

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

TO: Principals and Administrators

DATE: October 2022

FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

SUBJECT: OCTOBER 2022 - UPDATES & REMINDERS

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

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

IMPORTANT DATES:

- October 7, 2022** Final date to establish objectives for UTLA-represented C basis employees.
October 17, 2022 Extension Due Date for Suicide Prevention Training
October 17, 2022 Extension Due Date for Child Abuse Training
October 17, 2022 Extension Due Date for Bloodborne Pathogens
October 20 & 26 Drop-In Session – Attendance – Conferencing and Progressive Discipline – 1pm
See the general section #9 for more information

CERTIFICATED INFORMATION:

1. 2022-2023 CERTIFICATED EVALUATIONS:

Article X, Articles 4.3 & 5.0: Employees being evaluated shall receive one (1) Formal Observation during the academic year, no later than the last workday of the sixth week of the second semester (02/10/23). The Formal Observation shall be followed by a post observation conference between the evaluator and employee to discuss the employee's performance toward meeting the individual objectives established pursuant to Sections 4.0 and 4.1 of this article. The post-observation conference shall occur no later than ten (10) workdays after the formal observation.

NOTE: Administrators should conduct regular routine visits, scheduled and unscheduled. These routine visits can be tagged and rated as "Supplemental Visits" and they do not have to be mutually agreed upon.

2. OBSERVATIONS, RECORDS, AND ASSISTANCE:

Article X, Section 5.0: If problems are identified during a Formal Observation, Growth Plan Visit, or any other type of observation, the evaluator shall meet with the employee, make specific written recommendations for improvement, and offer appropriate counseling and assistance.

Within four (4) workdays of a post-observation conference, post-growth plan visit conference, or other types of conferences in which problems are identified, a copy of records relating to observations, conferences and assistance offered or given, shall be provided to the employee for the employee's information, guidance, and as a warning to improve performance.

3. **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 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 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.
4. **ASSIGNMENT MONITORING:** All school sites will be monitored for appropriate assignments during the 2022-2023 school year. The Credentials and Contract Unit will start working on reviewing your school site level reports in October. School site administrators must ensure teachers are appropriately assigned to classes for which they hold a legal authorization. If principals have teachers working under an Education Code option (Middle School Authorization, Local Assignment Option, Board Permit, One Period Coach Authorization, Teacher Consent Form for True Electives, Alternative Setting Teacher Consent Form, etc.), and plan to continue to use these options this school year, a new request must be submitted to avoid a mis-assignment. A [Credentials and Contract Specialist](#) may be contacted for additional questions. Current forms may be accessed here: <https://achieve.lausd.net/Page/1542>.
5. **CERTIFICATED DAY-TO-DAY SUBSTITUTES:** Day to Day Substitutes are entitled to a regular work day, including Tuesday Bank Time. Subs should be provided the opportunity to participate in the Bank Time Tuesday, or provided with instructional duties as per the CBA.
6. **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)
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.

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 of 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. **EMPLOYEES WHO ARE NO CALL/NO SHOW:** Employees who do not call in or do not show to work may not be 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.

2. **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 C - 5 work days (Article IX, section 1.4)

Unit D - 14 calendar days (Article IX, section 7.0*)

Unit E – 7 calendar days (Article IX, section 1.2)

Unit F – 3 work days (Article IX section 1.7)

Unit G – N/A

Unit H – 7 calendar days (Article IX section 1.5)

Unit J – 10 business days (Article IX, section 2.0*)

Unit S – reasonable advance notification (Article IX, section 1.6)

* Please refer to the contract for additional language

3. **BILINGUAL CERTIFICATION:** Classified employees may assist with bilingual translation 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" \(lausdjobs.org\)](http://lausdjobs.org)

The process is online and supersedes former paper request processes:

- a. Site administrator initiates an online request for the employee-candidate.
- b. Talent and Acquisition Branch emails to employee-candidate the testing appointment and results thereafter.

4. **JOB TRAINING:** If an employee is directed to attend any job-related workshop, MyPLN in-service training session, including but not limited to **Child Abuse Awareness Training, Suicide Prevention Training, Workplace Harassment Training**, or other similar training that is required, 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.

