

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

TO: Principals and Administrators

DATE: November 2022

FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

SUBJECT: NOVEMBER 2022 STAFF RELATIONS UPDATES & REMINDERS

IMPORTANT DATES:

November 3, 2022	Conferencing on Attendance – Drop-In Zoom Session 3pm-4pm https://lausd.zoom.us/j/2270583776
November 4, 2022	Last day to hold Initial Planning Conference for non-permanent employees newly assigned up to ten (10) days prior to norm day
November 11, 2022	Endorsement decisions for Probationary 2 employees begins Principal letters and Affirmative Decision Forms distributed to principals
December 2, 2022	Affirmative Decision forms for Probationary 2 Teachers due to Local District Community of School Administrators or Directors
December 9, 2022	Affirmative Decision forms for Probationary 2 Teachers due to Staff Relations
December 16, 2022	Cyber Security Training Due
December 31, 2022	Workplace Harassment Training Due

CERTIFICATED INFORMATION:

- 1. ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The LAUSD/UTLA Collective Bargaining Agreement requires that the employee’s objectives be established no later than the last workday of the 8th week of school, October 7, 2022. **For non-permanent teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 4, 2022** (traditional calendar). If a teacher fails to complete an Initial Planning Sheet, the administrator should schedule the Initial Planning Conference and provide the teacher with the objectives and strategies upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment # 1 for timelines.

2. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester: February 17, 2023, C-basis employees (February 10, 2023, A-basis UTLA-represented employees).** The post-observation conference shall occur **no later than ten (10) workdays after the formal observation. (Article X, Section 5.0 (a))** See attachment #1 for timelines.
3. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, ensure you monitor their performance closely, particularly if there were performance concerns last year and the employee continues to exhibit performance issues in the first semester of the 2022-2023 school year. It is recommended that you document the performance concerns and the assistance and guidance provided in several conference memoranda. Decisions regarding re-election and non-reelection of Probationary 2 employees will need to be made in December via the Affirmative Decision form.
4. **DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS:** If you have concerns regarding any Probationary teachers, you should document these concerns in writing and provide assistance and guidance. Depending on the concern(s), a formal conference memo is considered best practice, but informal memos, emails, and/or observation forms are also excellent evidence. Remember that although we do not necessarily need to show cause for non-reelecting a probationary teacher, administrators should have documentation to show that there were concerns with the teacher's performance and/or conduct, that concerns were shared with the teacher, and that assistance and guidance were provided to address the issue(s). These steps are an extremely important part of the documentation, should the teacher express concerns regarding their non-reelection. Also, be reminded that both the UTLA/LAUSD Collective Bargaining Agreement and Ed Code 44664(b) indicate that if an administrator has concerns regarding a teacher's performance, these need to be documented in writing with assistance and guidance on how to improve. It is also recommended that the COS Administrators visit all probationary teachers' classes if possible as they will be signing off on 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)**
5. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance & Review (PAR) Program is a UTLA/District collaborative that provides one on one consulting services to referred teachers, as well as to non-permanent teachers and teachers who volunteer to participate. If a teacher received a Below Standard Evaluation for the 2019-2020 school year, s/he is considered a referred teacher which includes mandatory participation in the PAR Program. Additionally, there is a full slate of PAR professional development offered at multiple sites throughout the year. The classes are open to all teachers, and all classes are eligible for salary point credit. For more information, visit the website at <http://achieve.lausd.net/par>. You may also contact Dr. Christopher Ikeanyi, Program Coordinator at (213) 241-5501 or by email at cikea1@lausd.net.
6. **INFORMAL GRIEVANCE:** The grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. The informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a

written request for an informal grievance, please **contact your Staff Relations Field Director immediately.** (Article X, Section 7.0)

