

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

TO: Principals and Administrators
FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

DATE: March 2022

SUBJECT: MARCH 2022 STAFF RELATIONS UPDATES AND REMINDERS

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

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

IMPORTANT DATES:

March 2, 2022	Deadline for Principals to Submit Affirmative Decision Forms for Probationary 1 Teachers to Local District Community of School Administrators or Directors.
March 9, 2022	Deadline for Local District Community of School Administrators and/or Directors to Submit Affirmative Decision Forms for Probationary 1 Teachers to Staff Relations. <i>The Board of Education must approve or deny the recommendation for non-re-election of Prob. 1 teachers.</i>
March 18, 2022	Recommended deadline for Growth Plan Visit for C-Basis Employees.
April 8, 2022	Recommended deadline for Growth Plan Visit for A-Basis Employees.
April 18, 2022	Recommended date for the Posting of 2022 – 2023 Tentative Matrix.
May 20, 2022	Contractual deadline for Teacher Notification of Tentative Assignment for 2022-2023 school year.

CERTIFICATED INFORMATION:

1. **VIRTUAL ACADEMY UPDATES:** Employees currently working at City of Angels Virtual Academies received notice advising them of their options for next school year:
 - a. **Employees who wish to remain virtual** and work at the Thematic Virtual Academies next school year must turn in an interest form (Google doc) indicating their interest by March 15, 2022.
 - b. **Employees who want to return in-person** at their originally assigned school site (for 2021-2022) must receive and upload their first vaccine dose by March 15, 2022 in order to participate in the matrix process. These employees must also notify their former school in writing if they wish to participate in the matrix process. A second dose must be uploaded by April 15, 2022 in order to receive a tentative assignment for the 2022-2023 school year.
2. **NON-REELECTION PROCESS FOR 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. The Affirmative Decision process will determine if a non-permanent certificated staff member will become permanent. Probationary employees must be confirmed each year of the probationary period to be retained in their positions for the subsequent year. Employees with underlying permanence in another

classification will be released from their current position and reassigned to a former class. Employees without District permanence that are not confirmed will be non-re-elected through board action and released from employment with the District. (See Attachment #1 for Frequently Asked Questions).

The Board of Education must approve or deny the recommendation for non-re-election annually prior to March 15. All principals and certificated administrators will be required to decide if they will provide "Affirmative Endorsement" to the Probationary and Provisional certificated employees assigned to their site.

- For Probationary 1 and Provisional employees, Certificated Assignments will email rosters to Principals. To obtain an additional copy of your roster, please email your Personnel Specialist.
- Endorsement decisions for Probationary 1 employees will need to be submitted to the Local District Community of Schools Administrators by **March 2, 2022**. Deadline to Submit Affirmative Decision Forms for Probationary 1 Teachers to Staff Relations is **March 9, 2022**.

3. **LOCAL SCHOOL SITE DECISIONS REQUIREMENTS:** With regard to local school site decisions as it relates to budget development, the following procedures shall apply:
- a. Written disclosure to the faculty of the proposed plan or change, with at least seven (7) days of review time provided prior to the documents being submitted to the Local District or central District offices, except in emergencies.
 - b. Upon request of the Chapter Chair, the site administrator shall consult with the Chapter Chair regarding the content of the document.
 - c. The document(s) shall include space for the Chapter Chair to sign, indicating whether the procedures set forth in a. and b. above have been followed.
 - d. The Chapter Chair shall have the right to submit a written position, dissent, or comments to the administrator. The administrator shall attach this statement to all copies of the official document being forwarded to the appropriate office.
4. **LETTERS OF RECOMMENDATION:** If you receive a request for a letter of recommendation or a letter of reference, be sure to review **BUL-6495.0 – Responding to Requests for Letters of Recommendation** before proceeding with this request. You may choose to complete information requested for a letter of reference, but you are not required to do so. You can simply provide dates of employment, position, and salary information (i.e., a neutral letter of reference), or if you choose to write a more detailed letter of reference ensure that 1) you make it clear that you are doing so as an individual and not as a representative 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 letter of recommendation or letter of reference (**Refer to BUL-6495.0, 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.

