

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

TO: Principals and Administrators
FROM: Peter Hastings
Interim Executive Director Human Resources-Staff Relations

DATE: January 2024

SUBJECT: JANUARY 2024 - UPDATES & REMINDERS

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

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

IMPORTANT DATES

| | |
|-------------------|---|
| February 16, 2024 | Final date to conduct formal observation for UTLA-represented A, C & E basis employees. |
| March 1, 2024 | Deadline to submit Affirmative Decision Forms for Probationary 1 Teachers to Region Directors. |
| March 8, 2024 | Deadline for Directors 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. **DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS:** If you have concerns regarding Probationary teachers, ensure you do the following:
 - a. Contact your Field Director or Director to discuss concerns and possible non-reelections.
 - b. Document the concerns in writing and provide assistance and guidance.
 - i. Depending on the concern(s), a formal conference memorandum is considered best practice, however, informal memos, emails, and/or observation forms may also serve as evidence.
 - ii. Administrators should have documentation to demonstrate that:
 1. There were concerns with the teacher's performance and/or conduct,
 2. Concerns were shared with the teacher, and;
 3. Assistance and guidance was provided to address the issue(s).

The steps identified above are extremely important components of the documentation process, should the teacher express concerns regarding his/her 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, the concerns need to be documented in writing with assistance and guidance on how to improve. It is also recommended that the Regional Director visit all probationary teachers' classes, if possible, as they will need to sign the Affirmative Decision forms indicating agreement with the administrator's decision to confirm or release teachers. Please contact your Field Director should you have any questions. **(Article X, Section 5.0)**

2. **WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING)**: Employees who may 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 memoranda 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. Please contact your Staff Relations Field Director if you are working with a teacher or other certificated staff who may receive a **Below Standard Evaluation (BSE)** for the 2023-2024 school year.

3. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR)**: If concerns arise involving the conduct and/or performance of a substitute that requires documentation, contact your Staff Relations Field Director to discuss the matter. Also, 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 an Inadequate Service Report (ISR). 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 that he/she 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. 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)**

4. **STATUS OF TEACHERS**: If you have questions about the status of any certificated staff member, contact your Personnel Specialist immediately.

CERTIFICATED FREQUENTLY USED STATUS CODES

| SAP EMPLOYEE SUBGROUP CODE | STATUS CODES | STATUS DESCRIPTION |
|----------------------------|---|--|
| B1 | Probationary, 1 st Year | Employee is serving the required probationary period necessary to attain permanent status with the District. |
| B2 | Probationary, 2 nd Year | Employee is serving the required probationary period necessary to attain permanent status with the District. |
| F1 | University Intern, 1 st Year | Employee is completing credential requirements by participating in a University Internship Program. |
| F2 | University Intern, 2 nd Year or More | Employee is completing credential requirements by participating in a University Internship Program. |
| G1 | District Intern, 1 st Year | Employee is teaching under a valid District Intern Certificate. |
| G2 | District Intern, 2 nd Year of More | Employee is teaching under a valid District Intern Certificate. |
| K1 | Temporary Contract | Employee is teaching under a temporary contract of up to one year. |

5. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester: February 16, 2024, for both C-Basis and A-Basis UTLA-represented employees.** The post-observation conference shall occur **no later than ten (10) workdays after the formal observation. (Article X, Section 5.0 (a))** See attachment for timelines.
6. **INFORMAL GRIEVANCE PROCEDURES:** The grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. The informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please **contact your Staff Relations Field Director immediately (Article X, Section 7.0).**
7. **FACULTY MEETINGS:** Faculty meetings should not, except in special circumstances or emergencies, exceed one hour in duration. Agendas for faculty meetings are to be distributed twenty-four (24) hours in advance, and employees shall also be permitted to propose agenda items. Employees shall also be permitted to participate in discussions during the meetings. If a meeting is scheduled after school, it should be started as soon as practicable after the student day is completed. **(Article IX-B, Section 4.3)**

