

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF EMPLOYEE SUPPORT & LABOR RELATIONS
OFFICE OF STAFF RELATIONS**

TO: Principals and Administrators

DATE: October 2021

FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

SUBJECT: OCTOBER 2021 - UPDATES & REMINDERS

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

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

IMPORTANT DATES:

- | | |
|---------------------------|---|
| September 30, 2021 | Online Suspected Child Abuse training completion deadline.
2021 SPSL (Governor's Supplemental Paid Sick Leave) ends. |
| October 8, 2021 | Final date to establish objectives for UTLA-represented C basis employees. |
| October 15, 2021 | Deadline to comply with LAUSD vaccination mandate. |
| October 16, 2021 | Employees not fully vaccinated <u>will not</u> be allowed to report to LAUSD campuses. |
| December 17, 2021 | Suicide Prevention and Awareness Training 2021-22 due.
2021-2022 Annual IT Cyber Security Training due. |
| January 10, 2022 | Last day for students 12 and older to provide proof of being fully COVID 19 vaccinated unless they are granted a qualified exemption. |

CERTIFICATED INFORMATION:

- 2021-2022 CERTIFICATED EVALUATIONS:** As per UTLA-LAUSD Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #1). Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last workday of the fifth week of school (September 17, 2021).** The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school (October 8, 2021) are to be notified that they are to be evaluated within ten (10) workdays of reporting to the school. ***All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually.*** Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement.

Pending ratification of the LAUSD/UTLA Tentative Agreement for 2021-2022 Reopener signed on September 21,

2021, Evaluations for permanent UTLA bargaining unit members who have not received a below standard evaluation in the last five years shall be suspended for the 2021-2022 school year.

2. **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 Collective Bargaining Agreement requires that the employee's objectives be established **no later than the last workday of the 8th week of school: October 8, 2021**. For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 5, 2021. If a teacher fails to complete an Initial Planning Sheet, the administrator should consult with their Field Director for guidance, schedule the Initial Planning Conference and provide the teacher with the objectives upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment #2 for timelines.
3. **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 18, 2022**. 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.
4. **NON-RE-ELECTION OF PROBATIONARY 2 TEACHERS:** If you have a certificated employee who is currently in Probationary 2 status, 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 2021-2022 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-re-election of Probationary 2 employees will be made prior to the end of the first semester via the Affirmative Decision form. For assistance with this process, contact your Staff Relations Field Director.
5. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether the teacher substituting is a contract pool teacher or a day-to-day substitute**. If the employee is a day-to-day substitute, the site administrator may, for cause, issue a notice of inadequate service. Such a notice shall, absent compelling circumstances, be **issued within ten working days after the date(s) of service**, 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 conference with the substitute regarding the allegations, **informing the employee that he/she 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. Please be aware that there is another form available on the Human Resources Website that may be used to provide commendations for exemplary service by a substitute. **(Article X, Section 7.0)**
6. **CONTRACT POOL 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 an employee is a contract pool teacher or a day-to-day substitute**. Contract Pool Teachers are full-time 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 with questions.

7. **CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES:** When holding a conference with an employee to discuss his/her conduct and/or performance, administrators should consult with their Staff Relations Field Director *prior to* inviting the employee to the conference. If you intend to issue a conference memorandum to memorialize the conference, include the following when sending the draft conference memo to your Staff Relations Field Director:

- A. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
- B. The most recent performance evaluation, including signatures and all of its attachments
- C. Any previous Conference Memos that the employee received, particularly if the concerns/allegations are similar to the ones being investigated.

After holding the conference with the employee and issuing the written conference memo (within four days of the meeting), send your Staff Relations Field Director a PDF copy of the memorandum that includes the following:

- A. Issuing administrator's initials by his/her name on the memo
- B. All attachments that were provided to the employee
- C. Any written response that the employee submits in response to the conference memo
- D. When you send the memo via email, inform your Field Director if you intend to issue discipline, and what disciplinary measures you are considering.

