

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

**TO:** Principals and Administrators

**DATE:** March 2024

**FROM:** Peter Hastings  
Executive Director Human Resources-Staff Relations

**SUBJECT: MARCH 2024 STAFF RELATIONS UPDATES AND REMINDERS**

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

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

**IMPORTANT DATES:**

**Certificated**

- March 1, 2024** Deadline for Principals to Submit Affirmative Decision Forms for Probationary 1 Teachers to the Region Directors.
- March 8, 2024** Deadline for the Region Directors to Submit Affirmative Decision Forms for Probationary 1 Teachers to Staff Relations.  
*The Board of Education must approve or deny the recommendation for non-re-election of Prob. 1 teachers.*
- March 15, 2024** Recommended deadline for Growth Plan Visit for C-Basis Employees.
- April 12, 2024** Recommended deadline for Growth Plan Visit for A-Basis Employees.
- April 19, 2024** Recommended date for posting the 2024-2025 Tentative Matrix
- May 10, 2024** Deadline for the Final Evaluation of C-Basis Employees.
- May 20, 2024** Last day to post Teacher Notification of Tentative Assignments for the 2024-2025 school year.
- May 29, 2024** Deadline for the Issuance of the Final Evaluation for A-Basis Employees.

**Classified**

- March 17, 2024** Deadline for classified staff conference memos/Letter of Reprimands (LORs) for Below Standards Evaluations for C-Basis employees.
- April 12, 2024** Deadline for classified staff Conference Memos/Letter of Reprimands (LORs) for Below Standards Evaluation for E-Basis employees.
- May 10, 2024** Deadline for Annual Performance Evaluations for single track C-Basis employees.
- May 24, 2024** Deadline for Annual Performance Evaluations for single track E-Basis employees.

***\*Please see ATTACHMENT #1 for 2023-2024 for Checklist of Important Tasks and Dates***

**CERTIFICATED INFORMATION:**

- 1. 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, although we do not necessarily need to show cause for non-re-electing 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 was 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 Region Directors visit all probationary teachers' classes, when 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)**

2. **ASSIGNMENT MONITORING 2023-2024:** All school sites were monitored for appropriate assignments by the Credentials and Contract Services Unit during the 2023-2024 school year. For the duration of this academic year, school site administrators must continue to ensure teachers are appropriately assigned to classes for which they hold a legal authorization. Current year forms may be accessed at: <https://achieve.lausd.net/Page/1542>. Your school site's Credential and Contract Specialist may be contacted with any additional questions. For information, click on the following link: [Credentials, Contracts and Compliance Services / Home \(lausd.org\)](#) (type in your site's name on the bottom right of the form to see the contact information for the Credentials and Contract Specialist assigned to your site).
3. **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 them about the document's content.
  - 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-6495.1 – 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 the following: you make it clear that you are doing so as an individual and not as a representative of the District, or 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.

#### **Reminders:**

- Avoid "off-the-record" telephone conversations with prospective employers regarding a person's performance. There is no such thing as an "off-the-record" conversation.
- 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 applicant's performance, qualifications and/or character. 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 facts. 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, Administrator, Administrative Assignments at [maria.voigt@lausd.net](mailto: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. **WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING):**

Employees who might receive an overall Below Standard Evaluation (BSE) should be provided 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 #1**, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.

7. **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 (10) 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 (10) working days after the date(s) of service. For substitutes who 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).**

8. **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).

9. **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.

10. **STATUS OF TEACHERS:** If you have questions about 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 <sup>st</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 <sup>nd</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 <sup>st</sup> Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 <sup>nd</sup> Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 <sup>st</sup> Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 <sup>nd</sup> 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. **Deadline for Conference Memos prior to annual evaluation: March 17, 2024.** Please see Attachment #2.