Faculty meetings are not to be conducted during banked professional development time. Professional Development meetings on banked time do not count toward the permitted number of meetings under Article IX, Section 4.3 (30 meetings/year); however, if PD extends beyond the regularly scheduled banked time, that time shall be deducted from the next scheduled faculty meeting. **(Article IX-B, Section 2.0 (g))**
8. **UTLA CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS:** The Chapter Chair shall have a 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. Please ensure that UTLA announcements are included in the faculty meeting agenda, not in the professional development agenda, which should be a separate agenda and sign in **(Article X, Section 8.0 (i))**
9. **ASSIGNMENT MONITORING (AM) 2023-2024: AM Cycle for Secondary Sites Closes in January:** All school sites are being monitored for appropriate assignments during the 2023-2024 school year. School site administrators must ensure teachers are appropriately assigned to classes for which they hold a legal authorization. The secondary site assignment monitoring cycle will close this month. Elementary sites will receive their reports in January, and their cycle will close in February. It is of utmost importance that all sites remedy their misassignments. A Credentials and Contract Specialist (CCS) may be contacted for additional questions: [Credentials, Contracts and Compliance Services / Home \(lausd.org\)](https://www.lausd.org/credentials-contracts-compliance-services) - Search for your site's CCS on the bottom right corner of the page. Current forms may be accessed here: <https://achieve.lausd.net/Page/1542>.

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| CLASSIFIED INFORMATION |
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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 must meet the contractual requirement for the 2020-2024 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 <https://www.lausd.org/TeacherAssistant>. 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 TA's. 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 the 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.

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. Although this was implemented in 2022, the rules still apply. The District will not unreasonably deny vacation.
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 asked to provide 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.
7. **SEVEN HOUR INCREASE OF SPECIAL EDUCATION ASSISTANTS:** As referenced in the Memorandum of Understanding the District will initiate a process by January 1, 2024, to offer the opportunity to Special Education Assistants to be assigned seven hours. To initiate this process the Personnel Commission will be surveying all current 6 or 6.50- hour Special Education Assistants to inform them effective July 1, 2024, their

position will be automatically increased to seven hours, and give them the option to remain at their current assigned hours. Forms will be sent to Special Education Assistants toward the end of February and must be submitted by the deadline. If the employee does not complete the form opting to remain at their current assigned hours prior to the deadline, their position will automatically be increased to seven hours. Employees should continue to work their current assigned hours until the effective date of 7/1/2024. [LAUSD-Tentative-Agreement.pdf](#)

8. **CONFERENCE MEMOS (CM) FOR CLASSIFIED EMPLOYEES:** For below standard performance and attendance concerns, contact your Senior HR Rep for assistance prior to issuance.

GENERAL INFORMATION

1. **ATTENDANCE TOOLKIT:** As you work to ensure high rates of staff attendance, please review the resources in the *Attendance Toolkit* available in the **Principal's Portal**. Please reach out to your assigned Staff Relations Field Director or Senior HR Representative for support.
2. **REMINDER ON CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS (BUL – 1347.5):**
Please remain alert to any allegations of grooming or inappropriate behavior by District employees that may have sexual connotations including sexual jokes, sexual comments and/or sexual innuendo. If you are made aware of allegations, refer to District policy:
 - a. Immediately report to an appropriate law enforcement agency.
 - b. Submit a SCAR within the required timeline.
 - c. Notify Operations and your immediate supervisor regarding next steps.
 - d. Begin an investigation when given clearance to do so.
3. **ABSENCE VERIFICATION:** An employee absent from duty for any illness, injury, or surgery for more than five (5) consecutive working days shall be required to submit a signed attending physician's statement or appropriate verification to the immediate administrator and may be referred by the District for health approval prior to readmission. Please review each collective bargaining agreement for language depending on the employee's classification.
4. **ABSENCES BEFORE/AFTER HOLIDAYS (CERTIFICATED ONLY):** 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. **EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION (EASE):** The LAUSD Employee Assistance Service for Education (EASE) is a District resource replacing the Employee Assistance Program (EAP) and provides specialized services 24/7 via telehealth, phone consultation, in person and/or by community referral. The EASE program is staffed by professionals and offers confidential services to assist with family matters, emotional distress, drug/alcohol abuse, job anxieties and/or stress, and when experiencing grief, loss and transitions. Employees may access the EASE Program by calling 1-800-822-1341.
6. **VACATION HOURS:** It is imperative that administrators review the vacation of classified employees and A-basis certificated employees on a monthly basis as employees will cease to accrue if they hit their vacation cap. Please encourage employees to monitor their vacation balances monthly and allow employees the use of their vacation when requested while also considering the operational needs of the District. While most school-based employees will use their accrued vacation during winter and spring break, employees