7. **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. Please make sure that UTLA announcements are included in the faculty meeting agenda, not in the professional development agenda, which should be a separate agenda and sign in. (Article X, Section 8.0-i)
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 30 days of the District’s receipt of the document. The document shall not be either placed in the personnel file or 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. (Article X-A, Section 1.0)
9. **ALLOCATION FOR SUPPORT OF SPECIAL EDUCATION PROGRAMS (PROGRAM 12817):** The Special Allocation for Support of Special Education Compliance (program 12817) is provided as a supplement to the school budget to be used in conjunction with all available resources at a school site. Funds in program 12817 are allocated primarily to provide substitute coverage for special education and general education teachers to attend IEP team meetings. Allocated funding also includes one day of release time per semester for each special education teacher at a school site to complete federally mandated assessments for students on their caseload. If there is increased enrollment of students with IEPs, additional 12817 funds may be requested via <https://tinyurl.com/2817RE>, For additional information contact Oscar Rodriguez, Special Education Coordinator, at (213) 241-6701 or at oscar.x.rodriguez@lausd.net.

CLASSIFIED INFORMATION:

1. **EMPLOYEE JOB TRAINING:** If an employee is directed to attend any job-related workshop, MyPLN in-service training session, including but not limited **Child Abuse Awareness Training, Suicide Prevention Training, Workplace Harassment Training,** or other similar activity as a condition of continued employment, employee’s participation during workday hours shall be considered as time worked and shall be compensated at the appropriate rate of pay. This provision does not apply toward the obtainment or renewal of professional degrees, licenses, or certificates (including driver licenses, CPR or first aid certificates) or in meeting employment requirements established at the time of initial entry into the job class. (Article IX Hours and Overtime Section 7.0)
2. **PAY FOR ALL HOURS WORKED:** Special Education Assistants, Health Care Assistants and all other classified employees **must** be paid for all hours worked. An employee’s sign in and sign out time should reflect all hours that they have worked to ensure that all hours worked are paid accurately.

3. **CLASSIFIED EMPLOYEE RECOGNITION**: The LAUSD Everyday Heroes Recognition Program honors classified employees who demonstrate excellence in work performance, school and community involvement, and leadership and commitment to our District and students. To recognize one of your classified employees, please visit <https://oelausd.org/employee-recognition/>

4. **PERFORMANCE MANAGEMENT WEBINARS**: Please encourage your supervisory staff or those planning on becoming supervisors to take webinars hosted by the Personnel Commission as they explore: The Three Key Ingredients to Good Staff Management; The Components of Effective Evaluation Principles; and Acknowledging and Reinforcing Every Employee's Potential. Webinars are scheduled on November 29th from 12:30pm-3:30pm or December 1st 12:30pm-3:30pm. The link to register is <https://tinyurl.com/oePerformanceManagement>

GENERAL INFORMATION:

1. **REMINDER ON CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS (BUL – 1347.4)**
Please be aware that BUL – 1347.4 clearly states that “non-consensual acts of sexual abuse must be reported. In instances of suspected child-on-child sexual abuse, it may be appropriate to report both children as victims of suspected child abuse as many children who perpetrate abuse may themselves be abuse victims.” If you are informed of an allegation of child-on-child non-consensual sexual abuse, you should immediately report it to a child protective agency. Please suspend your judgment and/or any urge to investigate on your own and follow District policy regarding this matter. Once you have permission from the child protective agency to conduct an administrative investigation, and not before, you will be able to determine to what extent the allegation is accurate and take next steps as needed.

2. **UNVACCINATED EMPLOYEES**: As a reminder, all unvaccinated employees not currently accommodated in a remote assignment or on a paid leave must be in an unpaid status. Please ensure your unvaccinated employees are reported as UPVX as they await the dismissal process.

3. **ABSENCE VERIFICATION**: An employee absent from duty for any illness, injury or surgery for more than five (5) consecutive working days shall be required to submit a signed attending physician's statement or appropriate verification to the immediate administrator and may be referred by the District for health approval prior to readmission. Please review each collective bargaining agreement for language depending on the employee's classification.

