

**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: May 2022

SUBJECT: May 2022 – UPDATES AND REMINDERS

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

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

IMPORTANT DATES:

May 13, 2022 Displacement Notices due to Certificated Assignments/Human Resources
May 20, 2022 Notification of Teacher Tentative Assignment for 2022-2023 school year

UPCOMING EVALUATION DATES:

May 10, 2022 Evaluation Issuance deadline for **Assistant Principals***
May 11, 2022 Evaluation Issuance deadline for **Single Track** UTLA Represented Employees
May 12, 2022 Evaluation Issuance for **Single Track** Classified Units B, C, F S
May 17, 2022 Evaluation Issuance deadline for **Principals***
May 18, 2022 Evaluation Issuance deadline for B-Basis Single Track UTLA Represented Employees
May 24, 2022 Evaluation Issuance Deadline for **Directors** and **Community of Schools Administrators***
May 31, 2022 Evaluation Issuance Deadline for A-Basis UTLA Represented Employees

CERTIFICATED INFORMATION:

1. **TENTATIVE MATRIX PROCESS – SPRING 2022**

Before initiating the Matrix process for the 2022-2023 school year, school sites should finalize their budgets and Single Plans for Student Achievement (SPSA) with input from the appropriate councils. Finalize Coordinator/Coach/Dean Confirmation/Elections before matrix and preference forms are distributed. Distribute matrix and preference forms via email no later than April 18, 2022 (approximately four weeks prior to posting tentative assignments on May 20, 2022). All iterations of the matrix should be labeled "TENTATIVE" as changes in enrollment, etc., may result in changes to the matrix. Principals shall assign and post Tentative Teacher Assignments no later than May 20, 2022 (21 calendar days before the end of the school year). See **Attachment #2** for additional information.

2. **DISPLACEMENT OF TEACHERS**

An over-taught 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. See **Attachment #3**, Displacement Reference Form.

3. **THEMATIC VIRTUAL ACADEMY TEACHERS**

Per the sideletter with UTLA, teachers with a reasonable accommodation had return rights for the beginning of the 2022-2023 school year only. Teachers with a reasonable accommodation assigned at a Virtual Academy for the 2022-2023 school year will not have return rights for the 2023-2024 school year.

4. **DISPUTE RESOLUTION PROCEDURE FOR GRADE (ELEMENTARY) AND CLASS (SECONDARY) ASSIGNMENTS FOR PERMANENT TEACHERS**

If differences arise as the result of the site administrator's assignments of permanent teachers to grade (elementary) or class (secondary), the determination whether the assignment was appropriate should be handled under the procedures of **Article V-A** (Alternate Grievance Procedure). If the matter needs to be submitted to an Alternate Grievance Panel, contact your Staff Relations Field Director who will provide the appropriate form(s) (**Article IX-A, Section 2(e) and (f)**).

5. **RETURN RIGHTS**

School based Deans, Coordinators, and Coaches at the school longer than one year and one day who were not reelected or confirmed for the coming year have return rights to the school. Deans, Coordinators, and Coaches who are not reelected are able to displace using seniority on the matrix if they were previously assigned at the school as teachers. If they came from another school, they have return rights to that school provided that their former school has a vacancy. Consult with your Staff Relations Field Director. See **Attachment #4** for more details.

6. **ELECTION OF CERTIFICATED EMPLOYEE REPRESENTATIVES TO LOCAL SCHOOL LEADERSHIP COUNCIL**

Secondary teacher elections are to be held in May before the master schedule is established; Elementary teacher elections are to be held in late spring after assignments for the next year have been tentatively set. Schools may opt to conduct elections on Back-to-School Night and may delay the elections until that date (Article XXVII, 2.8).

7. **BELOW STANDARD EVALUATIONS**

"When a Final Evaluation Report is marked 'Below Standard,' the evaluator shall specifically describe in writing the area(s) of below standard performance, together with recommendations for improvement, and the assistance given and to be given." (**Article X, Section 6.0**). The written description is known as the "BSE Attachment." Your Staff Relations Field Director will provide you with a template. The completed document is given to the employee during the meeting and also attached to the evaluation and uploaded to the MyPGS platform. If you plan to issue a BSE, notify the person in writing at least five days prior to the scheduled meeting and inform them of their right to have representation at the meeting.