If the employee responds in writing, send a copy of the response to your Staff Relations Field Director and attach a copy to the conference memo in the employee's school file.

Please remember to upload the conference memos related to misconduct, without bulletins or statements collected during the investigation, to the school files project. See attachments 3 and 4.

8. **ITINERANT EMPLOYEES:** Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by administrators who 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 that a timecard is created for them at the beginning of their assignment and that these are 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 Erin Haynes, Staff Relations Field Director, at edh0788@lausd.net or (818) 746-3662.

9. **INFORMAL GRIEVANCE PROCEDURES:** Prior to filing a formal grievance, the grievant shall attempt to resolve a grievance by requesting an informal conference with the employee's immediate supervisor. The request for the informal grievance meeting must be made in writing. If you receive such a request, contact your Staff Relations Field Director for assistance. The informal grievance conference must be scheduled within five working days of receiving the written request and a written response is required within five working days following the informal conference. (**Article V-Section 7.0**)

10. **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**)

11. **STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.

CERTIFICATED FREQUENTLY USED STATUS CODES

SAP EMPLOYEE SUBGROUP CODE	STATUS CODES	STATUS DESCRIPTION
B1	Probationary, 1 st Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 nd Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 st Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 nd Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 st Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 nd Year or More	Employee is teaching under a valid District Intern Certificate.
K1	Temporary Contract	Employee is teaching under a temporary contract of up to one year.

CLASSIFIED INFORMATION:

- 1. DOCTOR NOTES:** 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 health form to the immediate administrator and may be referred by the District for health approval prior to readmission.
- 2. EMPLOYEES WHO ARE NO CALL/NO SHOW:** Employees who do not call in or do not show to work may not eligible for pay without verification. The District may verify, when it reasonably suspects abuse or deems necessary for health and safety reasons, any claimed illness, injury, or disability before authorizing any compensation.
- 3. EMPLOYEE SCHEDULE CHANGES:** Prior to any substantial change of a permanent nature that affects an employee's work week or daily hours of work, the employee shall, whenever practicable, be given advance notification.
Unit B – 5 work days (Article IX, section 1.7)
Unit D - 14 calendar days (Article IX, section 7.0*)
Unit F – 3 work days (Article IX section 1.7)
Unit H – 7 calendar days (Article IX section 1.5)
Unit S – reasonable advance notification (Article IX, section 1.6)
Unit C - 5 work days (Article IX, section 1.4)
Unit E – 7 calendar days (Article IX, section 1.2)
Unit G – N/A
Unit J – 10 business days (Article IX, section 2.0*)
* Please refer to the contract for additional language
- 4. BILINGUAL CERTIFICATION:** Bilingual Classified employees may assist with bilingual translation-interpretation consistent with their contracts so long as they have passed the District's bilingual-certification examination in a specific language other than English. All information needed by site administrators and employee candidates for bilingual certification may be found at the following link:
[LAUSD Bilingual Assessment – LAUSD "Talent Acquisition and Selection Branch" \(lausdjobs.org\)](https://www.lausdjobs.org/)
The process is online and supersedes former paper request forms:
 - Site administrator initiates an online request for the employee-candidate.
 - Talent and Acquisition Branch emails to employee-candidate the testing appointment and results thereafter.
- 5. SEIU 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.

6. **SPECIAL EDUCATION PARAPROFESSIONALS:** REF-6770.2 Procedures for Monitoring First Aid and CPR Certifications require Paraprofessionals to maintain a valid certification as a qualification in both First Aid and CPR as a condition of employment. They must present proof of valid certifications to their principal or their designee within 20 days of receipt of a notification of non-compliance sent from the Division of Special Education Operations to avoid disciplinary action up to and including dismissal. Principals or their designee(s) should request a copy of the paraprofessional's First Aid/CPR certifications on the first day of their assignment and when previous certification is about to expire.

