

LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF HUMAN RESOURCES
OFFICE OF STAFF RELATIONS

TO: Principals and Administrators

DATE: November 2023

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

SUBJECT: NOVEMBER 2023 - UPDATES & REMINDERS

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

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

IMPORTANT

DATES:

- | | |
|-------------------------|--|
| November 4, 2023 | Last day to hold Initial Planning Conference for non-permanent employees newly assigned up to ten (10) days prior to norm day |
| November 6, 2023 | Endorsement decisions for Probationary 2 employees begins Principal letters and Affirmative Decision Forms distributed to principals |
| December 1, 2023 | Affirmative Decision forms for Probationary 2 Teachers due to Regional Directors |
| December 8, 2023 | Affirmative Decision forms for Probationary 2 Teachers due to Staff Relations Field Directors |

**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 3, 2023** (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 16, 2024, for both C-basis and 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 his/her performance closely, particularly if there were performance concerns last year and the employee continues to exhibit performance issues during the first semester of the 2023-2024 school year. It is recommended that you document the performance concerns and the assistance and guidance provided in several conference memoranda. Decisions about re-election and non-reelection of Probationary 2 employees must 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 nature of the concern(s), a formal conference memo is considered best practice, but informal memos, emails, and/or observation forms are also excellent evidence. When recommending a Probationary teacher for non-reelection, administrators should have documentation to show that there were concerns with the teacher's performance and/or conduct, that the concerns were shared with the teacher, and that assistance and guidance were provided to address the issue(s). These documented steps are extremely important, 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 Regional Directors 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 2022-2023 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 their 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. **FACULTY MEETINGS:** Faculty meetings should not, except in special circumstances or emergencies, exceed one hour in duration. Agendas for faculty meetings are to be distributed twenty-four (24) hours in advance, and employees shall also be permitted to propose agenda items. Employees shall also be permitted to participate in discussions during the meetings. If a meeting is scheduled after school, it should be started as soon as practicable after the student day is completed. **(Article IX, Section 4.3)**

Faculty meetings are not to be conducted during banked professional development time. Professional development meetings on banked time do not count toward the permitted number of meetings under Article IX, Section 4.3 (30 meetings/year); however, if PD extends beyond the

regularly scheduled banked time, that time shall be deducted from the next scheduled faculty meetings. **(Article IX-B, Section 2.0 (g))**

Ensure that you keep separate agendas and sign-ins for your banked professional development and faculty meetings.

7. **UTLA 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 ensure 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. **ITINERANT EMPLOYEES:** Itinerant employees are assigned either centrally or by a regional district administrator. These employees are supervised by these administrators and bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. *Please make sure a timecard is created for every employee at the beginning of their assignments and that it is regularly monitored.* If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate a plan to address these issues. If you have additional questions regarding itinerant employees, contact Susana Cuevas, Staff Relations Field Director, at scontr6@lausd.net or (213) 241-8257.
9. **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)**

**CLASSIFIED
INFORMATION:**

1. **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.
2. **REMINDER – SPECIAL EDUCATION ASSISTANTS AND TRAINEES BECOME 7-HOUR EMPLOYEES EFFECTIVE JANUARY 2024:** This change applies to Special Education Assistants

and Special Education Trainees. Please see Unit B Contract Article IX, Section 2.0 on page 22 for further information regarding overtime.

3. **WHAT'S THE DIFFERENCE? CAMPUS AIDE, SCHOOL SUPERVISION AIDE, SCHOOL CLIMATE ADVOCATE**: These are non-classroom positions. School Supervision Aides monitor students, Campus Aides secure the campus, and School Climate Advocates provide programs relating to cultural diversity and building interpersonal student relationships.

- A Campus Aide patrols school facilities to prevent violations of rules or safe practices. Employees in the classes designated as (Female) or (Male) are required to enter restrooms or locker rooms that are restricted to persons of the designated sex.
- A School Supervision Aide and (Restricted) assists certificated employees in maintaining a proper behavioral environment at elementary or secondary schools. Performs regularly scheduled **non-classroom supervision duties, supervising students** in the cafeteria, indoor assembly areas, outdoor eating areas, halls, restrooms, on the playground and in other assigned areas.
- A School Climate Advocate & (Restricted) receives direction from the site administrator and assists them by supporting a safe and positive school culture and climate, provides support to traditionally marginalized groups, and **identifies resources available within the school, District, and community**.

Visit the following website for classified job descriptions: [Classification Descriptions](#)

4. **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/>

5. **PERFORMANCE MANAGEMENT WEBINARS**: Please encourage your Classified supervisory staff or those planning to become supervisors to participate in webinars hosted by the Personnel Commission and Organizational Excellence. They offer training in classified growth and development tools. Supervisory topics include effective communication, managing a diverse workplace, performance management, the evaluation process, and more. To access the catalog visit [Organizational Excellence Fall Catalog](#), or to register, visit [My PLN](#)

GENERAL INFORMATION:

1. **REMINDER ON CHILD ABUSE AND NEGLECT REPORTING REQUIREMENTS (BUL – 1347.5)**: Please be aware that LAUSD Policy BUL – 1347.5 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. **MONITORING AND SUPPORTING EMPLOYEE ATTENDANCE AT SCHOOLS:**

Schools need an effective system to monitor and support employee attendance. Please, consider the following when addressing the issue of employee attendance at your school:

- **Monitoring Attendance:**
 - Implement an Absent/Tardy Log and inform staff of procedures.
 - Meet with SAA monthly to review and make sure employees with FMLA or on leave are reported correctly.
 - Contact Integrated Disability Management (IDM) for questions about FMLA and WC absences.
 - You can use [MyTeam](#) to access staff attendance reports for your school sites.
- **Communicating with Staff:**
 - Review contractual hours, sign in/out protocol, and absence reporting protocols. Include this information in the School Policy Handbook.
 - Review LAUSD Employee Attendance Policy with employees.
 - For classified Special Education employees, review the Special Education Paraprofessional Attendance Policy (BUL-6527.2). Have employees sign the acknowledgement form.
 - Provide update to staff regarding employee attendance every 3 months. Review policies as needed.
- **Consider a System to Provide Incentives for Employee Attendance:**
 - Inform your staff.
 - Advertise incentives in your weekly bulletin.
- **Provide Assistance and Guidance, Including Potential Discipline, for Employees with Attendance Concerns:**

Certificated:

- Conference and evaluate employees with 13 or more unprotected absences during the previous school year.
- Conference with employees with excessive unprotected absences (more than three (3) by October, more than six (6) by February, and eight (8) or more by April).

Classified:

- Monitor attendance for newly hired classified employees. No more than six (6) absences are allowed in the 130-day probation period.
- Conference only once for attendance and consult with Staff Relations for next steps.
- Attendance does not start over from year to year or when an employee transfers to a new site.

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 monthly, as employees will cease to accrue if they hit their vacation cap. Please encourage employees to monitor their vacation balances 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 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 and all other campus visitors are expected to behave professionally 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 Human Resources
2023-2024 STAFF RELATIONS DIRECTORY
FIELD DIRECTOR and SENIOR HR REPRESENTATIVE ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY

Title	Name	Extension	Email
Interim Executive Director	HASTINGS, PETER	213 241-6056 213 241-5313	pmh5997@lausd.net
Administrator-AALA	ALFAYATE, JUAN	213 241-8233	jalfayat@lausd.net
Field Director	CUEVAS, SUSANA	213 241-8257	scontr6@lausd.net
HR-SR Manager	GOSSETT, LORRI	213 241-6864	lorri.gossett@lausd.net
Senior HR Rep	GONZALEZ, MAYRA	213 241-8240	mayra.l.gonzalez@lausd.net
Admin Secretary	SANCHEZ, LETICIA	213 241-8109	leticia.sanchez@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213 241-8238	adriana.x.zuniga@lausd.net

REGION NORTH

Field Director	LEE, LUCY	818 654-3637	llee9@lausd.net
Field Director	MOSCOSO, VERONICA	818 654-3652	vxm6767@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
Senior HR Rep	DAVTYAN, ZHANNA (Vacant)	818 943-8973	zhanna.davtyan@lausd.net

REGION EAST

Field Director	QUEZADA, CESAR	323 224-3353	cesar.quezada@lausd.net
Field Director	MARTINEZ, ADAN (.5 FTE)	323 224-3364	adan.martinez@lausd.net
Field Director	GONZALEZ, CARLOS	323 224-3119	cxg0564@lausd.net
Senior HR Rep	CHOWSANGRAT, DIANNA	323 224-3351	d.chowsangrat@lausd.net

REGION SOUTH

Field Director	Vacant	310 354-3472	
Field Director	MARTINEZ, ISAIAS	310 354-3508	isaias.martinez@lausd.net
Field Director	STEVENS, JEANETTE	310 354-3419	jls6008@lausd.net
HR -SR Manager	GOSSETT, LORRI	213 241-8664	lorri.gossett@lausd.net

REGION WEST

Field Director	WINTERS, MELISSA	310 914-2153	mrw4766@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 AND CARRER EDUCATION

Field Director	LENON, DAMIAN	213 241-2563	dlenon@lausd.net
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Attachment #2

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

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	07/3/23	08/11/23	08/25/23	05/10/2024 assistant Principals & School Support Admin/B-Basis
Basis E	07/20/23	08/25/23	09/08/23	
Basis B	07/31/23	09/08/23	09/22/23	
				05/10/2024 – Principals & School Support Admin/E- Basis
				05/10/2024–Principals Supervisors & School Support Admin/A-Basis

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	08/04/23	08/11/23	08/25/23	02/16/24	05/29/24
C-Basis Single Track	09/15/23	09/22/23	10/06/23	02/16/24	05/10/24
B-Basis Single- Track Calendar	08/31/23	09/08/23	09/22/23	02/16/24	05/14/24
E-Basis Single- Track	08/18/23	08/25/23	09/08/23	02/16/24	05/24/24
B Basis Option 6	08/17/23	08/25/23	09/8/23	02/15/24	05/15/24
B Basis Option 7	08/18/23	08/25/23	09/8/23	02/15/24	05/29/24

B Basis Special Calendar GB_06SPE	08/1/23	08/18/23	08/31/23	02/16/24	05/29/24
B Basis Special Calendar GB_08SPE	08/11/23	08/18/23	08/31/23	02/16/24	05/29/24

*** For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last workday of the eighth week of school, in which case, the notification of evaluation must be given within ten workdays of the employee reporting to the school. Employees that report later than the last workday of the eighth week of the fall term shall not be subject to evaluation that year, unless they are non-permanent, or they received a below-standard evaluation in the previous academic year.**

+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last workday of the eighth week. For employees newly assigned within ten workdays prior to Norm Day, the objectives must be established no later than the last workday of the 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).**