4. **VACATION HOURS**: It is imperative that administrators review the vacation of classified employees and A-basis certificated employees on a monthly basis as employees will cease to accrue if they hit their vacation cap. Please encourage employees to monitor their vacation balances on a monthly basis and allow employees the use of their vacation when requested while also considering the operational needs of the District. While most school-based employees will use their accrued vacation during winter and spring break, employees who have longevity with the District may need to use vacation during times when school is in session in order to remain below the cap. Employees may visit the Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement. Administrators may view

vacation balances at **ZTMRVACBAL** in SAP/BTS. During the shutdown in December, A basis Unit D employees have the option to go unpaid, work at your location (or elsewhere) or take vacation. Please ensure A basis Unit D employees are aware of this option.

5. **UNION RELEASE TIME FOR EMPLOYEES:** The Office of Labor Relations will contact you if the District receives a request from a union to release an employee for the purpose of conducting union business. If you receive a request directly from the union or an employee, please contact the Office of Labor Relations at (213) 241-8322 to ensure the proper steps have been taken.

6. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. Upon arriving, union representatives shall first report to the office of site administrator and state their purpose and estimated length of visit. Reasonable access to District facilities includes contacting employees during their duty-free lunch period and before or after their hours of service. Representatives shall not interrupt any employee's duties or assignments. Union Representatives along with all other visitors to campus are expected to conduct themselves in a professional, non-disruptive and non-abusive manner while visiting campus and worksite locations.

7. **EXTENDED LEAVES OF ABSENCE (WORKERS' COMP OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Comp coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee's status and return date. If you need additional assistance with an employee, a current claim, or return to work procedures, contact the Integrated Disability Management office, at WorkersCompensation@lausd.net . For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted. Employees who have not submitted required doctor-approved leave documentation should be time-reported as unpaid after their 20th consecutive workday absence. However, should the required doctor-approved leave documentation be submitted late, payroll adjustments from unpaid should be strongly considered. **(Article XII, Section 12.9)**

Attachment #1

Division of Employee Support & Labor Relations
2022-2023 STAFF RELATIONS DIRECTORY
FIELD DIRECTOR and SENIOR HR REPRESENTATIVE ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	BEETS, GIFTY	213-241-6056 213-241-5313	gifty.beets@lausd.net
Administrator-AALA	ALFAYATE, JUAN	213-241-8233	jalfayat@lausd.net
HR-SR Manager	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
Field Director	HAYNES, ERIN	213-241-8257	edh0788@lausd.net
Admin Secretary	SANCHEZ, LETICIA	213-241-8109	leticia.sanchez@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Field Director	MARTINEZ, ADAN (.5 FTE)	818-654-3641	adan.martinez@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	zhanna.davtyan@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	BUTLER, MARIA	818-252-5435	murbin2@lausd.net
Field Director	MARTINEZ, ADAN (.5 FTE)	818-252-5436	adan.martinez@lausd.net
Senior HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	MARTINEZ, ISAIAS	213-766-7345	isaias.martinez@lausd.net
Field Director	GONZALEZ, CARLOS (.5 FTE)	213-766-7347	cxcg0564@lausd.net
Senior HR Rep	GOSSETT, LORRI	213-241-8227	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	cxcg0564@lausd.net
Senior HR Rep	CHOWSANGRAT, DIANNA	323-224-3351	d.chowsangrat@lausd.net

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	310-354-3204 213-241-8248	ebony.montgomery@lausd.net

LOCAL DISTRICT WEST

Field Director	MOSCOSO, VERONICA	310-914-2153	vxm6767@lausd.net
Field Director	USMANI, SARAH	310-914-2150	sarah.usmani@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	zhanna.davtyan@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	818-927-1353	djf2378@lausd.net
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Attachment #2

**OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2022-2023**

AAALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
Basis A	07/01/21	08/06/21	08/20/21	05/10/2022 – Assistant Principals
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

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	08/27/21	09/02/21	09/17/21	02/18/22	05/18/22
E Basis Option 4	08/06/21	08/13/22	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
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).**