7. **TEACHER ASSISTANTS 2021-2022 SCHOOL YEAR:**

Ensure employees upload **Proof of enrollment for fall 2021-2022 by October 30, 2021.** The Teacher Assistant Portal, is found here: <http://go.teachinla.com/tportal>.

8. **CLASSIFIED TRANSFER REQUEST – DEFERRAL PERIODS**

When an employee requests and submits a transfer, it cannot be held nor disapproved. You must approve it for either "regular approval" or "deferred approval." If "deferred approval" is selected, you may only defer it up to the maximum time limit specified in the appropriate collective bargaining agreement. Please refer to the appropriate collective bargaining agreement to determine the length of time you may defer a request. If you have indicated a date that exceeds the maximum deferral period, the date will be changed to the maximum date allowed under the appropriate collective bargaining agreement.

Unit B: Article XI, Section 2.0: no deferral period

Unit C: Article XI, Section 3.0: may be deferred up to six months

Unit D: Article XIV, Section 3.0: may be deferred for up to 45 calendar days

Unit E: Article XI, Section 2.2: may be deferred up to three months

Unit J: Article XI, Section 3.0: may be deferred but no time period appears in the CBA

Unit S: Article XI, Section 3.0: may be deferred for up to six months

Unit A and H: Article XI, Section 3.0: no deferral period

<i>GENERAL INFORMATION:</i>

1. **HIPAA CONFIDENTIALITY:** Given the potential for positive COVID cases on campus, please remind all staff that they are to maintain the confidentiality of individuals in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), privacy expectations and the ADA. All communication is to follow the District's COVID-19 Response and Communication Protocols. Violations of the Information Protection Policy (BUL-1077.2) may result in discipline, up to and including dismissal.
2. **TESTING/VACCINATION UPDATES:** All employees must be fully vaccinated by October 15, 2021. Individuals vaccinated as part of the District vaccination program do not need to submit their vaccination

record for verification given the automatic transfer of information to the Daily Pass system. Individuals who were vaccinated outside of the District program are to submit their vaccination record for review and verification through the Daily Pass. After the external vaccination document is submitted via the Daily Pass, it will be reviewed and verified by the District's Community Engagement team.

Non-school based employees will be allowed a window of up to two hours for testing during their workday, including travel time to the testing location. Time will be coded as Miscellaneous Natural Disaster (MSND).

Los Angeles Unified continues to host school-based vaccination clinics on many of its school campuses. Employees will be allowed a window of up to three hours (per dose) for vaccination for themselves or their dependent(s) during their workday, including travel time to the vaccination location. A list of vaccination sites can be found at: <https://achieve.lausd.net/Page/17638>

Employees utilizing this paid time off are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 4/8/2021). Under Reason for Absence, select Option "M" for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as "Self-and/or Dependent COVID-19 vaccination." An absence due to natural disaster does not get deducted from the employees' illness balance.

3. VACCINATION ACCOMMODATION REQUESTS: Employees may request a COVID-19 vaccination exemption for either 1) Qualified Medical Reason, or 2) Sincerely Held Religious Belief exemption. Accommodations through the 2021-2022 school year include the following four (4) possible options:

- (1) Use of available benefit time
- (2) Unpaid Permissive (non-medical) leave
- (3) Upon availability and if feasible, assess temporary remote working options based on operational needs or
- (4) Resignation

Steps and mentions during the Interactive Process Meeting to discuss sincerely held religious beliefs may include the following:

- A. A temporary reasonable accommodation for sincerely held religious belief(s) is an accommodation that eliminates the conflict between a person's religious beliefs and LAUSD's COVID policies and procedures which comply with federal, state, and county health mandates.
- B. No letter from a rabbi, imam, pastor, religious entity, etc., is required to certify legitimacy of a request for accommodations due to sincerely held religious belief.
- C. The District is a public entity entrusted with a duty to maintain health and safety of students and staff.
- D. California Fair Employment Act requires the District to reasonably accommodate sincerely held religious beliefs.
- E. We must go through the exercise of conducting an interactive process meeting (IP Meeting) respectfully. District administrators and supervisors shall avoid making value judgements about an employee's sincerely held religious belief(s) when engaging them in an IP Meeting. Use the attached Attachment A of BUL-4569.1 form when conducting an IP Meeting. Submit Attachment A to Employeevaccines@lausd.net and provide a copy to the employee.
- F. Do not email or FAX a copy of the completed Attachment A form to the Integrated Disability Management Group because they handle physical disability accommodations, not religious accommodations.

4. **COVID-19 COMPLIANCE TASK FORCE:** All school sites shall have a COVID-19 Compliance Task Force. The UTLA Chapter Chair (or a Chapter Chair appointed designee) and school nurse shall be members of the task force. Training for participants shall be provided through MyPLN. Each school site task force shall meet no less than twice per month outside the contractual workday, with the unit member compensated at their hourly rate, to address health & safety compliance concerns at the school site.
5. **VACATION HOURS:** Earned 2019-20 and 2020-21 vacation hour balances will be made available for use during the fiscal year 2021-22. A one-time vacation payout will be done for all employees over the vacation cap in November with an effective date of October 31, 2021. 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. Employees may also visit the L.A. Unified Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement.
6. **BOARD RULE 1906-DRESS STANDARDS FOR EMPLOYEES:** The following language can be utilized when working to improve the performance and conduct of employees. Please contact your Staff Relations Field Director or Senior HR Representative if you have questions regarding the use of this Board Rule to communicate with an employee about dress standards.
- "An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the community or required by the nature of the duties assigned where the employee renders services. Dress is inappropriate when it is unsafe or detracts from the learning situation or task being performed or would reasonably tend to cause disciplinary problems with students or other employees or would reasonably tend to cause disrepute to the employee, the Los Angeles Unified School District, or the profession."*
7. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. 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.

General Expectations of Union Representatives:

- A. While prior appointments are not required of Union Representatives, advance notice of intended purpose and estimated length of visits are helpful due to strict COVID-19 protocols, which have necessarily become a critical and inflexible part of safe school operations.
- B. Upon arriving at a campus or worksite, Union Representative shall first report to the office of the site administrator and state:
 - a. Their intended purpose, and
 - b. Their estimated length of visit.
- C. As is expected of all Visitors, Union Representatives shall present proper identification, and comply with the School site's posted Visitor policy.
- D. 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.
- E. Before entering campus or a worksite, Union Representatives shall comply with the same LAUSD COVID-19 protocols established in the District school site's Visitor's Policy.
- F. After being cleared to enter campus, Union Representatives may contact employees during duty-free lunch periods, before and after employees' hours of service, or when the employee is not engaged in duties.
- G. Union Representatives may be relocated to a new location on campus or worksite, depending upon school operational necessity.
- H. Union Representatives shall not interrupt any employee's duties or assignments.

- I. Union Representatives may meet and confer with their members during members' duty-free time such as before or after their assigned work hours and/or during duty-free rest periods (breaks, lunch).

8. **EMPLOYEE REPRESENTATION AT MEETINGS:** Employees are entitled to request/bring a representative of their choice to conferences requested by the administrator/supervisor. They are entitled to only one representative at said meeting in accordance with their respective Collective Bargaining Agreement. Their choice of representative is most commonly a Union Representative (or Job Steward), but their choice may also be an attorney, a personal friend or relative. Employees may also waive representation at any meeting. Contact your Staff Relations Representative for assistance.
9. **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.
10. **CONTACTS FROM UNION REPRESENTATIVES:** Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, DO NOT RESPOND. Please email details to your Staff Relations Field Director for certificated employees or your designated Staff Relations Sr. Human Resources Representative for classified employees for representation, guidance, and assistance with the matter.
11. **SCHOOL FILES PROJECT:** The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related conference memos on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. See attachments 3 and 4 for specific instructions on completing this process and for a copy of the required cover page.