5. **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.
6. **TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS AND RELEASE:** Per the Unit F Collective Bargaining Agreement, between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, are required to enroll and successfully complete college courses (Article VIII, section 1.0). For the 2022-2023 school year, Teacher Assistants must meet their course unit requirements as set forth in their Unit F Collective Bargaining Agreement. For Degree-Track Teacher Assistants, Units required are twelve (12) semester units or quarter unit equivalent. (see Article VIII, 2.1) For Non-Degree Track Teacher Assistants, course unit requirements include maintaining enrollment and passage of a college course at all times during the traditional school year. Courses chosen must be for the purpose of increasing the employee's knowledge, understanding, and skills related to increasing employee's employment by the District. (See, Article VIII, 3.1). For additional information regarding course unit requirements, please refer to the Unit F Collective Bargaining Agreement. Teacher Assistants with questions may email TeacherAssistantAssignments@lausd.net.
7. **TEACHER ASSISTANTS PROOF OF ENROLLMENT 2022-2023 SCHOOL YEAR:** Ensure employees upload Proof of enrollment for fall 2022-2023 by October 30, 2022. Administrators can review submission of their TAs enrollment documentation in the Principals Portal, Teacher Assistant Certification Report <https://principalportal.lausd.net/Teacher/ReportTa.aspx> <https://myapps.lausd.net/TeacherPortal/TA/Home>
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. Refer to Form 5005, Request for Transfer (Change of Work Location).
 - 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

GENERAL 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. 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.
- 3. 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.
- 4. 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.”
- 5. 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.
- 6. 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.

7. **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.

8. **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.

9. **ATTENDANCE ZOOM DROP-IN SESSION: CONFERENCING & PROGRESSIVE DISCIPLINE:** Do your employees have less than 96% attendance on a continuing basis? Please join the Office of Staff Relations on Thursday, October 20th or Wednesday, October 26th at 1pm in a session on how to handle employees who have frequent absences that impact the instructional program.
<https://lausd.zoom.us/j/8298558080>

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	cxg0564@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	cxg0564@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	dif2378@lausd.net
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Attachment #2

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

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	07/01/22	08/05/22	08/19/22	05/12/2023 – Assistant Principals
Basis E	07/20/22	08/26/22	09/09/22	05/19/2023 – Principals
Basis B	07/29/22	09/01/22	09/23/22	05/26/2023 – Principals Supervisors
				05/10/2023 – 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	07/29/22	08/5/22	08/19/22	02/10/23	05/30/23
Single Track	09/16/22	09/23/22	10/07/22	02/17/23	05/16/23
B-Basis Single- Track Calendar	08/26/22	09/09/22	09/23/22	02/17/23	05/16/23
E Basis Option 4	08/05/22	08/12/22	08/26/22	02/17/23	05/16/23
B Basis Option 6	08/19/22	08/26/22	09/9/22	02/16/23	05/17/23
B Basis Option 7	08/12/22	08/19/22	09/01/22	02/16/23	05/31/23
B Basis Special Calendar GB_06SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/31/23
B Basis Special Calendar GB_08SPE	08/12/22	08/19/22	09/01/22	02/17/23	05/31/23

*** 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).**

Office of Staff Relations

Recommended Guidelines to Monitor and Support Certificated/Classified Employee Attendance

