF STAFF RELATIONS**

TO: LD XXXX Principals and Administrators

FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

DATE: January 2022

SUBJECT: JANUARY 2022 STAFF RELATIONS UPDATES AND REMINDERS

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

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

IMPORTANT DATES:

January 10, 2022	Pupil Free Day
January 14, 2022	Last day to complete <i>Phase 2 of Our Antiracist Journey in LA Unified: Creating a Trauma Aware Learning Environment</i>
February 11, 2022	Final date to conduct the formal observation for UTLA-represented A basis employees. Final date to conduct the formal observation for UTLA-represented C and E basis employees.
February 18, 2022	
March 2, 2022	Deadline to Submit Affirmative Decision Forms for Probationary 1 Teachers to Local District Community of Schools Administrators or Directors.
March 9, 2022	Deadline for COSAs to Submit Affirmative Decision Forms for Probationary 1 Teachers to Staff Relations

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

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

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

CERTIFICATED INFORMATION:

1. **NON-PERMANENT TEACHERS – FAILURE TO COMPLY WITH VACCINE MANDATE:** Non-permanent employees that failed to comply with the vaccine mandate will be non-reelected at the end of the year by the Human Resources Division. Non-permanent certificated employees may include Probationary, Intern, Provisional, or Temporary Contract staff. These employees should not be physically working at a worksite.
2. **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 # 1 for Frequently Asked Questions)**
3. **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 COS Administrators visit all probationary teachers' classes, if possible, as they will be signing off on 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)**

4. **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 18, 2022.** The post-observation conference shall occur **no later than ten (10) workdays after the formal observation.** **(Article X, Section 5.0 (a))** See Attachment # 2 for timelines.
5. **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 #2, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.
6. **2021-2022 UTLA EVALUATIONS:** Per the 2021-2022 Reopener Sideletter between LA Unified and UTLA, evaluation of unit members shall be limited to non-permanent employees and employees who received a Below Standard Evaluation (BSE) within the last five years. Non-permanent certificated employees may include Probationary, Intern, Provisional, or Temporary Contract staff who are required to be evaluated annually. For any questions about the evaluation requirements of UTLA represented staff, updating the staff roster, or deactivating plans in the MyPGS system, email mypgs@lausd.net.
7. **2021-2022 AALA EVALUATIONS:** Per the November 12, 2021, Sideletter between LA Unified and AALA, evaluation of unit members shall be limited to school-site administrators earning permanency in their class and School Support Administrators serving in the first year of their position. Evaluation plans of School Support Administrators who will not be evaluated may be deactivated in the evaluator selection tab of MyPGS. For questions or assistance in editing the staff roster, please reach out to Heather Lower Lowe at hlowe@lausd.net.
8. **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 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).**

9. **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, not in the professional development agenda which should be separate with a separate sign-in.
10. **INFORMAL CONFERENCE PROVISION:** 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)**
11. **EMPLOYEE QUARANTINE:** Per the LAUSD/UTLA Sideletter dated June 9, 2021, and upon the exhaustion of any available COVID related state or federal emergency leave, employees required to quarantine as the result of a positive COVID-19 test or as the result of close contact exposure as determined by the Community Engagement Team, shall be paid without having to utilize contractual or statutory leave time. Employees within this category are to be time reported as Miscellaneous - Natural Disaster (MSND) during their quarantine period.

CLASSIFIED INFORMATION:

1. **ACCESSING THE CLASSIFIED STAFF EVALUATION SYSTEM:** 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>. As a reminder, performance evaluations must be done no later than the second month and the fourth month during probation. If there are performance/conduct issues, please contact your HR Representative immediately.
2. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES:** All Teacher Assistants are, on a continuing basis, required to enroll and successfully complete college courses. TAs still have to meet the contractual requirement for the 2021-2022 school year. For additional information regarding course unit requirements, please refer to the Unit F Collective Bargaining Agreement. TAs with questions may email TeacherAssistantAssignments@lausd.net.
3. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant (TA) Portal, TAs will need to log into <http://go.teachinla.com/taportal>. 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 for the purposes of verifying eligibility and/or establishing 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. **TEACHER ASSISTANT RESIGNATION:** Teacher Assistants who express interest in resigning from the District should be provided with the PC Form 5193 - Teacher Assistant Resignation Form (not the PC Form 5209 - Classified Employees Resignation Form). The form is available on the Teacher Assistant Unit website under Forms-Current TAs: <https://achieve.lausd.net/Page/13665>
5. **VACATION SCHEDULING AND VACATION CAP:** Classified employees who earn more vacation than can be used during the Winter and Spring Recess should be allowed to schedule vacation during the school year. Principals should notify Classified employees who are expected to exceed their vacation cap at end of year. Your timekeeper and/or approver can access and print a vacation statement to assist with identifying these employees. The vacation statement is available in BTS using the transaction code **ZTMRVACBAL**.