Attachment #1**2021-2022 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	MARTINEZ, ISAIAS	213-241-8233	isaias.martinez@lausd.net
HR-SR Manager	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
Field Director	HAYNES, ERIN	818-746-3662	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	ADAN MARTINEZ (.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	ADAN MARTINEZ (.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	ALFAYATE, JUAN	213-766-7345	jalfayat@lausd.net
Field Director	GONZALEZ, CARLOS (.5 FTE)	213-766-7347	cxg0564@lausd.net
Senior HR Rep	GORDEN-CAVE, CONNIE	213-241 8227	connie.gorden-cave@lausd.net

LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Field Director	GONZALEZ, CARLOS (.5 FTE)	323-224-3119	cxg0564@lausd.net
Senior HR Rep	VACANT	213-241-8253	

LOCAL DISTRICT SOUTH

Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Field Director	STEVENS, JEANETTE	310-354-3419	ils6008@lausd.net
Senior HR Rep	ALLWOOD, TANASHA	310-354-3204 213-241-8248	tanasha.allwood@lausd.net

LOCAL DISTRICT WEST

Field Director	MOSCOSO, VERONICA	310-914-2153	vxm6767@lausd.net
Field Director	BUCK, LATASHA	310-914 2150	lnb4534@lausd.net
Senior HR Rep	VACANT	213-241-6896	

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	213-241-3725	djf2378@lausd.net
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Attachment #2

**OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2021-2022**

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	07/01/21	08/06/21	08/20/21	05/10/2022 – Assistant Principals 05/17/2022 – Principals 05/24/2022 – Principal Supervisors
Basis E	07/21/21	08/27/21	09/10/21	
Basis B	07/30/21	09/10/21	09/24/21	

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).**

Attachment #3

School Files Application

Summary

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded.

Document Requirements/Limitations

Users are to upload documents as **pdf** files. The size of each file selected for uploading is limited to **20MB**. Users must enter the **8-digit** employee number (Entering leading zeroes) to verify the correct employee. The Cost Center Code (Current Work Location) will automatically populate once a valid employee number has been entered. The user can manually override the Cost Center (if required). The Cost Center is a 7-digit number and must be entered in order to upload a document. Users must also select the “Conduct Type” associated with the document using the drop-down list.

How to upload a document

1. Log-in to the application using your SSO account at: <https://schoolfiling.lausd.net>. The application is compatible with all major web browsers.
2. Enter **8-digit** employee ID number (add preceding zeros) for the individual who is the subject of the document being uploaded. Then click on the “Find Employee” button. Under “Employee Info” the employee name and currently assigned cost center will populate. Under “Upload Location” your cost center will populate. A message will appear in green below the search boxes validating the employee selection.
3. Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.
4. Click the “Browse...” button to attach PDF document. Choose the document to upload. Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF.
5. After document is selected, the file name will appear. Select “Upload”. You should receive a message in green at the bottom that says “File was uploaded successfully”
6. Documents you have uploaded will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents from your cost center.

Helpful Tips

1. Which Internet browser is preferred?

The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

2. I entered the Employee Number, but the application was unable to find the Employee Name

Verify the Employee Number is correct and contains 8- digits. (If required, precede less than 8- digits with leading zeroes).

Attachment #4



Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal/Supervisor

_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name & Position: _____ Employee Number: _____.

Alleged Victim(s) Name and Age at Time of Alleged Incident: _____

Type of Conduct (check all that apply):

☐ Sexual Misconduct ☐ Inappropriate Behavior ☐ Violence ☐ Drug-related

Describe Alleged Incident (including dates): [Start typing here.]_____.

Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action): Start typing here_____.

Other Comments: [Start typing here.]_____.

Signed: _____

Date:

CC: Staff Relations