Month	Task
July	<ol style="list-style-type: none"> 1. Extract and review employee attendance data for the prior school year 2. Determine if employees with 7+ absences and/or multiple tardies of 5 minutes or more were conferenced either formally or informally the year being reviewed of the employee was not conferenced it is advised that you meet with them at the beginning of the new school year to review their attendance for the year prior, the District Employee Attendance Policy, and attendance expectations for this year. Document this in an informal memo. 3. Plan to evaluate employees with 13+ absences and/or excessive tardies from the previous school year.
August	<ol style="list-style-type: none"> 1. Review LAUSD Employee Attendance Policy with all employees at a faculty meeting. 2. Review contractual hours, sign in/out protocol, and absence reporting/absence certification protocols, and LAUSD Absence Certification Forms. 3. Review and Implement Absent/Tardy log with Staff. Conference with employees that had 7+ absences and/or multiple tardies of 5 minutes or more the year prior to review their attendance, the District Employee Attendance Policy, policy regarding absences before/after a holiday, and attendance expectations for this year. Document this in an informal memo. 4. Inform employees with 13+ absences and/or excessive tardies the prior year that they will be evaluated this school year. 5. Consider a system to provide incentives for employee attendance.
September	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Meet with employees that had 7+ absences and/or multiple tardies of 5 minutes or more the year prior to review their attendance, the District Employee Attendance Policy, and attendance expectations for this year. 3. Contact your Staff Relations Field Director/Senior HR Representative for templates and guidance.
October	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Remind ALL employees about absences before/after a holiday and expectations 3. Conference with employees with 3 or more absences in the current school year and document as an informal conference memorandum.
November	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Conference with employees with 3 or more absences in the current school year and document as an informal conference memorandum. 3. Provide update at faculty meeting regarding overall employee attendance and District goal and review the LAUSD Employee Attendance Policy 4. Remind ALL employees about absences before/after a holiday and expectations

December	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Remind ALL employees about absences before/after a holiday and expectations
January	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Conference informally with employees that have 6 or more absences and/or excessive tardies in the current school year <ul style="list-style-type: none"> o If the employee has already been informally conferenced regarding their attendance for the current school year, then issue a formal conference memorandum. o If this is the second formal conference memo for this school year consult with your Staff Relations Field Director regarding possible discipline. 3. Review the LAUSD Employee Attendance Policy at a Faculty meeting 4. Remind ALL employees about absences before/after a holiday and expectations 5. Promote incentives for employee attendance (if applicable).
February	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Conference informally with employees that have 6 or more absences and/or excessive tardies in the current school year <ul style="list-style-type: none"> o If the employee has already been informally conferenced regarding their attendance for the current school year, then issue a formal conference memorandum. o If this is the second formal conference memo for this school year consult with your Staff Relations Field Director/Senior HR Representative regarding possible discipline. 3. Promote incentives for employee attendance (if applicable).
March	<ol style="list-style-type: none"> 1. Monitor employee attendance. 2. Provide update to faculty regarding employee attendance and review the LAUSD Employee Attendance Policy. 3. Conference informally with employees that have 6 or more absences and/or excessive tardies in the current school year <ul style="list-style-type: none"> o If the employee has already been informally conferenced regarding their attendance for the current school year, then issue a formal conference memorandum. o If this is the second formal conference memo consult with your Staff Relations Field Director regarding possible discipline 4. Promote incentives for employee attendance (if applicable). 5. Consider issuance of a Below Standard Evaluation for employees with documented attendance issues (Consult with your Staff Relations Field Director/Senior HR Representative).

April	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Conference informally with employees that have 6 or more absences and/or excessive tardies in the current school year If the employee has already been informally conferenced regarding their attendance for the current school year, then issue a formal conference memorandum.
	<p>If this is the second (third, or more) formal conference memo on attendance for current school year, consult with your Staff Relations Field Director or Senior HR Representative regarding possible discipline</p> <ol style="list-style-type: none"> 1. Consider issuance of a Below Standard Evaluation for certificated employees with documented attendance issues (Consult with your Staff Relations Field Director/Senior HR Representative). 2. Promote incentives for employee attendance (if applicable).
May	<ol style="list-style-type: none"> 1. Monitor employee attendance 2. Conference informally with employees that have 6 or more absences and/or excessive tardies in the current school year <ul style="list-style-type: none"> o If the employee has already been informally conferenced regarding their attendance for the current school year, then issue a formal conference memorandum. o If this is the second (third, or more) formal conference memo on attendance for current school year, consult with your Staff Relations Field Director/Senior HR Representative regarding possible discipline 3. Issue a Below Standard Evaluation for certificated employees with documented attendance issues. Consider doing the same for classified employees with documented attendance issues.