Once employees have been identified, supervisors should work with employees to schedule vacation time. Scheduling employees' vacation time now will provide the most flexibility and ensure sufficient staffing of schools and offices throughout the school year. Vacation requests for Classified employees that have insufficient vacation days left to cover the Winter and Spring Recesses should not be approved.

NEW: Effective July 1, 2022, all vacation earning employees will cease to accrue vacation once they reach their vacation cap. Management and use of vacation hours now will help to prevent employees from ceasing to accrue vacation after July 1, 2022.

6. **PROVIDING TRANSLATION ASSISTANCE/BILINGUAL CERTIFICATION:** Classified employees who assist with translation to parents and/or students, in accordance with their contracts, should be given a bilingual differential. Employees who do not have the bilingual certification should not be providing translation assistance. In order to obtain the bilingual certification, the site administrator must put in a request for the employee to complete the exam at <https://lausdjobs.org/bilingual-assessment-emp/>. Once the form is completed, the employee will be contacted via email by a representative from the Talent and Acquisition Branch with information regarding the testing appointment.

GENERAL INFORMATION:

1. **TESTING UPDATES:** Please visit the Office of COVID Response's website for the latest information on testing.
2. **RELEASED TIME FOR VACCINATIONS:** Employees are allowed a window of up to three hours (per dose) for vaccination (including boosters) for themselves during their workday, including travel time to the vaccination location. Employees are to notify their supervisor one day ahead if they are scheduling an appointment during their workday, in order to assist their supervisor in making arrangements for work coverage.

Employees who experience adverse physical reactions to the vaccination (including boosters) may be allotted additional time (up to three days per dose) with the approval of their supervisor as specified in Reference Guide REF-041184.0. Employees experiencing any reaction to the vaccine prohibiting them from returning to work for more than three days may avail themselves of benefited time.

Employees utilizing paid time off for testing (non-school based employees) or for vaccination for themselves or their dependent are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 9/14/2020). Under Reason for Absence, select Option M for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as COVID-19 vaccination. An absence due to natural disaster does not get deducted from the employees' illness balance.

3. **VACCINATION ACCOMMODATION REQUESTS:** Employees that requested a COVID-19 vaccination accommodation may still need to be time reported at the work site based on the benefit forms completed by the employee and approved by the supervisor. Accommodations may have been provided for either a 1) Qualified Medical Reason, or 2) Sincerely Held Religious Belief. Please report time as appropriate and contact your Field Director or Senior Human Resources Representative if you need further assistance. Employees whose reasonable accommodation or leave has expired will be dismissed from District service at the end of such reasonable accommodation or leave if no additional accommodation is available and the employee is not vaccinated.
4. **ABSENCES BEFORE/AFTER HOLIDAYS:** Employees who are absent immediately preceding or following a holiday may be asked to provide acceptable verification of absence upon their return to work. Most personal necessity days, other than emergencies, must be approved by the administrator five days in advance and the employee must provide verification of the valid reason for the absence upon their return.
5. **HIPAA CONFIDENTIALITY:** Given the potential for positive COVID cases on campus, please remind all staff that they are to maintain the confidentiality of individuals in accordance with Health Insurance Portability and Accountability

Act of 1996 (HIPAA), privacy expectations and the ADA. All communication is to follow the District's COVID-19 Response and Communication Protocols. Violations of the Information Protection Policy (BUL-1077.2) may result in discipline, up to and including dismissal.

6. **STAFF RELATIONS WEBSITE:** Visit the Staff Relations website at <http://achieve.lausd.net/staffrelations> for important resources, including Contracts, Monthly Updates, District Policies, and important links. Only Administrators will have access to the actual website.
7. **EMPLOYEE ASSISTANCE PROGRAM:** The LAUSD Employee Assistance Program is still available as a District resource available for employee access. All employees may access the Anthem Employee Assistance Program (EAP) by calling 800.999.7222 or visit <http://www.anthemead.com/> and enter the code: LAUSD. This support is available to all employees and family members, including part-time employees who are not eligible for District-paid benefits. Retirees are not eligible for EAP. See Attachment # 3 for further information.
8. **MANDATORY POSTING OF REGULATORY NOTICES – BUL-4991.12:** The law requires that all mandatory State and Federal employment notices/posters are placed in highly visible areas that are frequented by employees and may be easily read during the workday. BUL 4991.12 dated May 5, 2021, replaces BUL 4991.11 of the same title. Due to the frequency of updates and revisions to the employment notices issued by regulatory agencies, District printing and distribution of the "Mandatory Employment Notices 1-3" (mega-posters) were discontinued in September 2016. Each worksite must print and post the mandatory notices. Please remove old notices/posters prior to posting new ones. For more information, please contact the Division of Risk Management.
9. **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.
10. **EXTENDED LEAVES OF ABSENCE (WORKERS' COMPENSATION OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Comp coverage, you should be in contact with the Claims Adjuster at Sedgwick 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 (213) 241-3138. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted and turned into the appropriate Human Resource or Personnel Commission office. Employees who have not submitted required doctor-approved leave documentation should be time-reported as unpaid after their 20th consecutive workday absence. However, should the required doctor-approved leave documentation be submitted late, payroll adjustments should be made.
11. **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 the proper steps have been taken.