who have longevity with the District may need to use vacation during times when school is in session in order to remain below the cap. Employees may visit the Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement. Administrators may view vacation balances at **ZTMRVACBAL** in SAP/BTS. During the shutdown in December, A basis Unit D employees have the option to go unpaid, work at your location (or elsewhere) or take vacation. Please ensure A basis Unit D employees are aware of this option.

7. **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.
8. **EXTENDED LEAVES OF ABSENCE (WORKERS' COMP OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. Contact the Claims Adjuster at Sedgwick for Workers' Comp claims to stay apprised of the employee's status and return date. If you need additional assistance with an employee, a current claim, or return to work procedures, contact the Integrated Disability Management office, at WorkersCompensation@lausd.net. Formal Leave of Absence forms and other documentation must be submitted for employees who are absent due to an illness for longer than twenty (20) days. Employees who have not submitted required doctor-approved leave documentation should be reported as unpaid after their 20th consecutive workday absence. However, should the required doctor-approved leave documentation be submitted late, payroll adjustments from unpaid should be strongly considered. **(Article XII, Section 12.9)**

ATTACHMENT #1

**Division Human Resources
2023-2024 STAFF RELATIONS DIRECTORY
FIELD DIRECTOR and SENIOR HR REPRESENTATIVE ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY**

| Title | Name | Extension | Email |
|-----------------------------------|------------------|--------------------------------------|--|
| 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 | CUEVAS, SUSANA | 213 241-8257 | scontr6@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 | MOSCOSO, VERONICA | 818 652-3642 | vxm6767@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 | cxq0564@lausd.net |
| Senior HR Rep | GONZALEZ, MAYRA | 323 224-3351 | mayra.l.gonzalez@lausd.net |

REGION SOUTH

| | | | |
|----------------|-------------------------|--------------|--|
| Field Director | (Vacant) | 310 354-3472 | |
| 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 | WINTERS, MELISSA | 310 914-2153 | mrw@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 |

DIVISION OF ADULT CAREER EDUCATION (DACE)

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|----------------|---------------|--------------|--|
| Field Director | LENON, DAMIAN | 213 241-2563 | dlenon@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 | 07/03/23 | 08/11/23 | 08/25/23 | 05/10/2024 – Assistant Principals & School Support Admin/B-basis |
| Basis E | 07/20/23 | 08/25/23 | 09/08/23 | 05/10/2024 – Principals & School Support Admin/E-basis |
| Basis B | 07/31/23 | 09/08/23 | 09/22/23 | 05/10/2024 – Principals Supervisors & School Support Admin/A-basis |

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

* For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but **NO LATER** than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last workday of the eighth week of school, in which case, the notification of evaluation must be given within ten workdays of the employee reporting to the school. Employees that report later than the

last workday of the eighth week of the fall term shall not be subject to evaluation that year, unless they are non-permanent, or they received a below-standard evaluation in the previous academic year.