8. **UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) & TRANSITIONAL KINDERGARTEN (TK) REQUIREMENTS**

SB876 added additional requirements for all UTK and TK teachers:

- A. At least 24 units in early childhood education, or childhood development, or both;
- B. Professional experience in a classroom setting with preschool age children comparable to the 24 units described above;
- C. A child development teacher permit issued by the Commission on Teacher Credentialing (CTC).

Current credentialed teachers who taught TK or TK/K combination classes for 75% or more of any academic school year on or before July 1, 2015, can teach without the added additional requirements.

9. **UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) TEACHER SELECTION**

On the school matrix, UTK should be listed on a separate line. Teachers requesting UTK must meet SB876 requirements (see #8) and indicate on their preference form that they meet these qualifications. Permanent teachers who meet the requirements shall be allowed to make their request before the site administrator assigns a non-permanent teacher. The only exception shall occur when the site administrator reasonably determines that any specific assignment is not in the best interest of the program. Contact your Staff Relations Field Director in these instances prior to making an assignment.

10. **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).

11. **ASSIGNMENT MONITORING 2022-2023**

All sites will be monitored for appropriate certificated assignments during the 2022-2023 academic year. It is the school site administrator's legal obligation to ensure teachers are assigned to classes/positions for which they hold a legal authorization. If you have anyone working under an Education 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 this option next academic year, please submit your forms by June 15th in order to avoid a misassignment during the 2022-2023 academic year. Forms for the 2022-2023 academic year will be accessible at: <https://achieve.lausd.net/Page/1542>. If you have questions, please contact your Credentials and Contract Specialist.

12. **PEER ASSISTANCE AND REVIEW (PAR)**

Although formal evaluations were suspended for permanent teachers, all teachers have the opportunity to receive one-on-one support from PAR consulting teachers under the program's volunteer program. Please contact Christopher Ikeanyi, Coordinator, Peer Assistance and Review, at cikea1@lausd.net if you have any questions.

CLASSIFIED INFORMATION:

1. **CLASSIFIED CONFERENCE MEMOS**

Classified employees should receive written assistance and guidance (i.e., conference memos) advising of specific deficiencies prior to receiving a performance evaluation with ratings lower than “meets standards.” Please contact your Senior Human Resources Representative for assistance.

2. **ACCESSING THE CLASSIFIED STAFF EVALUATION SYSTEM**

Access to the Classified Staff Evaluation System can be found on the Personnel Commission’s website: <https://achieve.lausd.net/Page/11130>. Due dates for annual performance evaluations of permanent employees are listed on **Attachment #5**. Failure to meet specified timelines may invalidate an evaluation. Performance Evaluations for Teacher Assistants are not included on the Classified Staff Evaluation Platform. Please contact your Senior Human Resources Representative if you do not have a copy of the Teacher Assistant Evaluation form (PC Form TA5219).

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. **GRIEVANCES FROM UNION REPRESENTATIVES**

Whenever you receive a grievance from a Union Representative, please email the grievance to your designated Staff Relations Senior Human Resources Representative for representation, guidance, and assistance with the matter.

5. **BILINGUAL CERTIFICATION**

Employees must be “Bilingual Certified” by the Personnel Commission before school administrators may ask an employee to utilize their bilingual language skills to provide oral interpretation or to translate documents into English. The Bilingual Certification process includes:

- Administrators sign up their school employee to test by visiting the Personnel Commission’s Talent Acquisition & Selection Branch web page at <https://lausdemployment.org> and select “Bilingual Assessment” from the menu across the top of the page.
- Administrator completes the “Request to Take Bilingual Assessment” form.
- Submit the Request Form to the Personnel Commission at bilingualtesting@lausd.net.
- The Bilingual Certification Unit will email the employee with a testing appointment.
- Once the employee takes and passes the Bilingual Assessment, the site Administrator must complete and submit a “Request for Bilingual Differential” form requesting the bilingual differential be added to the employee’s pay.

GENERAL INFORMATION:

1. ISOLATION/QUARANTINE 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. Please see bulletin distributed by Risk Management for more information.

2. VACATION CAP

Effective July 1, 2022, all vacation-earning employees shall cease to accrue vacation hours once they reach their vacation cap. Employees are encouraged to plan accordingly to use their accrued vacation hours well in advance of hitting their cap; doing so now will help to ensure employees don't actually reach their cap. Employees are encouraged to monitor and manage their vacation balances using Employee Self Service (ESS) <https://ess.lausd.net> to ensure that the employee remains under their cap.

