

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

TO: Principals and Administrators

DATE: June 2023

FROM: Juan Alfayate
Administrator, Staff Relations

SUBJECT: JUNE 2023 – STAFF RELATIONS UPDATE AND REMINDERS

For additional resources and information, please visit our website at: <http://achieve.lausd.net/staffrelations>

IMPORTANT DATES:

06/09/23	Last day of instruction for the 2022 – 2023 school year
06/12/23	Last Day Workday for C-Basis Employees (Pupil Free Day)
06/13/23 – 07/28/23	Beyond The Bell Summer Program TK-6 th Grade
06/26/23 – 07/25/23	California State Pre-School Program (CSPP)
06/26/23 – 07/25/23	Summer School ETK - 8 th Grade Program
06/26/23 – 07/25/23	Summer Term – 9 th to 12 th Grade
05/22/23 – 06/09/23	Summer Enrichment 2023-Virtual Experience K-12
06/26/23– 07/25/23	Migrant Education Program
06/26/23 – 07/25/23	International Newcomer Summer Program
06/26/23 – 07/25/23	Special Education Programs- Extended School Year (ESY) PK-12 th Grade

GENERAL INFORMATION:

1. EASE

The EASE Program is a specialized Employee Assistance Program (EAP) focused on employees in the educational sector. Employees have free access to a 24/7 EASE Hotline (1-800-882-1341), immediate access to speak to a counselor, as well as tele-health and face-to face counseling services. The District is not notified when EASE services are requested or used by an employee.

LA Unified Employee EASE Benefits include:

- Counseling services available with professional counselors for issues such as stress, grief and loss, anxiety, emotional issues, relationship problems (family/couple/marital), job stress, work relationships, substance use, COVID-19 pandemic related, and more
- Up to 5 sessions per employee
- Individual counseling
- Conjoint counseling (marital/couples/family)
- Unlimited telephonic counseling access through the EASE 24/7 hotline
- Work/life telephonic support for work and life issues with resources to information such as child care, financial, legal, identity theft, and more.

For more information about services please visit <https://www.lacoe.edu/Home/EASE>.

Please see **Attachment #2** which can be used as assistance and guidance for employees that need the support.

2. LETTERS OF RECOMMENDATION

If you receive a request for reference information, you may choose to complete it, but you are not required to do so. You may simply provide dates of employment, position, and salary information (i.e., a neutral letter of reference), or a letter of reference provided that 1) you make clear that you are doing so as an individual and not on behalf of the District or 2) you obtain the express permission of the head of your division to use District and School Letterhead for an official recommendation.

Refer to [BUL-6495.1, Responding to Requests for Letters of Recommendation.](#)

Reminders:

- Avoid “off-the-record” telephone conversations with prospective employers regarding a person’s performance. There is no such thing as “off-the-record.”
- Provide accurate factual information, based upon personal knowledge/observation of the person through direct contact with the person or obtained from the employee’s personnel record. Providing inaccurate information may expose you to risk of liability and/or jeopardize your credential(s).
- Do not make any misrepresentations of fact in describing the performance, qualifications and/or character of the applicant. You should not provide “half-truths.” For example, if you only provide positive aspects and completely ignore the negative aspects, you may give an inaccurate impression. This may subject you to potential discipline by the District, and/or individual liability for harm arising from the statement(s).
- If you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact. If you give an opinion, explain the incident or circumstances upon which you base the opinion.

3. EMPLOYEE REPRESENTATION AT MEETINGS

Employees are entitled to request a representative of choice to attend with them any meeting that could lead to discipline. They are entitled to only one representative at said meeting. Their choice of representative is most commonly a Union Representative (or Job Steward), but their choice may also be an Attorney, or even a personal friend or relative. Employees may also waive representation at any meeting, however, classified employees must sign a waiver before proceeding with the meeting.

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. CONTACTS FROM UNION REPRESENTATIVES

Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, **DO NOT RESPOND**. Please email details to your Staff Relations Field Director for certificated employees or your designated Staff Relations Sr. Human Resources Representative for classified employees for representation, guidance, and assistance with the matter.

6. VACATION NOTIFICATION/APPROVALS FOR 2023-2024 SCHOOL YEAR

Please ensure that you have issued an annual vacation calendar for the next school year to all of your vacation-earning employees (all classified employees and A-basis certificated employees; TAs are not classified employees and do not have vacation. In turn, each employee shall provide to his/her appropriate administrator or designee a proposed written vacation usage schedule for the following

school year, which schedules vacation for the school year in amount necessary to assure the employee will not exceed the vacation cap amount.