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

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

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

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

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| <p>January</p> | <p>UTLA represented employees: HR sends Prob 1 Affirmative Decision rosters to administrators</p> <ul style="list-style-type: none"> • Hold meeting with Prob 2 teachers to notify of non-reelection • 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"> • Document performance issues. Warn of possible less than satisfactory evaluation. • Restricted employees may be eligible for promotion if in service for at least 6 months. Principals will receive promotability forms directly from Talent and Acquisition. |
| <p>February</p> | <p>UTLA represented employees:</p> <ul style="list-style-type: none"> • 2/16/24 Deadline for Formal Observations (A-basis, Early Education 2/16/24) • 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"> • TAs (Degree and Non-Degree Track) Documents verifying completion of fall semester units and enrollment for the spring semester 2023-2024 are to be uploaded to the Teacher Assistant Portal. |
| <p>March</p> | <p>UTLA represented employees:</p> <ul style="list-style-type: none"> • Submit Prob 1 Affirmative Decision Forms to District Superintendent (early March) • Growth Plan Visit deadline for K-12 schools is 3/1/24 <p>Classified employees:</p> <ul style="list-style-type: none"> • Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation: • 3/17/24 for Single Track C Basis employees. Evaluation due 5/10/24. • 4/26/24 for Single Track E basis employees. Evaluation due 5/24/24. |
| <p>April</p> | <p>UTLA represented employees:</p> <ul style="list-style-type: none"> • Hold meeting with Prob 1 employees to notify of Intent to Non-Reelect (early March) • Meet with statutory site councils to determine funding for categorical positions • Selection of coordinators and election of deans • Post 2024/2025 Tentative Matrix * (4 weeks prior to selection) • Distribute Matrix Preference Forms • Growth Plan Visit deadline for Early Education Centers is 4/19/24 |
| <p align="center"><i>Continued on Next Page</i></p> | |

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| May | <p>UTLA Represented Employees:</p> <ul style="list-style-type: none">• 5/10/24 Deadline for Final Evaluations to be completed <p>(A-basis, Early Education 5/29/24)</p> <ul style="list-style-type: none">• 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>AALA Represented Employees:</p> <ul style="list-style-type: none">• 05/10/2024 – Assistant Principals & School Support Admin./B• 05/10/2024 – Principals & School Support Admin./E• 05/10/2024 – Principal Supervisors & School Support Admin./A <p>Classified Employees:</p> <ul style="list-style-type: none">• Annual Evaluation due dates:<ul style="list-style-type: none">• Single Track C Basis employees 5/10/24• Single Track E basis employees 5/24/24 |
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Attachment #4



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

Attachment #5

Office of Staff Relations

PRINCIPAL CHECKLIST FOR PROBATIONARY TEACHER AFFIRMATIVE DECISION PROCESS

| Month | Task (Once the task is completed check the corresponding box) |
|-----------|---|
| July | <ul style="list-style-type: none"> <input type="checkbox"/> Identify Probationary 1 and 2 teachers as well as other non-permanent (University Interns, Temporary Contract) teachers by accessing the HR072 and HR073 reports in SAP. Contact your Personnel Specialist for assistance and questions. <input type="checkbox"/> Add all Probationary teachers to roster of teachers to be evaluated this year |
| August | <ul style="list-style-type: none"> <input type="checkbox"/> Run new HR072 and HR073 reports and update list of Probationary 1 and 2 teachers based on any new information <input type="checkbox"/> Update roster of teachers to be evaluated to ensure that all Probationary teachers are included <input type="checkbox"/> Begin evaluation process and follow guidelines found on Office of Staff Relations Checklist of Important Tasks and Dates to ensure that the Evaluation Process/Contractual Timelines are met <input type="checkbox"/> For Probationary 2 teachers review any documented areas of concern and assistance and guidance provided the year prior. Review these concerns with the employee. <ul style="list-style-type: none"> o If there were areas of concern but they were not documented in writing, make sure to document these in writing as soon as they are observed this year. DO NOT wait until November/December to document concerns that have been observed since August <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool <ul style="list-style-type: none"> o For Probationary 2 teachers with documented concerns from the year prior if you observe similar concerns or if egregious deficiencies are observed they should be document via formal conference memo not informal memo |
| September | <ul style="list-style-type: none"> <input type="checkbox"/> Run new HR072 and HR073 reports and update list of Probationary 1 and 2 teachers based on any new information <input type="checkbox"/> Update roster of teachers to be evaluated to ensure that all Probationary teachers are included and begin evaluation process with any new to the list <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. <ul style="list-style-type: none"> o For Probationary 2 teachers with documented concerns from the year prior if you observe similar concerns or if egregious deficiencies are observed they should be document via formal conference memo not informal memo |