Please distribute the vacation calendar recently sent out on April 29, 2022 by Deputy Superintendent, Megan Reilly to your employees and include any foreseeable blackout dates where employees cannot take vacation. Upon receipt of a completed vacation calendar, please review and approve or deny the employee's request within 2 weeks.

To further assist with vacation accrual questions, please click on the following Frequently Asked Questions <https://achieve.lausd.net/vacationfaqs>.

For questions regarding Vacation Balance Caps, please email PayrollVacation@lausd.net.

3. EMPLOYEE REPRESENTATION

Employees are entitled to request a representative of their choice to attend with them any meeting that could lead to discipline. They are entitled only to one representative at said meeting. Their choice of representative is most commonly a Union Representative, but they may also choose an attorney, job steward, friend, or relative. Employees may also waive representation at any meeting.

4. 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 #6, Employee Assistance Program Service Summary for Los Angeles Unified School District**.

5. LETTERS OF RECOMMENDATION

If you receive a request for a letter of recommendation or a letter of reference, be sure to review BUL-6495.1 – *Responding to Requests for Letters of Recommendation* before proceeding with this request. Any individual that violates this policy may be subject to discipline.

If you have any questions about these items, or other contract or discipline issues, please contact your Staff Relations Field Director regarding UTLA, or your Senior Human Resources Representative for Units D, B, F, G and S (clerical staff, paraprofessional and campus supervision employees, and the SAA).

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	gifty.beets@lausd.net
Administrator-AALA	MARTINEZ, ISAIAS	213-241-8233	isaias.martinez@lausd.net
Staff Relations Manager	LORRI GOSSETT	213-241-6864 W 323-489-8469 C	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)	818-654-3641	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	VACANT	213-241-6864	lorri.gossett@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	213-241-6056	SEE BELOW

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	VACANT	818-943-8973	zhanna.davtyan@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	818-927-1355	djf2378@lausd.net
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VACCINE COMPLIANCE

Division HR Administrator	WAUGH, LAKEISHA		Lakeisha.waugh@lausd.net
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* Boyle Heights, Lincoln Heights/El Sereno, East LA – Contact Krishna Nunnally (NE)

* Bell/Cudahy/Maywood, Hunt. Park/Vernon/Walnut Park, South Gate – Contact Ebony Montgomery (S)

ATTACHMENT # 1**STAFF RELATIONS****ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS****2021-2022****AALA REPRESENTED EMPLOYEES 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)
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Basis A	07/01/21	08/06/21	08/20/21	05/10/2022 – Assistant Principals
Basis E	07/21/21	08/27/21	09/10/21	05/17/2022 – Principals
Basis B	07/30/21	09/10/21	09/24/21	05/24/2022 – Principal Supervisors
				05/10/2022 – All Others

*****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* 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)
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)**

2022-2023 Elementary/Secondary Staffing RECOMMENDED TIME SEQUENCE

<i>TASKS</i>	<i>SINGLE TRACK CALENDAR</i>
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Months of March and April or prior to posting of Matrix (see III. below).
II. ** Election of Chapter Chair	Month of April
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Approximately four weeks prior to selection (Recommended date: April 18, 2022.)
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 20, 2022

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

* Refer to Article IX-A, Sections 4.0-9.0

** Chapter Chair elections are to be conducted by UTLA. Any dispute should be referred directly to UTLA.

*** Refer to Article IX-A. Matrix must be posted approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks prior to requesting classes.

@ “In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible, but not later than twenty-one (21) calendar days prior to the last scheduled workday.” (Article IX-A, Section 2.0(a))

A separate vote should be held to authorize a current Coordinator and Dean who has been out of the classroom for 5 years to remain out of the classroom for five additional years. This procedure needs to be completed before the selection/confirmation or election process.

MATRIX

STRATEGIC ASSIGNMENT OF TEACHERS TO MEET STUDENT INSTRUCTIONAL NEEDS

This information is intended to provide guidance to Principals so that they can comply with the LAUSD/UTLA Collective Bargaining Agreement and assure that teacher assignments best meet students' instructional needs and priorities.