Employees should be required to take vacation during shutdown (Spring and Winter) during the employee's assignment to avoid leave without pay. This shortens the amount of vacation time taken during the school year and is less disruptive to the education process given to students. Typically, vacation approvals are handled by first come/first serve unless received simultaneously, then by seniority. Please remember to consider providing black-out periods during peak working times (start of year, end of year, School Norming, etc.). Remember, if there are no black-out periods, employees who make vacation requests should not be unreasonably denied. Please contact *Yolanda Lopez or David Hurtado* in Special Education for information regarding Health Care Assistant vacation time to ensure coverage.

Employee vacation balance information can be found by using the ZTMRVACBAL report in BTS. The job aid for this report can be found here: <https://achieve.lausd.net/Page/14219>. Select the "Vacation Balance Report"

NEW: Effective July 1, 2022, all vacation earning employees will cease to accrue vacation once they reach their vacation cap. Employees must manage and plan the use of their vacation hours to prevent them from ceasing to accrue vacation hours after July 1, 2022.

CERTIFICATED INFORMATION:

1. DISPLACEMENT OF TEACHERS

An over-teachered condition exists when there are more qualified teachers than positions at a school or within a program or subject field at a school, or when a program or subject field is reduced, eliminated, or moved from a school.

Consult with your Staff Relations Field Director prior to displacing any employee.

2. CHANGE OF TEACHING ASSIGNMENT AFTER THE INITIAL TENTATIVE ASSIGNMENT

Teachers shall be notified as soon as possible of a change in a tentative assignment. If a teacher is notified within 5 calendar days prior to the beginning of the school year (August 7, 2023 for single track) 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, Section a)**.

3. ASSIGNMENT MONITORING 2023-2024

It is the school site administrator's legal obligation to ensure teachers are appropriately assigned to classes for which they hold a legal authorization. If you have anyone working under an Ed. Code option (Middle School Authorization/local assignment option, Board Permit/local assignment option, One Period Coach Authorization, Teacher Consent Form for True Electives, Alternative Setting Teacher Consent Form etc.), who will continue to work under it next year, please submit your forms by June 15th in order to avoid a misassignment at the beginning of the 2023-2024 academic year. If you have questions about a particular

teacher, please feel free to contact your Credentials and Contract Specialist. Current forms can be accessed at: <https://achieve.lausd.net/Page/1542>

4. PREPARATION FOR 2023-2024 SCHOOL YEAR OPENING

Principals should consider making a list of concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- Staff attendance for past year
- Absences preceding and following holidays
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Teacher hours
- Substitute Lesson Plans/Folders
- Instructional expectations
- Other identified areas for improvement

5. ROSTERING TEACHERS FOR EVALUATION IN 2023-2024

In preparation for the upcoming school year, determine the evaluation status of current teachers by considering the teachers' employee status, previous final evaluation ratings, and other [recommendations](#) included in MyTeam. Begin the process in July 2023 by listing all teachers by status and adding new hires with their status as they join your staff. To confirm the current employee status of a teacher, please contact your Personnel Specialist. All non-permanent teachers are to be evaluated annually. Per the LAUSD/UTLA Agreement Article X, 3.0 (a-c), evaluations shall be made at least once each academic year for probationary or qualifying teachers, and at least once every other year for permanent teachers.

Please be aware that if a teacher evaluation was mutually extended in the past and the current administrator no longer agrees with that extension, the teacher needs to be informed that he/she will be evaluated before the end of the school year prior to the evaluation year which would be before June 12, 2023.

6. DOCUMENTS TO UPLOAD TO THE PERFORMANCE EVALUATION SYSTEM

The final dates to upload any documents into the MyPGS system are listed below:

June 15, 2023	The EDST and EDSNCT performance evaluation system
June 15, 2023	C Basis Stull Evaluations: Instructional, Services, or Management
June 15, 2023	The EDSSL performance evaluation system for Assistant Principals
June 15, 2023	B Basis Stull Evaluations: Services or Management
June 25, 2023	The EDST performance evaluation system for EEC Teachers
June 25, 2023	The EDSSL performance evaluation system for Principals
June 25, 2023	A or E Basis Stull Evaluations: Services or Management

CLASSIFIED INFORMATION:

1. ESY STAFF ATTENDANCE EXPECTATIONS

Employees who accept an assignment are expected to work the assignment for the entire period. If they don't start on the first day (other than for verifiable illness, bereavement or personal necessity absence), you may release them from the assignment (subject to Article XII Section 5.0). If they fail to complete an assignment other than for verifiable illness, it may preclude the employees for the next summer session or

intersession program. Request for vacation or change of assignment will not be approved. Exceptions may be made at the sole discretion of the District. Contact your Staff Relations HR Representative for assistance.

