

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

TO: Principals and Administrators

DATE: October 2023

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

SUBJECT: OCTOBER 2023 - UPDATES & REMINDERS

For additional resources and information, please visit our website at: <http://achieve.lausd.net/staffrelations>

IMPORTANT DATES:

October 6, 2023	Final Date to establish objectives for UTLA Represented C-Basis employees
October 11, 2023	2023-2024 Annual ADA Title II Compliance Training
November 6, 2023	Prob 2 Affirmative Decision Forms emailed to principal from HR personnel
December 1, 2023	Last day for Principals to submit Prob 2 Teachers Affirmative Decision forms to Regional Director/Superintendent or Division Head
December 8, 2023	Last day for Regional Director/Superintendent or Division Head to submit Prob 2 Teachers Affirmative Decision forms to Staff Relations Field Director
December 22, 2023	Suggested deadline for issuing Mid-Year Warning to Certificated Employees
February 16, 2024	Formal Observation Deadline

CERTIFICATED INFORMATION:

- 2023-2024 CERTIFICATED EVALUATIONS:** Per the LAUSD/UTLA Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #2). Before the school year starts, determine the evaluation status of current employees. 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 (10-6-2023) 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.

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.

- 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. **2023-2024 CERTIFICATED EVALUATIONS / FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, no later than the last workday of the sixth week of the second semester: February 16, 2024. The post-observation conference shall occur no later than ten (10) workdays after the formal observation. (Article X, Section 5.0(a)) See attachment #2 for timelines. Principals should schedule most formal observations in the Fall Semester.
4. **NON-REELECTION OF PROBATIONARY 1 & 2 TEACHERS AND CERTIFICATED EMPLOYEES:** If you have a certificated employee who is currently Probationary 1 or 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 2023-2024 school year. It is recommended that you document the performance concerns and provide assistance and guidance in several conference memoranda. Decisions regarding reelection 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.
5. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, always confirm whether the teacher substituting is an Internal Transfer (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 (10) 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 of their 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 representative 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 (10) 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. **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:
 - Draft conference memo (Field Director can provide a template).
 - All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation).
 - The most recent performance evaluation, including signatures and all relevant attachments.
 - Also, send any previous conference memos issued to the employee, particularly if the concerns/allegations are similar to those under investigation.

After holding the conference with the employee, issuing the written conference memo within four (4) days of the meeting, and providing the employee time to respond in writing, send your Staff Relations Field Director a PDF copy of the memorandum that includes the following:

- Issuing administrator's initials by his/her name on the memo
- All attachments provided to the employee
- Any written response that the employee submits in response to the conference memo (If you do not receive a response within five (5) days of the conference, send the initialed memo and attachments to your field director and forward the response when you receive it)
- 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.

- 7. ITINERANT EMPLOYEES:** Itinerant employees are assigned either centrally or by a regional District administrator. These employees are supervised by these administrators and bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. *Please make sure that a timecard is created for them at the beginning of their assignment and that it is regularly monitored.* If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate a plan to address these issues. If you have additional questions regarding itinerant employees, contact Susana Cuevas, Staff Relations Field Director, at scontr6@lausd.net or (213) 241-8257.
- 8. INFORMAL GRIEVANCE PROCEDURES:** Prior to filing a formal grievance, the grievant shall attempt to resolve a grievance via 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 (5) working days of receiving the written request and a written response is required within five (5) working days following the informal conference. **(Article V-Section 7.0)**
- 9. 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)**

CLASSIFIED INFORMATION:

- 1. EMPLOYEES WHO ARE NO CALL/NO SHOW – NO PAY:** 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 workdays (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 workdays (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:

- Site administrator initiates an online request for the employee/candidate.
- 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. Employees who have not completed the mandatory trainings in the timeframe required, should receive a Letter of Reprimand and directive to complete the training. Employees should be training during professional development.
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 twenty (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, on a continuing basis, are required to enroll and successfully complete college courses (Article VIII, section 1.0). For the 2023-2024 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 2023-2024 SCHOOL YEAR: Ensure employees upload Proof of enrollment for fall 2023-2024 by October 31, 2023.** Administrators can review submission of their TAs enrollment documentation in the Principals Portal, Teacher Assistant Certification Report:
- Principal Portal: <https://principalportal.lausd.net/Teacher/ReportTa.aspx>
 - Teacher Portal: <https://myapps.lausd.net/TeacherPortal/TA/Home>
8. **CLASSIFIED TRANSFER REQUEST – DEFERRAL PERIODS** When an employee requests and submits a transfer request, it cannot be held nor declined. 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).
- Units A and H: Article XI, Section 3.0: No deferral period
 - 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 (3) 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 three (3) months

9. **UNION BULLETIN BOARDS:** The Union shall have the right to post notices of official Union matters on a designated bulletin board or a section of a designated bulletin board established for the Union's exclusive use at each work site where employees are assigned.