Elementary School Assignments

1. In elementary schools, the LAUSD/UTLA Collective Bargaining Agreement (**CBA**) Article IX-A, Section 2.0 c (1) (ii) provides that the site administrator shall assign permanent teachers who are otherwise qualified to the **grade level** opening on the basis of District seniority.
2. The Collective Bargaining Agreement does not provide teachers the right to select specific instructional programs, student performance levels or instructional clustering of students. Article IX-A, Section 2.0 c (1)(ii)
3. Principals can use preference forms (District's preferred method that will support an effective instructional program) or locally determined method to receive teachers' requests for assignments. Article IX-A, Section 2.0 b
4. The site administrator **can and should make exceptions to the CBA seniority provision** if he or she reasonably determines that the specific assignment is not in the best interest of the educational program. Article IX-A, Section 2.0 c (1)(ii)
5. Teachers with the specified credentials and required qualifications ("qualified") may request assignment to their grade level using a teacher preference form or other locally determined method. Submission of this form shall serve as a request for the assignment. Article IX-A, Section 2.0 b
6. Administrators should review credentials, specific training, authorizations, performance indicators (i.e. pre/post assessment data, EL reclassification data, DIBELS) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.

Secondary School Assignments and Special Education

1. In secondary schools, Article IX-A, Section 2.0 d only provides teachers the right to a **department** on the basis of recent experience/seniority. However, Article IX-A, Section 2.0 b states that "teachers with specified credentials and required qualifications may request assignment to specific class(es) within their department."
2. **Principals retain the authority** to assign teachers to particular classes and sections within a department.
3. Secondary principals must understand that the CBA does not confer the right for teachers to select either classes or "lines" on the master schedule.
4. Principals should take in consideration the best interest of the instructional program including specific training, authorizations, performance indicators (i.e. core subject end of the year assessments data, EL reclassification data, pre/post assessment data) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.
5. Principals **can and should use objective data** as described above to assign teachers to classes.
6. Classes within a department shall be distributed by the Principal (or designee) in consultation with the **elected department chair**.

Please contact your Staff Relations Field Director should you have specific questions.

Tentative Matrix Process – Spring 2022

Before beginning the Matrix process for the 2021-2022 school year, school sites should finalize their budgets and Single Plans for Student Achievement (SPSA) with input from the appropriate councils.

Critical Dates for Matrix Development (pending potential negotiations):

- Posting of Matrix and preference forms should be sent via email no later than **April 18, 2022**.
- Tentative Assignments should be posted by **May 20, 2022**.

Next Steps (Outline)

1. Distribute matrix and preference forms via email no later than April 18, 2022 (approximately four weeks prior to posting tentative assignment on May 20, 2022.) Approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks before classes are selected, the site administrator shall prepare and post a matrix indicating the tentative number of classes for each subject/grade level (**Article IX-A, Section 2.0 (a)**).
2. Fly the position (if budget process is completed and/or the position has been approved).
3. Principal and UTLA Chapter Chair collaborate in order to hold vote for 5-year out of classroom coordinators/coaches (as appropriate).
4. New coordinator positions - Receive letters of interest from potential eligible candidates (**Article IX-A, Section 5.1**).

Coordinator/Coach/Dean Process

Contractual Provisions

Considerations/Guidance:

Principals shall collaborate with their UTLA Chapter Chairs to complete the following:

1. Determine whether there will be Coordinator(s)/Coach(es) at the school site. For categorically funded coordinator positions, the determination as to whether or not there shall be such a position is to be made by appropriate statutory site councils (**Article IX-A, Section 4.0 (c)**).
2. Determine whether or not a Dean(s) position(s) will be established at the school. With respect to regular program dean positions, determination as to whether there shall be such a position shall be made by the school site administrator (**Article IX-A, Sections 4.0 (b) and 7.0**).
3. Determine whether 5-Year Out-of-Classroom Assignment Limitations need to be addressed. *Employees who wish to extend their out-of-classroom assignment beyond the five-year limit must declare their desire to continue and a qualifying secret ballot election will be held to determine their eligibility to become a candidate. If the incumbent receives the approval of 2/3 of the employees voting, the incumbent will qualify to become a candidate to fill an out-of-classroom position* (**Article IX-A, Section 9.0 (b)**). If necessary, hold the vote (via Google Forms*, Survey Monkey, etc.).
4. These matrix and preference forms should be sent via email no later than April 18, 2022 (four weeks prior to posting tentative assignments on May 20, 2022). At this time, be sure to establish a due date for the submission of preference forms.
5. Finalize Coordinator/Coach/Dean Confirmation/Elections before matrix and preference forms are distributed.

