

## INTER-OFFICE CORRESPONDENCE

LOS ANGELES UNIFIED SCHOOL DISTRICT

### Staff Relations

**TO:** Principals and Administrators

**DATE:** November 1, 2014

**FROM:** Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations

**SUBJECT:** STAFF RELATIONS NOVEMBER 2014 MONTHLY UPDATES & REMINDERS

#### **IMPORTANT DATES:**

**December 5, 2014:** Endorsement decisions for Probationary 2 employees are to be submitted to the ESC Instructional Director

#### **CERTIFICATED INFORMATION:**

##### **1. NON-REELECTION PROCESS FOR PROBATIONARY 2 TEACHERS (OR EQUIVALENT)**

The Board of Education must approve or deny the recommendation for non-re-election prior to March 15, 2014. All principals and certificated administrators will be required to decide if they will provide "Affirmative Endorsement" to the probationary and provisional certificated employees assigned to their site. On a form provided by the Human Resource Division, Principals and Educational Service Center Superintendent Designee will either endorse the employee allowing them to progress to the next level or status or not re-elect the employee from employment of current assignment. **Endorsement decisions for Probationary 2 employees are to be submitted to the ESC Instructional Director on Friday, December 5, 2014.** Endorsement decisions for Probationary 1 and Provisional employees are to be submitted to the ESC Instructional Director on March 6, 2015.

##### **2. CHILD ABUSE**

**Do not** reference in a conference memo or in a Certificated Day-to-Day Substitute Teacher Report (Inadequate Service Report) the fact that you have filed a child abuse report. All Child Abuse Reports must remain **confidential** and are not to be disclosed.

##### **3. TEACHER GROWTH AND DEVELOPMENT CYCLE (TGDC)**

All teachers of K-12 students, including Special Education Resource teachers and Special Day Program teachers, will be evaluated using the LAUSD Teacher Growth and Development Cycle (TGDC) BUL-5335.3 Performance Evaluation for UTLA Bargaining Unit Personnel. Starting the 2014-2015 school year, Early Education general education teachers and SRLDP teachers will also be evaluated using the Teacher Growth and Development Cycle. All other certificated teacher positions (Early Education special education teachers, State Pre-school teachers, Adult and Career Education teachers, academic coaches, coordinators, deans, and counselors) as well as school-based support services personnel (School psychologists, PSA Counselors) will not utilize the multiple measure performance review system for the 2014- 2015 school year.

All positions, regardless of evaluation content/format will continue to be evaluated under Article X provisions. Any questions related to the TGDC process should be directed to Education Service Center Teaching and Learning Coordinator.

Teachers who received a BSE in previous year, needs to Improve (NI), and /or had 13+ days absence must be evaluated. The following non- permanent and qualifying personnel shall be evaluated at least once each school year: Probationary (B1, B2), District Intern (G1, G2), University Intern (F1, F2), Temporary Contract personnel (K1), Qualifying Personnel (Q1, Q2) and Provisional (V1). Therefore, it is *essential* that you immediately notify your Staff Relations Field Director if you are considering issuing a Below Standard Stull Evaluation to any probationary teacher.

#### 4. **INITIAL PLANNING CONFERENCE**

The initial planning conference should be completed. This is an opportunity to discuss the Initial Planning Sheet (IPS) and make clear the established objectives. Please review the applicable sections of the LAUSD/UTLA Agreement. If a teacher has failed to complete the IPS by the date you selected, complete it for the teacher and review it at a conference. See Attachment #1, Administrative Task Calendar for recommended dates. (**LAUSD/UTLA CBA, Article X, Sections 4.0, 4.1 and 4.2**)

#### 5. **WARNING OF POSSIBLE BELOW STANDARD EVALUATION (Reminder)**

Employees who may receive an overall **Below Standard Evaluation** should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement, but should also give warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See Attachment #1, Administrative Task Calendar.

#### 6. **SUBSTITUTE TEACHER EVALUATIONS**

Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on Form 1022. (**LAUSD/UTLA CBA, Article X, Section 8.0**)

#### 7. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR)**

Before issuing an ISR **always confirm whether a substitute is a contract pool teacher or a day-to-day substitute**. The site administrator may issue for cause, a notice of inadequate service to a day-to-day substitute. Such notice shall be issued within ten 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 issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations. 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 representative of another employee organization. (**LAUSD/UTLA CBA, Article X, 7.0**)

#### 8. **CONTRACT POOL SUBSTITUTE TEACHERS**

Regular employees, assigned to the Contract Pool are to be treated as contracted teachers; they are **not to be issued an Inadequate Service Report**. **Always confirm whether a substitute is a contract pool teacher or a day-to-day substitute**. They are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Staff Relations Field Director for questions.

