

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

TO: Principals and Administrators
FROM: Juan Alfayate
Administrator, Staff Relations

DATE: May 2023

SUBJECT: MAY 2023 – UPDATES AND REMINDERS

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

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

IMPORTANT DATES:

May 12, 2023 **Displacement Notices due to HR**
May 19, 2023 **Contractual deadline for Teacher Notification of Tentative Assignment for 2023-2024 SY**

UPCOMING EVALUATION DATES:

May 12, 2023 Evaluation Issuance deadline for **Assistant Principals***
May 12, 2023 **Evaluation Issuance deadline for Single Track UTLA Represented Employees**
May 12, 2023 Evaluation Issuance deadline for B-Basis Single Track Employees
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 Evaluation Issuance deadline for **Principals***
May 26, 2023 Evaluation Issuance Deadline for Directors and Community of Schools Administrators*
(Attachment 1)

CERTIFICATED INFORMATION:

1. **TENTATIVE MATRIX PROCESS – SPRING 2023**

Before initiating the Matrix process for the 2023-2024 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 21, 2023 (approximately four weeks prior to posting tentative assignment on May 19, 2023). All iterations of your matrix should be labeled "TENTATIVE" as changes in enrollment, etc., may result in changes to your matrix. Assign and post Tentative Teacher Assignments no later than May 19, 2023 (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. **UNIVERSAL TRANSITIONAL KINDERGARTEN (UTK) TEACHER SELECTION**

SB876 requires transitional kindergarten (UTK) teachers to meet one of the additional requirements below:

- 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.

Teachers requesting UTK must meet SB876 requirements above 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 interests of the program. Contact your Staff Relations Field Director in these instances prior to making an assignment.

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. **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>. [://achieve.lausd.net/Page/7694](https://achieve.lausd.net/Page/7694)

7. **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).
8. **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 attached to the evaluation and uploaded to the EGDC 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 a representation at the meeting.
9. **PEER ASSISTANCE AND REVIEW (PAR)**
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.
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. **ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS:** When the District receives a letter or other written material from a member of the public critical of a teacher’s performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within thirty (30) days of the District’s receipt of the document. The document shall neither be placed in the personnel file nor retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee’s personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable (LAUSD/UTLA CBA, Article X, Section 9.0).
12. **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.

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. **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 #6.**
2. **EXTENDED LEAVES OF ABSENCE (INCLUDING WORKERS' COMPENSATION OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. FMLA forms should be sent for absences after the third workday or if the employee is hospitalized. Administrators should contact the Claims Adjuster at Sedgwick to stay apprised of employee's workers' compensation claims, work status and return to work date. For questions or assistance regarding an employee's workers' compensation claim, or return to work procedures, contact the Integrated Disability Management office at (213) 241-3138.
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.

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).

STAFF RELATIONS FIELD DIRECTORS AND SENIOR HR REPRESENTATIVES BY REGION

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	Ebony Montgomery
	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		
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.

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	Vacant	213-241-6056 213-241-5313	
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	FOOTE, ED.D, JACK	818-927-1353	djf2378@lausd.net
Field Director	GONZALEZ, CARLOS	323-224-3119	cxc0564@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
Field Director	USMANI, ED.D, SARAH	310-914-2150	sarah.usmani@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net

ATTACHMENT # 1

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

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
Basis A	07/01/22	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)**

**2023-2024 Elementary/Secondary Staffing
RECOMMENDED TIME SEQUENCE**

TASKS	SINGLE TRACK CALENDAR
(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 24, 2023) Week of April 24, 2023
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but no later than May 19, 2023

+ 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 2023

Before beginning the Matrix process for the 2023-2024 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 24, 2023 (Week of April 24, 2023)**
- Tentative Assignments should be posted by **May 19, 2023**.

Next Steps (Outline)

1. Distribute matrix and preference forms via email no later than April 24, 2023 (approximately four weeks prior to posting tentative assignment on May 19, 2023.) 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 24, 2023 (four weeks prior to posting tentative assignments on May 19, 2023). At this time, be sure to establish a due date for the submission of preference forms.

ATTACHMENT #2 (continued)

5. Finalize Coordinator/Coach/Dean Confirmation/Elections before matrix and preference forms are distributed.
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 19, 2023 (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 (can be done via Google Forms*, Survey Monkey**, etc.).
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 note that Matrix timelines may change pending potential negotiations.

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.

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

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
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	4/17/2023	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*
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EASE Counselors Specialize in:

- *Family Troubles*
- *Emotional Distress*
- *Drug/Alcohol Problems*
- *Job Anxieties & Stress*
- *Grief, Loss, Transitions*