2. ESY SUMMER ASSIGNMENT ELIGIBILITY

A Unit B employee who has received a Notice of Unsatisfactory Service (NOUS) shall not be assigned to a summer session or intersession for a two-year period without the consent of the principal. The two-year period shall begin on the latter of either the date the NOUS was issued or the date that any grievance or appeal filed regarding the NOUS or NOUA is resolved. See the [Unit B Collective Bargaining Agreement](#) – Instructional Aides (Special Ed Assistants, Campus Aides, Instructional Aides, etc.) Article XI Section 7.5 and 7.6. Please note, Paraprofessionals must have a valid First Aid/CPR to be able to work a summer assignment. See Reference Guide 6770.2 for further information.

3. MyPLN TRAINING RESOURCE AVAILABLE ONLINE

District employees have access to many training courses online courtesy of The Organizational Excellence Branch. Employees may access the training at MyPLN (<https://achieve.lausd.net/mypln#spn-content>). This online service is available to all Classified employees and can assist you in providing assistance and guidance, support, and skill enhancement for your employees.

4. CLOSING OF CLASSIFIED POSITIONS (OFFICE STAFF, INSTRUCTIONAL AIDES, CAMPUS AIDES, et al.

If during budget development, you closed any of your Classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a clerical position) or reduced their assigned hours, official notices to affected employees will come directly from the Personnel Commission (PC). You may advise affected employees ahead of time and informally, that their position is being cut, but you **must not** propose to them an effective date (such as the end of this school year or end of their basis) as the official notification is made by the PC. Site Administrators will receive copies of letters sent to their affected employees when the notices are sent out.

5. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

The Unit F Collective Bargaining Agreement must be followed when closing any Teacher Assistant (TA) position. Teacher Assistant layoffs must be handled at each school/worksites by their site Administrator in compliance with the Unit F Collective Bargaining agreement. Please contact your Sr. Human Resources Representative for assistance. (**See Attachment #2**, Reduction in Force for Teacher Assistants)

6. FUNDING FOR DEGREE TRACK vs. NON-DEGREE TRACK TEACHER ASSISTANT POSITIONS

A salary difference exists between Degree Track and Non-Degree Track Teacher Assistant positions. If you need to close any TA position due to Reduction in Force initiatives (RIF), Site Administrators must follow the RIF procedures which are outlined in Attachment #2. Teacher Assistant seniority is a combination of total number of overall units completed PLUS years of service. Generally speaking, Non-Degree Track Teacher Assistants accrue sufficient years of service to retain their position so long as they have maintained continuous enrollment toward completing their required college courses. Site Administrators may not select Teacher Assistants Degree Track over Non-Degree Track based on non-availability of funding or by selecting a different funding source. Doing so would constitute a violation of the Teacher Assistant's Unit F Collective Bargaining Agreement. Therefore, it is imperative that you remain consistent when budgeting pre-approved funding for Non-Degree Track Teacher Assistants (Article X).

7. TEACHER ASSISTANT – REDUCTION IN HOURS

The Unit F Collective Bargaining Agreement must be followed if you need to reduce the hours for any of your TA positions. The process is outlined in **Attachment #2**. (Article IX, Section 7.0)

FIELD DIRECTOR and SENIOR HR REPRESENTATIVE CONTACT INFORMATION

The Field Director or Senior HR Representative that serviced your local district will continue to service your region and school through the end of year.