**CLASSIFIED INFORMATION:**

**9. SCHOOL BASED EMPLOYEES BY COLLECTIVE BARGAINING UNITS**

Attached is a list of job classifications normally found in school sites, as well as contacts for assistance. Please note that Transportation Services Division, Facilities/Maintenance and Operations, and Food Services Division handle their employees' disciplinary issues and grievances. (See Attachment #2)

**10. ASSISTANCE AND GUIDANCE FOR CLASSIFIED STAFF AND TEACHER ASSISTANTS**

It is not necessary to provide advance notification to a classified staff member or Teacher Assistant prior to holding assistance and guidance meetings which will not result in disciplinary action (suspension, demotion or dismissal). Additionally, employees are not entitled to representation for such meetings. If you *expect* that a meeting with an employee may result in disciplinary action (such as an investigatory meeting), you should contact your Senior Human Resources Representative and give the employee advanced notice. Such meetings are labeled "pre disciplinary," (or "investigative" for employees whose contracts don't have pre-disciplinary meetings) and employees are entitled to representation if they choose.

**11. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES**

Staff Relations (formerly Employee Performance Accountability) is now presenting courses through Organizational Excellence. The upcoming classes are titled, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees". Supervisors of classified staff may enroll in either of these classes through the Learning Zone. To register, visit the Learning Zone at <http://lz.lausd.net>. Search by **Class Offerings** and then a **Keyword** from the titles above. **We encourage any of your staff that manages or reviews classified employees to attend these two informative training sessions.**

**12. CAMPUS AIDES**

Campus Aides are classified employees represented by SEIU, Local 99. They are part of Unit B (Instructional Aides). Campus Aides with permanent status have the same rights as other Unit B employees with regards to progressive discipline. This is different than School Supervision Aides, which belong to Unit G, and fall under another Collective Bargaining Agreement. For specific questions regarding evaluation and discipline processes for Campus Aides, please contact your Senior Human Resources Representative.

**GENERAL INFORMATION:**

**13. NO STAFF MEETINGS ON ELECTION DAY-Per Bulletin 1704.1**

You are to ensure that employees are not hindered from being able to reach their respective polling locations and that no faculty meetings should be held on Election Day. Any banked time events should be held as planned. Other mandatory or permissive after-school activities involving staff should not be scheduled on Election Day.

**14. SAFETY – EMERGENCY CLOSURE**

In the event of a school closure due to an emergency the employees shall typically be reassigned on a temporary basis to another location. If a school is evacuated during the school day, employees shall suffer no loss of pay or accumulated leave for that day. **(UTLA - Article XXVIII,**

**Section 5.0. and 6.0)** Also, Classified staff is to be paid for all hours worked which would include time spent during any lockdown period.

**15. SAFETY – EMPLOYEE/DISTRICT RESPONSIBILITY**

Employees shall immediately notify the site administration and site administration shall immediately notify employees of any unsafe or hazardous conditions at the site. Upon notification, the District shall take immediate steps to investigate and correct an unsafe or hazardous condition. In an emergency, employees may take reasonable preliminary action to protect students, other employees, and themselves. **(UTLA - Article XXVIII, Section 7.0; Classified contracts: Safety Article)**

**16. EMPLOYEE ATTENDANCE REQUIREMENTS**

Refer to the respective collective bargaining agreements and the District's Employee Attendance Policy when addressing employee attendance issues. Be sure to establish clear procedures at the school site to address signing in and signing out and absences. Contact your Staff Relations representative for assistance with progressive discipline for employees with attendance issues. Remember it is the responsibility of the school site administrator to follow up on any leave. For Workers' Compensation 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 any particular employee, a current claim, or procedure, contact Linda Cass, LAUSD Office of Risk Management, at (213) 241-3839. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be completed. Employees who have not submitted required documents **should not** be time-reported after twenty days of absence. The Classified Leave of Absence Packet is on the Personnel Commission web site (found under Forms) and is very instructive.

**17. HOLIDAY ABSENCES**

Employees need to be advised in writing that if they are absent on days immediately preceding and following a holiday, they will need to provide verification of illness or other allowable cause upon their return to work. Remind employees that personal necessity days, for other than emergencies, must be approved by the administrator five days in advance and the employee must provide verification of the valid reason for the absence upon their return as requested. This includes employees who plan to be absent for any religious observance.

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

**ATTACHMENT #1**

**STAFF RELATIONS  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2014-2015**

**AALA REPRESENTED EMPLOYEES**

	I*	II*	III*	IV**
	Distribute Initial Planning Sheet	Return Initial Planning Sheet	Initial Planning Conference	Evaluations Issuance Deadline

<b>Basis A</b>	<b>07/01/14</b>	<b>08/08/14</b>	<b>08/22/14</b>	<b>05/08/15</b>
<b>Basis E</b>	<b>07/17/14</b>	<b>08/15/14</b>	<b>09/05/14</b>	<b>05/08/15</b>
<b>Basis B</b>	<b>07/28/14</b>	<b>8/22/14</b>	<b>09/12/14</b>	<b>05/08/15</b>

**UTLA REPRESENTED EMPLOYEES**

	I*	II*	III*	IV**
	Access Initial Planning Sheet	Submit Initial Planning Sheet	Initial Planning Conference	Evaluations Issuance Deadline

