

**INTER-OFFICE CORRESPONDENCE**  
LOS ANGELES UNIFIED SCHOOL DISTRICT  
**EMPLOYEE PERFORMANCE ACCOUNTABILITY**

**Confidential**

**TO:** Administrators **DATE:** October 1, 2013

**FROM:** Employee Performance Accountability Field Directors  
Employee Performance Accountability Labor Relations Representatives

**SUBJECT: MONTHLY UPDATES & REMINDERS**

**IMPORTANT DATES:**

October 31, 2013      Deadline for verifying that Teacher Assistants are enrolled in and successfully completing college coursework (see Item #9 under Classified)

**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, November 22, 2013.** Endorsement decisions for Probationary 1 and Provisional employees are to be submitted to the ESC Instructional Director on February 21, 2014. Therefore, it is essential that you immediately notify your Employee Performance Accountability Field Director if you are considering issuing a Below Standard Stull Evaluation to any probationary teacher.

**2. CHILD ABUSE—DAY TO DAY SUBSTITUTES**

**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. **Contact Regina Echols at (213) 241-5336 regarding Inadequate Service Reports (ISR) and Substitute teachers.**

**3. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS**

The Chapter Chair shall have the right to make appropriate brief announcements within the first 45 minutes of faculty meetings. (**LAUSD/UTLA CBA, Article IV, Section 8.0-i**)

4. **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.

**(LAUSD/UTLA CBA, Article X, Section 9.0)**

5. **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). All other certificated teacher positions (early education 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 2013- 2014 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.

6. **INITIAL PLANNING CONFERENCE**

The initial planning conference should be held this month. 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 fails to complete the IPS by the date you selected, complete it for the teacher and review it at a conference. See attachment #2 for recommended dates. **(LAUSD/UTLA CBA, Article X, Sections 4.0, 4.1 and 4.2)**

7. **MID-YEAR WARNING (Reminder)**

Employees who may receive an Overall **Below Standard Evaluation** should be given notice mid-year. 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 #2, Administrative Task Calendar.

8. **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)**

9. **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) Contact Regina Echols at (213) 241-5336 regarding Inadequate Service Reports (ISR) and Substitute teachers.**

10. **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 Field Director for questions.

**CLASSIFIED INFORMATION:**

11. **TEACHER ASSISTANTS: VERIFICATION OF ENROLLMENT IN COLLEGE**

This is the biannual reminder to obtain from Teacher Assistance a verification of enrollment in the current Winter/Spring semester/quarter, as well as confirmation of units completed from the Fall/semester/quarter. TA's should be notified as soon as possible in writing to provide the required documents. October 31 is the fall deadline for verifying that your Teacher Assistance are continuously enrolling in and successfully passing college coursework. All Teacher Assistants are, on a continuing basis, required to enroll and successfully complete college course. If you need a packet of information on this, or if any employee does not submit the information by mid-March, contact the Office of Employee Performance Accountability at 213-241-6056 for assistance.

12. **TEACHER ASSISTANT POSITIONS RECENTLY CLOSED DUE TO BUDGET CUTS**

If you recently closed positions and laid off Teacher Assistants, don't forget that TAs who had more than one year of service are entitled to reemployment in a position if you are able to add back a TA position. Positions should be offered in reverse order of the layoff.

13. EPA staff members are now teaching courses through Organizational Excellence, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees". **Please encourage any of your staff that manages or reviews classified employees to attend these classes.**

## **GENERAL INFORMATION:**

### **14. EPA ASSISTANCE**

The Office of Employee Performance Accountability serves as a resource to administrators on matters of evaluation, discipline and contract interpretation. Teachers and classified employees should be referred to their respective unions for assistance and not to Employee Performance Accountability (EPA). Likewise, administrators should not consult unions for advice.

### **15. 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.

### **16. EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS)**

We continue to see problems when employees are allowed to remain on a long-term leave, and are then reported for pay without administrative monitoring. **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 Leave of Absence Packet on the Personnel Commission web site (found under Forms) is very instructive.

**If you have any questions about these items or other contract or discipline issues, please contact your Field Director regarding UTLA matters at the direct extension or email. Contact the Labor Relations Representative for Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, campus supervision employees, and the SAA) at (213) 241-6056.**

## **ATTACHMENT #1**

### **COLLEGE COURSE REQUIREMENTS FOR TAs**

**References: Unit F Collective Bargaining Agreement  
(On-line at LAUSD web site, under Offices, then Union Contracts)**

#### **TA's Responsibility:**

- Degree-track: Complete 12 qualifying college semester units annually (Commenced & successfully completed within school year July 1 – June 30)

Article VIII, Section 2.1

#### **Or**

Non-degree track: Maintain continuous enrollment in a college course at all times during the school year (August – May). Course units must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding and skills related to the employment by the District

Article VIII, Section 3.1

- Submit documentation at the beginning of each semester, but no later than each October 31 and March 31:
  1. Form 503-103 completed by the college/university and the employee as evidence of enrollment for current semester/quarter  
Or other acceptable evidence of registration/enrollmentAND
  2. Evidence of completion of courses (e.g. transcript) from the previous semester/quarter

#### **Administrator's Responsibility:**

- Advise TAs at the beginning of each semester (i.e., in September and January) of the October/March deadlines and enforce deadlines.
- Keep completed 503-103 forms or other verification of enrollment and completion of units on file at school.
- Track completion of the qualifying units or course requirements.
- Track total # of units completed by each TA.
- Annually post TA Seniority list with the number of qualifying college units for each TA. Article X, Section 2.

**OFFICE OF EMPLOYEE PERFORMANCE ACCOUNTABILITY  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2013-2014**

**AALA REPRESENTED EMPLOYEES**

	I* Distribute Initial Planning Sheet	II* Return Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
<b>Basis A</b>	<b>07/01/13</b>	<b>08/09/13</b>	<b>08/23/13</b>	<b>05/09/14</b>
<b>Basis B</b>	<b>07/29/13</b>	<b>09/6/13</b>	<b>09/20/13</b>	<b>05/09/14</b>
<b>Basis E</b>	<b>07/18/13</b>	<b>08/29/13</b>	<b>09/13/13</b>	<b>05/09/14</b>

**UTLA REPRESENTED EMPLOYEES**

	I* Access Initial Planning Sheet	II* Submit Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
<b>Basis A</b>	<b>07/01/13</b>	<b>08/09/13</b>	<b>08/23/13</b>	<b>05/30/14</b>
<b>Single Track</b>	<b>08/12/13</b>	<b>09/20/13</b>	<b>10/04/13</b>	<b>05/05/14</b>
<b>Four – Track</b>				
<b>Track A</b>	<b>08/14/13</b>	<b>09/27/13</b>	<b>10/11/13</b>	<b>05/23/14</b>
<b>Track B</b>	<b>07/01/13</b>	<b>08/09/13</b>	<b>08/23/13</b>	<b>05/23/14</b>
<b>Track C</b>	<b>07/01/13</b>	<b>08/09/13</b>	<b>10/04/13</b>	<b>05/23/14</b>
<b>Track D</b>	<b>07/01/13</b>	<b>08/09/13</b>	<b>08/23/13</b>	<b>04/04/14</b>

\* **RECOMMENDED** that task 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 9, 2014—May 10 is a Saturday (Article VII, Section 4)