

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

TO: Principals and Administrators

DATE: January 2023

FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

SUBJECT: JANUARY 2023 STAFF RELATIONS UPDATES AND REMINDERS

IMPORTANT DATES

February 10, 2023	Final date to conduct the formal observation for UTLA-represented A basis employees
February 17, 2023	Final date to conduct the formal observation for UTLA-represented C and <i>most</i> E-basis employees*
March 2, 2023	Deadline to Submit Affirmative Decision Forms for Probationary 1 Teachers to Local District Community of Schools Administrators or Directors
March 9, 2023	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-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)**

- 2. DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS:** If you have concerns regarding Probationary teachers (Probationary 1 or 2), you should document these concerns in writing and provide assistance and guidance. Depending on the concern(s), a formal conference memo is considered best practice, but informal memos, emails, and/or observation forms are also excellent evidence. Remember that although we do not necessarily need to show cause for non-reelecting a probationary teacher, administrators should have documentation to show that there were concerns with the teacher's performance and/or conduct, that the concerns were shared with the teacher, and that assistance and guidance were provided to address the issue(s). These steps are an extremely important part of the documentation, should the teacher express concerns regarding their non-reelection. Also, be reminded that both the UTLA/LAUSD Collective Bargaining Agreement and Ed Code 44664(b) indicate that if an administrator has concerns regarding a teacher's performance, these need to be documented in writing with assistance and guidance on how to improve. It is also recommended that 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)**

3. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester: February 17, 2023.** 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 all certificated contractual timelines.
4. **WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING):** Employees who might receive an overall Below Standard Evaluation (BSE) 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.
5. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee an Inadequate Service Report (ISR). Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, ***informing the employee that s/he has the right to have representation during that meeting.*** Upon employee request, a meeting will be held to discuss the matter. **The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a member of another bargaining unit.** The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. For substitutes that provide exemplary service, there is a **form available on the Human Resources Website that may be used to document their exemplary service.** **(Article X, Section 7.0).**
6. **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.
7. **GRIEVANCE: 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 V, Section 7.0)**

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 2022-2023 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. **UNION REPRESENTATIVES FOR CLASSIFIED EMPLOYEES ON SITE:** Union representatives representing classified employees do not need an appointment to be allowed on campus. Upon arriving at a work site, the representative shall first report to the office of the site administrator and state the intended purpose and estimated length of visit. The representative may contact employees during duty-free lunch periods, before and after employees' hours of service, or when the employee is not engaged in duties. The representative shall not interrupt any employee's duties or assignments. If you have a question or concern, please contact Staff Relations 213-241-6056.
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. **MONITORING OF EMPLOYEE ATTENDANCE:** The beginning of the semester is the perfect time to revisit the issue of employee attendance. Please consider the following recommended steps to be taken in January, 2023:
 - a. Meet with your staff to review the LAUSD Employee Attendance policy and any other attendance related protocols.
 - b. Inform your staff about general attendance rates at your school from August to December, 2022.
 - c. Recognize employees with perfect attendance and/or near perfect attendance during the first semester of the 2022-2023 school year.
 - d. Consider conferencing with employees with 5 or more unprotected absences during the first semester of the 2022-2023 school year. Contact your Staff Relations Field Director or Senior Human Resources Representative for assistance.

2. **REMINDER ON CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS (BUL – 1347.4):** Please be aware that BUL – 1347.4 clearly states that “When two or more mandated reporters have reasonable suspicion of child abuse and when there is an agreement among them, one report may be made by a single party selected by mutual agreement. However, any party who has knowledge that the designated member failed to file the Suspected Child Abuse Report (SCAR) shall thereafter file the SCAR.” If any employee reports to you an incident that rises to the level of reasonable suspicion of child abuse, you must:
 - a. Report it to a child protective agency immediately or as soon as possible **OR**
 - b. Direct the employee to report it and make sure that the report does take place immediately or as soon as possible.

3. **ABSENCE VERIFICATION:** An employee absent from duty for any illness, injury or surgery for more than five (5) consecutive working days shall be required to submit a signed attending physician's statement or appropriate verification to the immediate administrator and may be referred by the District for health approval prior to readmission. Please review each collective bargaining agreement for language depending on the employee’s classification.

4. **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.

5. **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.

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 Region/Division Personnel Specialist (see list below).

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 Regional 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.

ATTACHMENT #1

LOCAL DISTRICT	SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
EAST	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
	PATRICIA CAMACHO	(213) 241-4193	patricia.camacho@lausd.net
	EDWARD SALAZAR	(213) 241-4193	exs3827@lausd.net
NORTH	ELISE CHO	(213) 241-6102	esc8642@lausd.net
	OSCAR HERNANDEZ	(213) 241-8219	oherna2@lausd.net
SOUTH	KAREN CASTRO	(213) 241-5436	karen.castro@lausd.net
	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
	THOMAS RAMIREZ	(213) 241-8091	thomas.ramirez@lausd.net
	MICHAEL THOMPSON	(213) 241-2533	michael.a.thompson@lausd.net
WEST	PATRICIA CAMACHO	(213) 241-4193	patricia.camacho@lausd.net
	KAREN CASTRO	(213) 241-5436	karen.castro@lausd.net
	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
	THOMAS RAMIREZ	(213) 241-8091	thomas.ramirez@lausd.net
SUPPORT SERVICES/PSA SPECIAL ED/ITINERANTS	ANDRES EQUIHUA	(213) 241-6923	andres.equihua@lausd.net
	SUZY KIM	(213) 241-6923	suzy.kim1@lausd.net
ADULT EDUCATION	ALONZO CIENFUEGOS	(213) 241-4898	alonzo.cienfuegos@lausd.net
EARLY EDUCATION	JASON ROSALES	(213) 241-2445	jxr1665@lausd.net

OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2022-2023

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	07/01/22	08/05/22	08/19/22	05/12/2023 – Assistant Principals
Basis E	07/20/22	08/26/22	09/09/22	05/19/2023 – Principals
Basis B	07/29/22	09/01/22	09/16/22	05/26/2023 – Principals Supervisors
				05/10/2023 – 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	07/29/22	08/5/22	08/19/22	02/10/23	05/30/23
Single Track	09/16/22	09/23/22	10/07/22	02/17/23	05/16/23
B-Basis Single- Track Calendar	08/26/22	09/09/22	09/23/22	02/17/23	05/16/23
E Basis Option 4	08/05/22	08/12/22	08/26/22	02/17/23	05/16/23
B Basis Option 6	08/19/22	08/26/22	09/9/22	02/16/23	05/17/23
B Basis Option 7	08/12/22	08/19/22	09/01/22	02/16/23	05/31/23
B Basis Special Calendar GB_06SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/31/23
B Basis Special Calendar GB_08SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/31/23

* 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).**



As a Los Angeles Unified School District employee, you have access to the EASE program, a specialized counseling service which provides telehealth, face-to-face counseling, phone consultations and community referrals.

- ✔ Voluntary and CONFIDENTIAL
- ✔ Staffed by professional counselors
- ✔ Endorsed by labor and management
- ✔ Paid for by LACOE ESSER III Funds

EASE HOTLINE: 1-800-882-1341

Get Support:

- *24/7 Hotline*
- *No Waiting Lists*
- *Confidential*

EASE Counselors Specialize in:

- *Family Troubles*
- *Emotional Distress*
- *Drug/Alcohol Problems*
- *Job Anxieties & Stress*
- *Grief, Loss, Transitions*

Please Post

May 25, 2022