5. AFFIRMATIVE DECISION PROCESS FOR ADMINISTRATORS AND TEMPORARY CONTRACTS:

- ADMINISTRATORS - For questions on the Affirmative Decision Process, please reach out to your Division Head or to Maria Voigt, Administrative Assignment Director maria.voigt@lausd.net.
- CERTIFICATED TEMPORARY CONTRACT – For questions on the Affirmative Decision Process for UTLA represented employees on a temporary contract, please contact the personnel specialist assigned to your school.

6. SCHOOL WAIVERS FOR ALTERNATIVE CONFIGURATIONS MEM-6680.5: Principals, please be aware that schools must complete the LAUSD/UTLA Waiver Request (Attachment A) for each waiver requested. The waiver approval process as well as the type of waivers available are outlined in the aforementioned Memorandum. Schools must use the Waiver Request form included in MEM-6680.5 – School Waivers for Alternative Configurations; waiver requests received on outdated forms will not be processed. For an electronic PDF fillable version of the latest waiver request form, please access this memorandum from the LAUSD eLibrary.

7. 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.

8. PREPARATION TIME FOR CTE TEACHERS ASSIGNED TO SECONDARY SCHOOLS (FORMERLY KNOWN AS ROC/ROP): Teachers serving under a regional Occupation Center/Regional Occupational Program (ROC/ROP) Contract in a Secondary School **and** teaching classes six (6) periods during the instructional day shall be assigned ten (10) additional hours per month for professional duties. These duties include preparation for class, collaborative planning and conferences with parents, students and staff members. This allocation of ten (10) additional hours is intended only to be assigned to ROC/ROP teachers who **do not have** a conference period during the instructional day.

9. 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 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).

- 10. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS:** When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within thirty (30) days of the District's receipt of the document. The document shall neither be placed in the personnel file nor retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable (**LAUSD/UTLA CBA, Article X, Section 9.0**).
- 11. 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.
- 12. STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.

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.

CLASSIFIED INFORMATION:

- 1. CLASSIFIED PERSONNEL PERFORMANCE:** Classified employees should receive documented assistance (minimally a conference memo) advising of the specific deficiencies prior to receiving a performance evaluation with ratings lower than "meets standards" and be provided a reasonable opportunity to improve. Please review timecards for attendance and obtain feedback regarding employee performance now. This will assist you in documenting problem areas for employees so that you may provide the necessary assistance and guidance. Providing a mid-year evaluation provides employees the opportunity to improve their performance or to acknowledge high performance. Please contact your Senior Human Resources Representative for assistance. Suggested deadline for Conference Memos prior to annual

evaluation: March 25, 2022.

2. **ACCESSING THE CLASSIFIED STAFF EVALUATION SYSTEM:** Video tutorials and job aids for the Evaluation System are posted online <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. Supervisors should go to the [Evaluation portal](#) to complete evaluations as needed. If there are performance/conduct issues, please contact your HR Representative immediately. The annual performance evaluations for single track C-Basis employees are due by May 12, 2022.

Due dates for annual performance evaluations of permanent employees are listed on **Attachment #3. Note:** there are no waivers of evaluations for the 2021-2022 school year. Failure to meet specified timelines may invalidate an evaluation.

3. **RECOGNITION OF OUTSTANDING PERFORMANCE:** Employees who have either provided service or an act that was above and beyond the job expectations can be recognized by using the Notice of Outstanding Work Performance (PC Form 8254). Recognition can be given when the event/action occurs or during the performance evaluation. The form can be found on the Personnel Commission website, PC Forms: <https://achieve.lausd.net/Page/17701>
4. **MyPLN TRAINING RESOURCE:** District employees have access to many training courses online courtesy of Organizational Excellence. Employees may access the training at MyPLN (<https://achieve.lausd.net/mypln#spn-content>). This online service is available to all of your Classified employees and can assist you in providing assistance and guidance, support and skill enhancement for your employees. Employees are also encouraged to visit the site on their own.
5. **VACATION NOTIFICATION/APPROVALS FOR 2021-2022 SCHOOL YEAR:** By March 15 of each school year, administrators shall issue an annual vacation calendar for the next school year. By April 15 of each school year or two weeks after the adoption of school calendars, whichever occurs last, 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. For further reference, please refer to the "Vacation" segment below in the General Information section.

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. Please check your employee's vacation balances for the 2021-2022 school year 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. Management and use of vacation hours now will help to prevent employees from ceasing to accrue vacation after July 1, 2022.