<b>Basis A</b>	<b>07/01/14</b>	<b>08/08/14</b>	<b>08/22/14</b>	<b>05/27/15</b>
<b>Single Track</b>	<b>08/11/14</b>	<b>09/19/14</b>	<b>10/17/14</b>	<b>05/04/15</b>

**FOUR TRACK**

<b>Track A</b>	<b>08/14/14</b>	<b>09/26/14</b>	<b>10/10/14</b>	<b>05/22/15</b>
<b>Track B</b>	<b>07/01/14</b>	<b>08/08/14</b>	<b>08/22/14</b>	<b>05/22/15</b>
<b>Track C</b>	<b>07/01/14</b>	<b>08/08/14</b>	<b>10/03/14</b>	<b>05/22/15</b>
<b>Track D</b>	<b>07/01/14</b>	<b>08/08/14</b>	<b>08/22/14</b>	<b>04/03/15</b>

**\*RECOMMENDED** that tasks be completed no later than date listed. (Article X, Section 4.0)

**\*\*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).

**\*\*For AALA-Represented Employees**, the Final Evaluation Report must be issued no later than May 10, 2015 - May 10<sup>th</sup> is a Sunday (Article VII, Section 4).

**ATTACHMENT #2**

**SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNIT**

<b>UNIT</b>	<b>MAJOR JOB CLASSIFICATIONS</b>	<b>WHERE TO CALL FOR ASSISTANCE</b>	<b>EXCLUSIVE REPRESENTATIVE</b>
<b>AALA</b> (Certificated Administrators)	Assistant Principal	Staff Relations Field Directors	Associated Administrators of Los Angeles (AALA)
<b>UTLA</b> (Teachers)	Teachers, Counselors, School Psychologists, Library Media Teachers, Nurses	Staff Relations Field Directors	United Teachers Los Angeles (UTLA)
<b>B</b> (Instructional Aides)	Education Aides, Campus Aides, Special Ed. Assts., Instructional Aides, Early Education Center Aides	Staff Relations Senior Human Resources Representative	SEIU, Local 99
<b>C</b> (Operations Support Services)	Building and Grounds Workers, Cafeteria staff, Housekeepers	<b>Cafeteria staff*</b> Food Services Division <b>Custodial staff**</b> Maintenance and Operations- Area Operations Supervisor <b>Housekeeper</b> Staff Relations Senior Human Resources Representative	SEIU, Local 99
<b>D</b> (Office-Technical & Business Services)	Office Technicians, Library Aides, Sr. Office Technicians, Financial Managers	Staff Relations Senior Human Resources Representative	California School Employees Assn. (CSEA)
<b>F</b> (Teacher Assistants)	Teacher Assistants	Staff Relations Senior Human Resources Representative	SEIU, Local 99
<b>G</b> (School Supervision Aides)	School Supervision Aides and Community Representatives	Staff Relations Senior Human Resources Representative	SEIU, Local 99
<b>S</b> (Classified Supervisors)	School Administrative Assistants,  Cafeteria Managers,  Plant Managers	<b>School Adm. Asst.</b> Staff Relations Senior Human Resources Representative <b>Cafeteria Manager*</b> Food Services Division <b>Plant Manager**</b> Maintenance & Operations Area Operations Supervisor	Teamsters, Local 572

**\*Food Services Division Human Resources – 213-241-2993**

**\*\*Maintenance & Operations Human Resources – 213-241-0312**

## Staff Telephone Numbers & Email Addresses

Central Staff		
<a href="#">Lydia Acosta Stephens</a>	ALA Members	(213) 241-6056
<a href="#">Lorri Gossett</a>	Sr. HR Representative	(213) 241-6864
<a href="#">Cathy Kelly</a>	Sr. HR Representative	(213) 241-8248
ESC North		
<a href="#">Andres Chait</a>	Field Director	(818) 654-3619
<a href="#">Dr. Madeline Latham Wilson</a>	Field Director	(818) 654-3641
<a href="#">Sarah Houston</a>	Sr. HR Representative	(213) 241-8240
ESC South		
<a href="#">Frances Baez</a>	Field Director	(310) 354-3419
<a href="#">Juan Alfayate</a>	Field Director	(310) 354-3472
<a href="#">Maria Romero</a>	Sr. HR Representative	(213) 241-6896
ESC East		
<a href="#">Dr. Kristen Murphy</a>	Field Director	(323) 224-3353
<a href="#">Isa Martinez</a>	Field Director	(323) 224-3120
<a href="#">Terri Lyons</a>	Sr. HR Representative	(213) 241-2563
ESC West		
<a href="#">Susana Cuevas</a>	Field Director	(310) 914-2150
<a href="#">Brenda Olortegui</a>	Field Director	(310) 914-2153
<a href="#">Lena Karachun</a>	Sr. HR Representative	(213) 241-8242
ISIC		
<a href="#">Veronica Moscoso</a>	Field Director	(213) 241-8257
<a href="#">Dr. Maribel Luna</a>	Field Director	(213) 241-8243
<a href="#">Stacey Smith</a>	Sr. HR Representative	(213) 241-8227