ATTACHMENT #2 (continued)

6. Collect preference forms (allow time between the posting of the matrix and distribution of preferences forms and the selection date).
7. Establish an agreed upon method for the selection process. Hold conferences via Zoom, Microsoft Teams, or Conference to meet with teachers (Elementary), or by department to assign classes in collaboration with Department Chair (Secondary). Establish timelines and notify teachers of the anticipated meeting time(s). Ensure that teachers who are on leave or reassigned are notified of the process as well as of the date of the selection process (allow selection by proxy if a teacher is not available). The use of the Cattle Call method for assignments is strongly discouraged.
8. Elementary assignments are made pursuant to **Article IX-A, Section 2.0 (c, 1, 2, 3)**.
9. Secondary assignments are made pursuant to **Article IX-A, Section 2.0 (d, 1, 2, 3, 4)**.
10. Assign and post Tentative Teacher Assignments no later than May 21, 2021 (21 calendar days before end of the school year (**Article IX-A, Section 2.0 (a)**)).

Coordinator/Coach/Dean Confirmation/Election process:

1. First year coordinator assignments are for a one-year term and incumbent coordinators may submit their name for reconfirmation the following year. Continuing/incumbent candidates shall be confirmed for a term of up to two (2) years (**Article IX-A, Section 6.0 (c)**).
2. Hold selection/election/confirmation processes for coordinator(s)/coach(es) and/or dean(s) positions.
3. Finalize Coordinator(s)/Coach(es) Selection pursuant to **Article IX-A, Section 6.0**.
4. Finalize Dean(s) Election pursuant to **Article IX-A, Section 7.0**.

Please also note that all iterations of your matrix should be labeled “*TENTATIVE*” as changes in enrollment, etc., may result in changes to your matrix.

Contact your Staff Relations Field Director for guidance or if you have any questions.

ATTACHMENT #3

Displacement Reference Form for UTLA Represented Employees

(Consult with your Staff Relations Field Director Prior to Displacing any Employee)

Displacement of Classroom Teachers (Article XI, Section 6.0 a-j):

An over-taught 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.

1. The school administrator shall reasonably determine in what program/subject field the over-taught condition exists.
2. The school administrator shall inform the faculty of the number of positions being eliminated.
3. An employee may agree to be voluntarily displaced. However, employees who receive a Notice of Unsatisfactory Service or "below standard" evaluation shall be deemed ineligible (Art. X-A, Sec. 5.0). Voluntary displacements do not have return rights to the school.
4. If there are no volunteers, the teacher with the least District seniority will be displaced unless it is reasonably determined at the discretion of the immediate administrator that such teacher possesses special instructional skills or qualifications.
5. Special circumstances apply for secondary schools organized by departments and all schools with special education programs. Contact your Staff Relations Field Director if you have questions regarding recency and/or special skills/qualifications.

Displacement of Counselors:

A reduction in counseling norms can be handled as follows:

1. If all counselors possess teaching credentials, the principal may exercise complete discretion in returning one, to the classroom.
2. If some counselors possess teaching credentials, while others possess only PPS, the principal may return only those with teaching credentials to the classroom. Those with PPS only, remain.
3. If all counselors are PPS only, then the least senior counselor is displaced from the school.

Ending/Terminating Temporary Adviser (Non-School Assignment) Position at Local District or Central Office:

A temporary adviser is a permanent certificated contracted employee who is given a temporary non-school assignment. Such employees work in central office, local district, or other regional District offices.

1. Administrator provides a written invitation to a meeting with the employee to discuss the employee's assignment for the next school year. Staff Relations Field Director provides the template for the written invitation.
2. Administrator provides employee with written notice of termination of current assignment. Staff Relations Field Director provides template for written notice.

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

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

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

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 that you issue the evaluation by **Thursday, May 12, 2022** to meet the deadline. 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

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

* In accordance with federal and state law, and professional ethical standards.
This document is for general informational purposes. Check with your employer for specific information about benefits, limitations and exclusions.

Language Access Services – (TTY/TDD: 711)

Spanish – Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación para obtener ayuda.
Chinese – 您有權使用您的語言免費獲得該資訊和協助。請撥打您的 ID 卡上的成員服務號碼尋求協助。

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