

**INTER-OFFICE CORRESPONDENCE**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Office of Employee Performance Accountability**

**TO:** Principals and Administrators

**DATE:** June, 2013

**FROM:** Field Directors  
Human Resources Representatives/Labor Relations Representatives

**SUBJECT:** JUNE UPDATES AND REMINDERS

**IMPORTANT DATES:**

June 7, 2013- Last day to submit on-line performance evaluations

**CERTIFICATED INFORMATION:**

**1. BELOW STANDARD EVALUATION, ATTACHMENTS AND EMPLOYEE RESPONSES**

An employee who receives a Below Standard Evaluation (BSE) may attach a written response to each copy of the form within ten working days from the date the BSE is issued. It is not necessary for you to respond to his/her written response, but please call your Employee Performance Accountability (EPA) Field Director if you have questions. Please send a copy of the employee's evaluation, the attachments, and a copy of the employee's response, if there is one, to Ira Berman, Director, Employee Relations, 14<sup>th</sup> Floor, Beaudry Offices or to [ira.berman@lausd.net](mailto:ira.berman@lausd.net), as well as to your EPA Field Director.

**2. BELOW STANDARD PERFORMANCE EVALUATIONS FOR TEACHERS**

In order to ensure that all permanent teachers receiving a Below Standard Stull Evaluation are assigned a Consulting Teacher (CT) as part of next year's Peer Assistance and Review (PAR) program and to determine the overall number of teachers receiving a Below Standard Evaluation this school year, please send the following information to your Field Director, Office of Employee Performance Accountability via fax at OR e-mail.

School Name: \_\_\_\_\_

# of Below Final Evaluations \_\_\_\_\_

Name of Teacher

Employee Number

Grade/Level/Dept. Track

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(Please attach an additional sheet if necessary).

### **3. ON-LINE PERFORMANCE EVALUATION SYSTEM**

As you know, Stull evaluations were issued during the month of May to certificated bargaining unit members following established contractual guidelines. **Principals must submit on-line evaluations for 2012-2013 by 5:00 p.m. on June 7, 2013.** No on-line evaluations for 2012-2013 will be accepted after June 7, 2013. **Don't forget to hit the submit button at the end of the Stull evaluation!** If you have any questions, please call Marianne Bellacomo at Employee Relations (213) 241-5627 for assistance.

### **4. RETURN RIGHTS**

Deans, Coordinators and Coaches from your school who were not reelected or confirmed for the coming year have return rights to your school and can displace using seniority on the matrix. If they came from another school they may return there if there is an opening, per Article XI, Section 12.0 (b). The graphic organizer with this information is included with this Update for your information.

### **5. CHANGE OF TEACHING ASSIGNMENT AFTER THE INITIAL TENTATIVE ASSIGNMENT**

Teachers shall be notified as soon as feasible of a change in tentative assignment. If a teacher is notified within 5 calendar days prior to the assignment (first student instructional day) that there will be a change of assignment, **upon request**, the teacher shall receive the equivalent of two days of preparation time. The change of assignment must affect the majority of courses taught in a secondary assignment and must require a preparation for a course not in the previous assignment. If the change of assignment does not affect the majority of courses taught but requires a new preparation, the teacher may request the equivalent of up to one day of preparation time. **(ARTICLE IX-A, SECTION 2.0, a)**

### **6. END OF YEAR PROCEDURES**

It is always a good practice to notify staff in writing of the procedures and deadlines for turning in roll books/registers, assessments, keys, and other items. For secondary schools, many administrators schedule a date prior to the last day to review roll books for completeness and correctness.

### **7. 2013-2014 TEACHER EVALUATION REPORTS**

Determine the status of current teachers for the upcoming school year; begin the process in July 2013 (YRS) or August 2013 (single track) by listing all teachers by status and adding new hires with their status as they join your staff. To confirm the current status of a teacher, contact your Personnel Specialist, at (213) 241-5300. All non-permanent teachers are to be evaluated annually. Permanent teachers must be evaluated in accordance to the **Article X, 3.0 (a-c)** of the LAUSD/UTLA Agreement. Such article states that permanent teachers shall be evaluated at least every other year.

**CLASSIFIED INFORMATION:**

**1. CLOSING OF CLASSIFIED POSITIONS (Office Staff, Instructional Aides, Campus Aides, et al.)**

If during Budget development, you closed any classified positions (such as Education Aide, Campus Aide, or a Clerical position), remember that the employee's official notice comes from the Personnel Commission. You may have advised an affected employee informally that his/her position is being cut, but you must not give an effective date (such as the end of this school year). The Personnel Commission will mail the official 60-day notice to the employee's address of record. The notice will inform the employee of their official lay-off date or new assignment as applicable. You should be a copy recipient of any letter sent to one of your employees.

**2. SCHOOL SUPERVISION AIDES AND COMMUNITY REPRESENTATIVES (CLASS CODE BEGINS 008...)**

Employees in these Unit G classes are still temporary and at-will. You may continue to close the position and release the employee from service at your discretion. If the employee requests the reason for it, within 72 hours of the release, you must provide a reason. The reason need not be in writing, just oral. Please call with questions.

**If you have any questions about these items, or other contract or discipline issues, please contact your Field Director at his/her direct line or by e-mail regarding UTLA. A Senior Human Resources Representative, a Human Resources Representative, or an Employee Performance Accountability Labor Relations Representative can be reached at (213) 241-6056 or by e-mail for Units B, D, F, G, and S (clerical staff, paraprofessionals, and campus supervision employees).**

**Return Rights, Displacement, and Seniority Guidelines  
for  
Deans, Coordinators, Counselors, and Coaches Returning to the Classroom**

**Attachment # 1**

Returning To	Time in Current Position	Dean  (See XI, 12.0 b)	Coordinator or Locally Selected Coach  (See XI, 12.0 b)	Counselor With Credential  (See XI, 12.0 b)	Counselor Without Credential  (XI, 12.0 b)	Centrally Selected Coach  (See IX-C, 4.0 d)
<b>Same School</b>	<1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Remain at same school Can displace No seniority on matrix
<b>Same School</b>	> 1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Return rights if vacancy No displacement No seniority on matrix
<b>Former School</b>	<1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return to former school Can displace No seniority on matrix
<b>Former School</b>	> 1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return rights if vacancy No displacement No seniority on matrix

\* Secondary- considered for classes in the department in which the teacher has taught for the major portion of teaching time during the most recent 6 semesters.

Office of Employee Performance Accountability

May 1, 2013