

**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 2023

SUBJECT: MARCH 2023 STAFF RELATIONS UPDATES AND REMINDERS

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

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

IMPORTANT DATES:

- | | |
|-----------------------|--|
| March 3, 2023 | Deadline for Principals to Submit Affirmative Decision Forms for Probationary 1 Teachers to the Region Community of School Administrators or Directors. |
| March 10, 2023 | Deadline for the Region 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 17, 2023 | Recommended deadline for Growth Plan Visit for C-Basis Employees.
Deadline for Classified Staff Conference memos/LORs for below standards evaluation. |
| April 14, 2023 | Recommended deadline for Growth Plan Visit for A-Basis Employees. |
| May 12, 2023 | Deadline for the Issuance of the Final Evaluation for C basis employees. |
| May 30, 2023 | Deadline for the issuance of the Final Evaluation for A-Basis Employees. |
| April 24, 2023 | Recommended date for posting the 2023-2024 Tentative Matrix |
| May 12, 2023 | Classified Performance Evaluations due for Units B, C, F, S based upon single track calendar C-Basis (Units D, E, G are one time per year) |
| May 19, 2023 | Last day to post Teacher Notification of Tentative Assignment for 2023-2024 school year. |

CERTIFICATED INFORMATION:

1. 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-reelected 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-reelection 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 Region Community of Schools Administrators by **March 3, 2023**. Deadline to Submit Affirmative Decision Forms for Probationary 1 Teachers to your Staff Relations Field Director is **March 10, 2023**

2. DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS: If you have concerns regarding Probationary teachers (Probationary 1 or 2), you should document these concerns in writing and provide assistance and guidance. Depending on the concern(s), a formal conference memo is considered best practice, but informal memos, emails, and/or observation forms are also excellent evidence. Remember that although we do not necessarily need to show cause for non-reelecting a probationary teacher, administrators should have documentation to show that there were concerns with the teacher’s performance and/or conduct, that the concerns were shared with the teacher, and that assistance and guidance were provided to address the issue(s). These steps are an extremely important part of the documentation, should the teacher express concerns regarding their non-reelection. Also, be reminded that both the UTLA/LAUSD Collective Bargaining Agreement and Ed Code 44664(b) indicate that if an administrator has concerns regarding a teacher’s performance, these need to be documented in writing with assistance and guidance on how to improve. It is also recommended that COS Administrators visit all probationary teachers’ classes, if possible, as they will approve the Affirmative Decision forms indicating agreement with the administrators’ decisions to confirm or release teachers. Please contact your Field Director should you have any questions. **(Article X, Section 5.0)**

3. ASSIGNMENT MONITORING 2023-2024 All school sites will be monitored for appropriate assignments throughout the 2023-2024 school year. School site administrators must ensure teachers are appropriately assigned to classes for which they hold a legal authorization. If principals currently have teachers working under an Education Code Option (Middle School Authorization, Local Assignment Option, Board Permit, One Period Coach Authorization, Teacher Consent Form for True Electives, Alternative Setting Teacher Consent Form, etc.) and plan to continue to use these options for the upcoming school year, a new request must be submitted prior to the first day of school to avoid mis-assignment. **A Credentials and Contract Specialist may be contacted for additional questions. Forms for the 2023-2024 academic year may be accessed here: <https://achieve.lausd.net/Page/1542>.**

4. LOCAL SCHOOL SITE DECISION REQUIREMENTS: With regard to local site decisions which are reflected in the following documents forwarded to Region or central District offices: local school budgets under the purview of committees on which UTLA members are eligible to participate, changes in daily school schedules, school-based waiver applications, and school conversions, 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 Region 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.

5. **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 provide the 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.

6. **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.

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. If you receive such documentation contact your Field Director immediately. **(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 17, 2023.
- 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, 2023.

Due dates for annual performance evaluations of permanent employees are listed on **Attachment #3. Note:** there are no waivers of evaluations for the 2022-2023 school year. Failure to meet specified timelines may invalidate an evaluation.

- 3. MyPLN TRAINING RESOURCE:** District employees have access to many training courses online courtesy of Organizational Excellence 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.

GENERAL INFORMATION:

1. **UNION ACTIVITY:** There may be an increase in union activity at your sites in March, 2023. It is important that you follow contract language and/or District policy at all times. If you have any questions, please don't hesitate to contact your Field Director and/or Senior Human Resources Representative for guidance.
2. **EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION PROGRAM:** The LAUSD Employee Assistance Service for Education Program is available as a District resource for employee access. All employees may access the Employee Assistance Service for Education Program (EASE) by calling 800-882-1341. Please see attachment #3.
3. **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.
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. **VACATION USAGE SCHEDULE FOR VACATION-EARNING EMPLOYEES:** Please distribute memo dated March 3, 2023, from Pedro Salcido to all vacation earning employees. This is the vacation calendar for the year 2023-2024 and must be distributed to employees by March 15, 2023. This will include all of your classified employees and any A basis certificated employees that you might have.