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 10, 2024.**

### **Restricted (W1) in Status Employees:**

Remember, employees who are restricted in status (W1) in the Employee Master Data screen on BTS, do not receive performance evaluations. They receive promotability forms to promote them to permanent employees. Once you receive the form from Talent & Acquisition, completion of the form is required; however, you do not have to pass the employee.

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 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.

### 4. **TA - REDUCTION in FORCE**

#### **Start of Year – as per (Article X section 2.0-2.1)**

1. Post hire date (using TA085 report)
2. Post total college credits

#### **Layoff Order**

1. Terminate employees less than one year (Section 2.2)
2. Employees with less than 5 years of service – low college credits go first.
3. Once all less than 5 years is exhausted, it's 5-10 years – lowest college credit go first.
4. Only those with special qualifications or instructional skills may be bypassed. (Section 2.3). Please see **Attachment #3**.

### **GENERAL INFORMATION:**

1. **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 #4**.
2. **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 to conduct 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.
3. **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.
4. **VACATION USAGE SCHEDULE FOR VACATION-EARNING EMPLOYEES:** Please distribute vacation memo from Pedro Salcido dated March 1, 2024, to all vacation earning employees. This is the vacation calendar for the year 2024-2025 and must be distributed to employees by March 15, 2024. This will include all classified employees and any A basis certificated employees you might have.



**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
Executive Director	HASTINGS, PETER	213 241-6056 213 241-5313	<a href="mailto:pmh5997@lausd.net">pmh5997@lausd.net</a>
Administrator-AALA	ALFAYATE, JUAN	213 241-8233	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Field Director	CUEVAS, SUSANA	213 241-8257	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
HR-SR Manager	GOSSETT, LORRI	213 241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
Senior HR Rep	GONZALEZ, MAYRA	213 241-8240	<a href="mailto:mayra.l.gonzalez@lausd.net">mayra.l.gonzalez@lausd.net</a>
Admin Secretary	SANCHEZ, LETICIA	213 241-8109	<a href="mailto:leticia.sanchez@lausd.net">leticia.sanchez@lausd.net</a>
Senior Office Technician	ZUNIGA, ADRIANA	213 241-8238	<a href="mailto:adriana.x.zuniga@lausd.net">adriana.x.zuniga@lausd.net</a>

**REGION NORTH**

Field Director	LEE, LUCY	818 654-3637	<a href="mailto:llee9@lausd.net">llee9@lausd.net</a>
Field Director	MOSCOSO, VERONICA	818 654-3652	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Field Director	MARTINEZ, ADAN (.5 FTE)	818 654-3641	<a href="mailto:adan.martinez@lausd.net">adan.martinez@lausd.net</a>
Senior HR Rep	NUNNALLY, KRISHNA	213 241-8242	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>
Senior HR Rep	DAVTYAN, ZHANNA	818 943-8973	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>

**REGION EAST**

Field Director	QUEZADA, CESAR	323 224-3353	<a href="mailto:cesar.quezada@lausd.net">cesar.quezada@lausd.net</a>
Field Director	MARTINEZ, ADAN (.5 FTE)	323 224-3364	<a href="mailto:adan.martinez@lausd.net">adan.martinez@lausd.net</a>
Field Director	GONZALEZ, CARLOS	323 224-3119	<a href="mailto:cxq0564@lausd.net">cxq0564@lausd.net</a>
Senior HR Rep	GONZALEZ, MAYRA (CHOWSANGRAT, DIANNA)	323 224-3351	<a href="mailto:mayra.l.gonzalez@lausd.net">mayra.l.gonzalez@lausd.net</a>

**REGION SOUTH**

Field Director	IRENE WORRELL	310 354-3472	<a href="mailto:lsw4408@lausd.net">lsw4408@lausd.net</a>
Field Director	MARTINEZ, ISAIAS	310 354-3508	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Field Director	STEVENS, JEANETTE	310 354-3419	<a href="mailto:ils6008@lausd.net">ils6008@lausd.net</a>
HR -SR Manager	GOSSETT, LORRI	213 241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>