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	Vacant	213-241-6056 213-241-5313	
Administrator-AALA	ALFAYATE, JUAN	213-241-8233	ialfayat@lausd.net
Field Director	BUTLER, MARIA	818-252-5435	murbin2@lausd.net
Senior HR Rep	CHOWSANGRAT, DIANNA	323-224-3351	d.chowsangrat@lausd.net
Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	zhanna.davtyan@lausd.net
Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Field Director	FOOTE, ED.D, JACK	818-927-1353	djf2378@lausd.net
Field Director	GONZALEZ, CARLOS	323-224-3119	cxcg0564@lausd.net
SR Manager	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
Field Director	HAYNES, ERIN	213-241-8257	edh0788@lausd.net
Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Field Director	MARTINEZ, ADAN	818-654-3641	adan.martinez@lausd.net
Field Director	MARTINEZ, ISAIAS	213-766-7345	isaias.martinez@lausd.net
Senior HR Rep	MONTGOMERY, EBONY	310-354-3204	ebony.montgomery@lausd.net
Field Director	MOSCOSO, VERONICA	310-914-2153	vxm6767@lausd.net
Senior HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net
Admin Secretary	SANCHEZ, LETICIA	213-241-8109	leticia.sanchez@lausd.net
Field Director	STEVENS, JEANETTE	310-354-3419	ils6008@lausd.net
Field Director	USMANI, ED.D, SARAH	310-914-2150	sarah.usmani@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net

ATTACHMENT #1

REDUCTION IN FORCE for TEACHER ASSISTANTS (Unit F, Article X)

Reduction in force for Teacher Assistants (TAs) is school-based and based primarily on college units achieved rather than seniority. (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Services Branch and based on District seniority.)

Definition Reduction in force is when a TA position is eliminated entirely, as opposed to merely a reduction in hours for one or more positions

Seniority List **HR085 TA Seniority** is a report of TA Seniority available through BTS (print out, add each employee's total number of completed college units next to his/her name, and post)

Reasons for Reduction in force

- Loss of budgetary support
- Changes in educational program
- Changes in services offered to student
- Changes in student population
- Returns from leave of absence

Order of layoff

- Possible termination of employees with less than one year seniority (administrative discretion)
- All employees with up to 5 years seniority are ranked by number of qualified college units achieved; employees with lowest number of units are laid off first
- If necessary, follow same procedure for employees with 5-10 years seniority, and then for those with more than 10 years seniority

Exemptions

TAs with special instructional skills or qualifications (such as computer, music, library, bilingual) may be exempted (See Article X, Section 2.3)

Written Notice

School must provide a written notice to employee at least **ten (10)** working days prior to effective date of layoff. Contact your Sr. HR Representative for assistance.

Recall Rights

- TAs with less than one year of service are considered terminated rather than laid off, and have no recall rights
- TAs with greater than one year seniority are reemployed to any open TA position at the school they were released from, in reverse order of the layoff within 12 months of the layoff **

Grievances

Only a violation of the procedure may be grieved, not the decision to lay off

- * Prior service as a TA, IA, or Education Aide elsewhere can be given credit if it occurred immediately prior to date of hire in current classification of Teacher Assistant.
- ** School must develop and maintain recall list

REDUCTION IN HOURS FOR TEACHER ASSISTANTS
(Unit F, Article IX, Section 7.0)

1. FACTORS FOR CONSIDERATION

- Program needs
- Budget constraints
- District policy encouraging degree track personnel retention/advancement
- Seniority of employees
- Special skills, qualifications

2. WRITTEN NOTICE

- Five days prior to meeting with TAs, **make available to TAs (post or distribute) the school's Units/seniority list.** Report **HR085 TA Seniority** in BTS can assist with determining a TA's seniority.
- Copy of seniority list and budget information to Job Steward (if known) and if requested.

3. TA MEETING

- **Give all TAs a five (5) day written notice of a scheduled meeting to discuss the tentative plan.** Two copies of the TA meeting notice to Job Steward, if known
- Hold meeting on TA work time (TAs not on duty may voluntarily attend)
- Local 99 representative may attend by giving Principal 24 hours notice
- Principal (or designee) outlines tentative plans
- Input from TAs; TAs may ask questions, raise objections, offer suggestions and make recommendations

4. ANNOUNCE FINAL DECISION

5. GRIEVANCE – TA MAY GRIEVE PROCEDURES, NOT THE DECISION

6. LIMITED PREFERENCE FOR ADDITIONAL HOURS

- For one year from reduction
- If qualified and available, and if remaining at site
- If not in conflict with present assignment

7. NOTICE TO HEALTH INSURANCE SECTION

- Send written notice (memo) when reduction of hours affects medical benefits eligibility (i.e., assignment goes from 80 or more hours to less than 80 hours per pay period).



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*