GENERAL INFORMATION:

1. **COVID-RELATED TIME REPORTING:** The Supplemental Paid Sick Leave Act (SPSLA) was signed into law by the Governor on February 9, 2022 and is retroactive to January 1, 2022. This law allows employees who are unable to work or telework due to specified reasons listed in the law to utilize SPSLA. Risk Management will be publishing a bulletin specifying the implementation process. Employees may still have access to MSND if Community Engagement requires the employee to isolate due to a positive and/or quarantine.
2. **ANTHEM EMPLOYEE ASSISTANCE PROGRAM:** Employees may access the Anthem Employee Assistance Program (EAP) by calling (800) 999-7222 or visit <http://www.anthem.eap.com/> and enter the code: LAUSD. This short-term 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, as they are no longer employees. Please refer to **Attachment #4**, Employee Assistance Program Service Summary for Los Angeles Unified School District, which is also available by clicking [here](#).
3. **EXTENDED LEAVES OF ABSENCE (INCLUDING WORKERS' COMPENSATION OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. FMLA forms should be sent for absences after the third workday or if the employee is hospitalized. Administrators should contact the Claims Adjuster at Sedgwick to stay apprised of employee's workers' compensation claims, work status and return to work date. If they have additional questions or assistance regarding an employee's workers' compensation claim, or return to work procedures, contact the Integrated Disability Management office at (213) 241-3138.
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. **VACCINE DISMISSALS:** All employees working onsite must be vaccinated. Please ensure that any employees returning from a leave of absence are fully vaccinated before physically returning to work. Employees that elect not to get vaccinated after returning from a leave will be dismissed from District service at an upcoming Board meeting. For questions about an employee's disciplinary process related to the vaccine process, please contact vaccinecompliance@lausd.net.

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	818-746-3662	edh0788@lausd.net
Administrative 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	MARTINEZ, ADAN (.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	MARTINEZ, ADAN (.5 FTE)	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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VACCINE COMPLIANCE

Division HR Administrator	WAUGH, LAKEISHA		lakeisha.waugh@lausd.net
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LOS ANGELES UNIFIED SCHOOL DISTRICT HUMAN RESOURCES DIVISION

2021-2022 AFFIRMATIVE DECISION FREQUENTLY ASKED QUESTIONS

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

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?

I have questions regarding the status of teachers on my roster and/or did not receive a roster.

For answers to the questions above, and other general inquiries, please contact your Local District Personnel Specialist, as listed below.

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	Oscar Hernandez	(213) 241-6923	OHERNA2@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

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 05/17/2022 – Principals 05/24/2022 – Principal Supervisors 05/10/2022 – All Others
Basis E	07/21/21	08/27/21	09/10/21	
Basis B	07/30/21	09/10/21	09/24/21	

***See the notation below for administrators evaluated on the EDSSL and EDSPS platforms currently serving in the capacity of Assistant Principal, Principal, Director or Community of Schools Administrator.

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	09/27/21	09/02/21	09/17/21	02/18/22	05/18/22
B Basis Option 4	08/06/21	08/13/21	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
	I*	II Submit Initial	III +	IV ++	V**

	Notification of Evaluation no later than (contractual)	Planning Sheet by (recommended)	Establishment of Objectives Conference by (contractual)	Formal Observation Deadline (contractual)	Evaluations Issuance Deadline (contractual)
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).**

OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2021-2022 SCHOOL YEAR

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. Automated evaluation forms are available on the Personnel Commission website. It is recommended you issue the evaluation by May 12, 2022 to meet the deadline. **Note:** there are no waivers of evaluations for the 2021-2022 school year.

If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than March 25, 2022. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand and should pertain to the specific area in need of improvement.

Unit B – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al.

Unit C – Building and Grounds Workers, Food Service Workers, Early Education Center Attendants, Microcomputer Support Assistants, et al.

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, Food Service Managers, Plant Managers

Employees in the bargaining Units listed below must have a performance evaluation at least once a year.

Unit D – Office Technicians, Clerks, Library Aides

Unit G – School Supervision Aides, Community Representatives

	Conference Memo Due	Performance Evaluation Due
C Basis	3/25/2022	5/12/2022
B Basis	4/1/2022	5/20/2022
E Basis	4/18/2022	5/27/2022

Note: It is recommended that employee's performance evaluations be consistent with the District's timeline as referenced above.

Employee Assistance Program Service Summary for Los Angeles Unified School District



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

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