**REGION WEST**

Field Director	WINTERS, MELISSA	310 914-2153	<a href="mailto:mrw4766@lausd.net">mrw4766@lausd.net</a>
Field Director	USMANI, SARAH	310 914-2150	<a href="mailto:sarah.usmani@lausd.net">sarah.usmani@lausd.net</a>
Senior HR Rep	DAVTYAN, ZHANNA	818 943-8973	<a href="mailto:zhanna.davtyan@lausd.net">zhanna.davtyan@lausd.net</a>

**DIVISION OF ADULT AND CAREER EDUCATION**

Field Director	LENON, DAMIAN	213 241-2563	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
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**Office of Staff Relations**  
**2023-2024 CHECKLIST OF IMPORTANT TASKS AND DATES**

Month	Task (Once the task is completed check the corresponding box)
<b>March</b>	<p><b>UTLA represented employees:</b>            Submit Prob 1 Affirmative Decision Forms to District Superintendent (early March)            Growth Plan Visit deadline for K-12 schools is 3/15/24</p> <p><b>Classified employees:</b>            Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation:            3/17/2024 for Single Track C Basis employees. Evaluation due 5/10/2024.</p>
<b>April</b>	<p><b>UTLA represented employees:</b>            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 4/12/24</p> <p><b>Classified employees:</b>            Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation:            4/12/2024 for Single Track E Basis employees. Evaluation due 5/24/2024.</p>
<b>May</b>	<p><b>UTLA represented employees:</b>            5/10/24 Deadline for Final Evaluations to be completed            (A-basis, Early Education 5/29/24)            Notification to teachers of tentative assignments for 2024/2025 (5/20/24 or 21 calendar days prior to the teacher’s last scheduled workday)</p> <p><b>AALA represented employees:</b>            05/10/2024 – Assistant Principals &amp; School Support Admin./B            05/10/2024 – Principals &amp; School Support Admin./E            05/10/2024 – Principal Supervisors &amp; School Support Admin./A</p> <p><b>Classified employees:</b>            Annual Evaluation due dates:            Single Track C Basis employees 5/10/2024            Single Track E Basis employees 5/24/2024</p>

**OFFICE OF STAFF RELATIONS  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2023-2024**

***ALA REPRESENTED EMPLOYEES***

	<b>I</b> Distribute Initial Planning Sheet on (recommended)	<b>II</b> Return Initial Planning Sheet by (contractual)	<b>III</b> Initial Planning Conference by (contractual)	<b>IV**</b> Evaluations Issuance Deadline (contractual)
Basis A	07/03/23	08/11/23	08/25/23	05/13/2024 - School Support Admin/B-Basis
Basis E	07/20/23	08/25/23	09/08/23	05/17/2024 – Assistant Principals & School Support Admin/B-basis
Basis B	07/31/23	09/08/23	09/22/23	05/24/2024 – Principals & School Support Admin/A and E-basis  05/31/2024 – Principals Supervisors

***UTLA REPRESENTED EMPLOYEES***

	<b>I*</b> Notification of Evaluation no later than (contractual)	<b>II</b> Submit Initial Planning Sheet by (recommended)	<b>III +</b> Establishment of Objectives Conference by (contractual)	<b>IV ++</b> Formal Observation Deadline (contractual)	<b>V**</b> Evaluations Issuance Deadline (contractual)
A-Basis	08/04/23	08/11/23	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 12<sup>th</sup> 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**  
**2023-2024 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 10, 2024, to meet the deadline. **Note:** there are no waivers of evaluations for the 2023-2024 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, 2024. 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	3/17/24	5/10/2024
B Basis Single Track	3/17/24	5/10/2024
E Basis Single Track	4/17/2024	5/31/2023

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

## 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

The 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 layoff.

\* 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.



**Los Angeles County  
Office of Education**

Serving Students • Supporting Communities • Leading Educators

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

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**EASE HOTLINE: 1-800-882-1341**

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**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