OFFICE OF STAFF RELATIONS DIRECTORY
FIELD DIRECTOR and SENIOR HR REPRESENTATIVE
ASSIGNMENTS Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	BEETS, GIFTY	213-241-6056 213-241-5313	gifty.beets@lausd.net
Administrator-AALA	MARTINEZ, ISAIAS	213-241-8233	isaias.martinez@lausd.net
Staff Relations Manager	GOSSETT, LORRI	323-489-8469	lorri.gossett@lausd.net
Field Director	HAYNES, ERIN	213-241-8257	edh0788@lausd.net
Admin Secretary	SANCHEZ, LETICIA	213-241-8109	leticia.sanchez@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Field Director	ADAN MARTINEZ (.5 FTE)	818-654-3641	adan.martinez@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	zhanna.davtyan@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	BUTLER, MARIA	818-252-5435	murbin2@lausd.net
Field Director	ADAN MARTINEZ (.5FTE)	818-252-5436	adan.martinez@lausd.net
Senior HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	ALFAYATE, JUAN	213-766-7345	jalfayat@lausd.net
Field Director	GONZALEZ, CARLOS (.5 FTE)	213-766-7347	cxg0564@lausd.net
Senior HR Rep	GORDEN-CAVE, CONNIE	818-209-9303	connie.gorden-cave@lausd.net

LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Field Director	GONZALEZ, CARLOS (.5 FTE)	323-224-3119	cxg0564@lausd.net
Senior HR Rep	VACANT	323-489-8469	Contact: Lorri Gossett

LOCAL DISTRICT SOUTH

Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Field Director	STEVENS, JEANETTE	310-354-3419	jls6008@lausd.net
Senior HR Rep	MONTGOMERY, EBONY	213-241-8248	ebony.montgomery@lausd.net

LOCAL DISTRICT WEST

Field Director	MOSCOSO, VERONICA	310-914-2153	vxm6767@lausd.net
Field Director	VACANT	-	-
Senior HR Rep	JAZMIN, SONIA	323-489-8469	sonia.jazmin@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	818-927-1353	djf2378@lausd.net
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ATTACHMENT # 1

**Probationary Teacher
Frequently Asked Questions (FAQ's)**

I did not receive my roster, who should I contact?

First, check the "Junk" and/or "Clutter" folders in your email.

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?

Certificated Assignments will send you a copy of your roster. Please contact your Personnel Specialist if you do not receive a roster.

I have questions regarding the status of teachers on my roster and/or did not receive a roster, who do I contact?

Please contact your LD/Division Personnel Specialist.

LOCAL DISTRICT/ DIVISION	PERSONNEL SPECIALIST	TELEPHONE NO.	E-MAIL ADDRESS
CENTRAL	William Masis	(213) 241-4580	WILLIAM.MASIS@LAUSD.NET
	Carol Shimizu	(213) 241-4950	CMS6440@LAUSD.NET
EAST	Carol Shimizu	(213) 241-4950	CMS6440@LAUSD.NET
	Edward Salazar	(213) 241-4193	EXC3827@LAUSD.NET
NORTHEAST	Elise Cho	(213) 241-6102	ESC8642@LAUSD.NET
	Oscar Hernandez	(213) 241-6923	OHERNA2@LAUSD.NET
NORTHWEST	Beatriz Smissen	(213) 241-4547	BSMISSEN@LAUSD.NET
	Elise Cho	(213) 241-6102	ESC8642@LAUSD.NET
SOUTH	Aquinetta Cook	(213) 241-8091	ADC3773@LAUSD.NET
	Michael Thompson	(213) 241-2533	MICHAEL.A.THOMPSON@LAUSD.NET
WEST	Karen Castro	(213) 241-5436	KAREN.CASTRO@LAUSD.NET
	Michael Thompson	(213) 241-2533	MICHAEL.A.THOMPSON@LAUSD.NET
SPECIAL EDUCATION & ITINERANTS/SUPPORT SERVICES	Andres Equihua	(213) 241-8091	ANDRES.EQUIHUA@LAUSD.NET
	Suzy Kim	(310) 326-1655	SUZY.KIM1@LAUSD.NET
ADULT EDUCATION	Alonzo Cienfuegos	(213) 241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
EARLY CHILDHOOD EDUCATION	Cherise Roper	(213) 241-2445	CHERISE.ROPER@LAUSD.NET

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

- Meet with your Community of Schools Administrator (CoSA) for input and concurring signature.
- The Admin Assistant for your CoSA will collect completed and signed forms and submit to your Staff Relations Field Director.