Region	Previous LD	Field Director	Sr HR Representative
North	Northwest	Carrie Delisle	Zhanna Davtyan
	NW/NE	Adan Martinez	
	Northeast	Maria Butler	
East	East	Susana Cuevas	Dianna Chowsangrat
	East/Central	Carlos Gonzalez	
	Central	Isa Martinez	
West	West	Veronica Moscoso	Zhanna Davtyan
	West	Sarah Usmani	
	Central	Carlos Gonzalez (GP)	
	Central	Isa Martinez (KT)	
South	South	Damian Lenon	Lorri Gossett
	South	Jeanette Stevens	
	West	Veronica Moscoso (HEET)	
	West	Sarah Usmani (SMC)	
	Central	Isa Martinez (MA)	
Specialized Area Field Directors	Jack Foote: Adult Education Erin Haynes: Itinerants, APs		
Classified Attendance	Manik Aidie	Region East (LD East/Central) & Region South (Northeast)	
Beaudry Classified	Lorri Gossett	(Classified back up for all regions)	

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. Please contact Gifty Beets with any questions.

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	BEETS, GIFTY	213-241-6056 213-241-5313	gifty.beets@lausd.net
Interim SR HR Rep	AIDIE, MANIK	213 241-8253	manik.aidie@lausd.net
Administrator-AALA	ALFAYATE, JUAN	213-241-8233	jalfayat@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	DR. FOOTE, JACK	818-927-1353	djf2378@lausd.net
Field Director	DR. USMANI, SARAH	310-914-2150	sarah.usmani@lausd.net
Field Director	GONZALEZ, CARLOS	213-766-7347	cxg0564@lausd.net
HR-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	jls6008@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net

**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

2022-2023 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 Region Personnel Specialist, as listed below.

I am a Principal and I have signed my roster. Where do I send it?

- Meet with your Community of Schools Administrator (CoSA) for input and concurring signature.
- The Admin Assistant for your CoSA will collect completed and signed forms and submit to your Staff Relations Field Director.

I am a 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.

status of the employee and, if needed, provide you with an updated roster.

CENTRAL	William Masis	(213) 241-4580	william.masis@lausd.net
	Patricia Camacho	(213) 241-4193	patricia.camacho@lausd.net
EAST	Edward Salazar	(213) 241-4193	exs3827@lausd.net
	Patricia Camacho	(213) 241-4193	patricia.camacho@lausd.net
NORTHEAST	Elise Cho	(213) 241-6102	esc8642@lausd.net
	Oscar Hernandez	(213) 241-8219	oherna2@lausd.net
NORTHWEST	Elise Cho	(213) 241-6102	esc8642@lausd.net
	Oscar Hernandez	(213) 241-8219	oherna2@lausd.net
SOUTH	Thomas Ramirez	(213) 241-8091	thomas.ramirez@lausd.net
	Michael Thompson	(213) 241-2533	michael.a.thompson@lausd.net
WEST	Karen Castro	(213) 241-4193	karen.castro@lausd.net
	Thomas Ramirez	(213) 241-8091	thomas.ramirez@lausd.net
SPECIAL EDUCATION & ITINERANTS/SUPPORT SERVICES	Andres Equihua	(213) 241-6923	andres.equihua@lausd.net
	Suzy Kim	(213) 241-6923	suzy.kim1@lausd.net
ADULT EDUCATION	Alonzo Cienfuegos	(213) 241-4898	alonzo.cienfuegos@lausd.net
EARLY CHILDHOOD EDUCATION	Maria Salazar	(213) 241-5103	maria.salazar@lausd.net
	Miguel Garza	(213) 241-7591	miguel.garza@lausd.net

**OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2022-2023 (REVISED TO REFLECT NEW INSTRUCTIONAL CALENDAR DATES)**

ALA 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	07/01/22	08/05/22	08/19/22	05/12/2023 – Assistant Principals
Basis E	07/20/22	08/26/22	09/9/22	05/19/2023 – Principals 05/26/2023 – Principal Supervisors
Basis B	07/29/22	09/10/22	09/16/22	05/10/2023 – All Others

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation no later than (contractual)	II Submit Initial Planning Sheet by (recommended)	III + Establishment of Objectives Conference by (contractual)	IV ++ Formal Observation Deadline (contractual)	V** Evaluations Issuance Deadline (contractual)
A Basis	07/29/22	08/05/22	08/19/22	02/10/23	05/30/23
Single Track	09/16/22	09/23/22	10/07/22	02/17/23	05/12/23
B-Basis Single-Track Calendar	08/26/22	09/09/22	09/23/22	02/17/23	05/12/23
E Basis Option 4	08/05/22	08/12/22	08/26/22	02/17/23	05/12/23
B Basis Option 6	08/19/22	08/26/22	09/9/22	02/16/23	05/17/23
B Basis Option 7	08/12/22	08/19/22	09/01/22	02/16/23	05/30/23
B Basis Special Calendar GB_06SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/30/23
B Basis Special Calendar GB_08SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/30/23

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

ATTACHMENT #3

OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2022-2023 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, 2023 to meet the deadline. **Note:** there are no waivers of evaluations for the 2022-2023 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 17, 2023. 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 Single Track	3/17/23	5/12/2023
B Basis Single Track	3/30/2023	5/19/2023
E Basis Single Track	4/17/202	5/31/2023

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



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*