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| October | <ul style="list-style-type: none"> <input type="checkbox"/> Run new HR072 and HR073 reports and update list of Probationary 1 and 2 teachers based on any new information <input type="checkbox"/> Update roster of teachers to be evaluated to ensure that all Probationary teachers are included and begin evaluation process with any new to the list <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. |
| November | <ul style="list-style-type: none"> <input type="checkbox"/> Run new HR072 and HR073 reports and update list of Probationary 1 and 2 teachers based on any new information <input type="checkbox"/> Update roster of teachers to be evaluated to ensure that all Probationary teachers are included and begin evaluation process with any new to the list <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. <ul style="list-style-type: none"> <input type="checkbox"/> If you observe concerns that were previously addressed in at least 3 informal memos/District observation tools, or if you observe egregious deficiencies, you should now move to a formal conference memo to document these performance concerns. **Consult with your Staff Relations Field Director for support |
| December | <ul style="list-style-type: none"> <input type="checkbox"/> Run new HR072 and HR073 reports and update list of Probationary 1 and 2 teachers based on any new information <input type="checkbox"/> Update roster of teachers to be evaluated to ensure that all Probationary teachers are included and begin evaluation process with any new to the list <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. <ul style="list-style-type: none"> <input type="checkbox"/> If you observe concerns that were previously addressed in at least 3 informal memos/District observation tools, or if you observe egregious deficiencies, you should now move to a formal conference memo to document these performance concerns. **Consult with your Staff Relations Field Director for support <input type="checkbox"/> Review Affirmative Decision Roster provided by Human Resources to ensure that all Probationary 2 teachers are included. Contact HR if the form is incorrect. <input type="checkbox"/> Make decision to Affirm or Non-Reelect Probationary 2 teachers and submit form to Community of Schools Administrator/Designee |
| January | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. <input type="checkbox"/> Hold in-person meetings with Probationary 2 teachers that are being non-relected to inform them of this. <input type="checkbox"/> Issue follow up letter to Probationary 2 informing them of non-reelection and their possible next steps |
| February | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. |

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| March | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. <input type="checkbox"/> Review Affirmative Decision Roster provided by Human Resources to ensure that all Probationary 1 teachers are included. Contact HR if the form is incorrect. <input type="checkbox"/> Make decision to <i>Affirm</i> or <i>Non-Reelect</i> Probationary 1 teachers and submit form to Community of Schools Administrator/Designee <input type="checkbox"/> Issue final evaluations to Probationary 2 teachers being <i>non-relected</i> that is consistent with the Affirmative Decision Form |
| April | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct informal classroom observations of all Probationary 1 and 2 teachers. Discuss areas of concern with employee, provide assistance and guidance, and document these in writing via informal/formal memo and District observation tool. <input type="checkbox"/> Hold in-person meetings with Probationary 1 teachers that are being non-relected to inform them of this. <input type="checkbox"/> Issue follow up letter to Probationary 1 informing them of non-reelection and their possible next steps <input type="checkbox"/> Issue final evaluations to Probationary 1 teachers being <i>non-relected</i> that is consistent with the Affirmative Decision Form |
| May | <p>UTLA represented employees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Issue final evaluations to Probationary 1 and 2 teachers that were <i>Affirmed</i> to continue by 5/16/23 (Contractual Deadline) and ensure that any areas of concern are documented/reflected on evaluation |