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

- Ensure there is a decision for each employee and both signatures are on the roster.
- Forward the completed roster to your Staff Relations Field Director.

I believe I have employees who should be in the roster, should I add them?

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

DIVISION	ADMINISTRATOR	TELEPHONE NO.	E-MAIL ADDRESS
ADULT EDUCATION TEACHERS	Alonzo Cienfuegos	(213)241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
	Maria Sotomayor	(213)241-6131	MSOTOMAY@LAUSD.NET
EARLY CHILDHOOD EDUCATION TEACHERS	Leanne Hannah	(213)241-2538	LEANNE.HANNAH@LAUSD.NET
	Miguel Garza	(213) 241-7591	MIGUEL.GARZA@LAUSD.NET
CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES <i>K-12 TEACHERS</i>	Maria Salazar	(213) 241-5103	MARIA.SALAZAR@LAUSD.NET
	Miguel Garza	(213) 241-7591	MIGUEL.GARZA@LAUSD.NET

OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2021-2022

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)
Basis A	07/01/21	08/06/21	08/20/21	05/10/2022 – Assistant Principals
Basis E	07/21/21	08/27/21	09/10/21	05/17/2022 – Principals 05/24/2022 – Principals Surveys
Basis B	07/30/21	09/10/21	09/24/21	05/10/2022 – All Others

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	07/30/21	08/06/21	08/20/21	02/11/22	05/31/22
Single Track	09/17/21	09/24/21	10/08/21	02/18/22	05/11/22
B-Basis Single-Track Calendar	08/27/21	09/02/21	09/17/21	02/18/22	05/18/22
E Basis Option 4	08/06/21	08/13/22	08/27/21	02/18/22	05/16/22
B Basis Option 6	08/20/21	08/27/21	09/10/21	02/17/22	05/18/22
B Basis Option 7	08/13/21	08/20/21	09/02/21	02/17/22	05/31/22
B Basis Special Calendar GB_06SPE	08/13/21	08/20/21	09/02/21	02/18/22	05/31/22
B Basis Special Calendar GB_08SPE	08/13/21	08/20/21	09/02/21	02/18/22	05/31/22

*** 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).**

Employee Assistance Program Service Summary for Los Angeles Unified School District



Anthem 

Available 24/7, 365 days a year
Everything you share is confidential.*

When you need help meeting life's challenges, the Anthem Employee Assistance Program (EAP) is here for you and your household members. Check out some of the services we offer – at no cost to you:



Counseling

- Up to 3 visits per issue
- Face-to-face counseling or online visits via LiveHealth Online
- Can call EAP or use the online Member Center to initiate services



Legal consultation

- 30-minute phone or in-person meeting
- Discounted fees to retain a lawyer
- Online resources, including free legal forms, seminars and a library of articles



Financial consultation

- Phone meeting with financial professionals
- Consultation available during regular business hours – no time limits or appointments needed
- Online resources, including articles, calculators and budgeting tools



ID recovery

- Identity theft risk level checked by specialists
- Help with reporting to consumer credit agencies
- Assistance filling out paperwork and negotiating with creditors



Dependent care and daily living resources

- Information available on child care, adoption, summer camps, college placement, elder care and assisted living through the EAP website
- For help with everyday needs, like pet sitting, relocation resources and more



Other anthemEAP.com resources

- Well-being articles, podcasts and monthly webinars
- Self-assessment tools for depression, anxiety, relationships, alcohol use, eating habits and more



Crisis consultation

- Toll-free number for emergencies
- Round-the-clock help available
- Critical event support online to help with planning, coping and recovery resources when tragedy strikes



On-demand digital resources

- The WellPost blog at anthemEAP.com, featuring Health & Wellness topics written by experts in the field

Need help? Give EAP a try today.
Call us at 800-999-7222
Or go to anthemEAP.com and enter
your company code: LAUSD

* In accordance with federal and state law, and professional ethical standards.
This document is for general informational purposes. Check with your employer for specific information about benefits, limitations and exclusions.

Language Access Services – (TTY/TDD: 711)

Spanish – Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación para obtener ayuda.
Chinese – 您有權使用您的語言免費獲得該資訊和協助。請撥打您的 ID 卡上的成員服務號碼尋求協助。

Anthem complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability or sex.

Anthem Blue Cross is the trade name of Blue Cross of California. Anthem Blue Cross and Anthem Blue Cross Life and Health Insurance Company are independent licensees of the Blue Cross Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

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