GENERAL INFORMATION:

1. **MONITORING AND SUPPORTING EMPLOYEE ATTENDANCE AT SCHOOLS:**

There is a need for schools to have in place an effective system to monitor and support employee attendance. Please, consider the following when addressing the issue of employee attendance at your school:

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

Certificated:

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

Classified:

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

2. **VACATION CAP:** Effective July 1, 2022, all vacation-earning employees shall cease to accrue vacation hours once they reach their vacation cap. Please allow your employees to use their accrued vacation hours well in advance of hitting their cap; doing so now will help to ensure employees do not actually reach their cap. Employees are encouraged to monitor and manage their vacation balances using Employee Self Service (ESS) <https://ess.lausd.net> to ensure that the employee remains under their cap:

- To further assist with vacation accrual questions, please click on the following link to Frequently Asked Questions <https://achieve.lausd.net/vacationfaqs>.
- For questions regarding Vacation Balance Caps, please email PayrollVacation@lausd.net.

3. **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.”
4. **BOARD RULE 1267 – POLITICAL ACTIVITIES:** Education Code Section 7054 prohibits the use of school district funds, services, supplies or equipment to advocate for or against a ballot measure or candidate. Additional information can be found at <https://achieve.lausd.net/Page/14760>.
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 a representative of their choice to attend any meeting that may be perceived to lead to discipline. They are entitled only to 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.
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.

Attachment #1

**2023-2024 STAFF RELATIONS DIRECTORY
FIELD DIRECTOR and SENIOR HR REPRESENTATIVE
CONTACT INFORMATION
Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY**

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

REGION NORTH

Field Director	LEE, LUCY	818 654-3637	llee9@lausd.net
Field Director	MOSCOSO, VERONICA	818 652-3642	vxm6767@lausd.net
Field Director	MARTINEZ, ADAN (.5 FTE)	818 654-3641	adan.martinez@lausd.net
Senior HR Rep	NUNNALLY, KRISHNA	213 241-8242	krishna.nunnally@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818 943-8973	zhanna.davtyan@lausd.net

REGION EAST

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

REGION SOUTH

Field Director	Vacant		
Field Director	MARTINEZ, ISAIAS	310 354-3508	isaias.martinez@lausd.net
Field Director	STEVENS, JEANETTE	310 354-3419	jls6008@lausd.net
HR-SR Manager	GOSSETT, LORRI (Vacant)	213 241-6864	lorri.gossett@lausd.net

REGION WEST

Field Director	WINTERS, MELISSA	310 914-2153	mrw4766@lausd.net
Field Director	USMANI, SARAH	310 914-2150	sarah.usmani@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA (Vacant)	818 943-8973	zhanna.davtyan@lausd.net

DIVISION OF ADULT & CAREER EDUCATION (DACE)

Field Director	LENON, DAMIAN	213 241-2563	dlenon@lausd.net
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**OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2023-2024**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
Basis A	07/3/23	08/11/23	08/25/23	05/10/2024 assistant Principals & School Support Admin/B- Basis
Basis E	07/20/23	08/25/23	09/08/23	
Basis B	07/31/23	09/08/23	09/22/23	05/10/2024 – Principals & School Support Admin/E-Basis 05/10/2024–Principals Supervisors & School Support Admin/A-Basis

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation no later than (contractual)	II Submit Initial Planning Sheet by (recommended)	III + Establishment of Objectives Conference by (contractual)	IV ++ Formal Observation Deadline (contractual)	V** Evaluations Issuance Deadline (contractual)
A Basis	08/04/23	08/11/23	08/25/23	02/16/24	05/29/24
C-Basis Single Track	09/15/23	09/22/23	10/06/23	02/16/24	05/10/24
B-Basis Single-Track Calendar	08/31/23	09/08/23	09/22/23	02/16/24	05/14/24
E-Basis Single-Track	08/18/23	08/25/23	09/08/23	02/16/24	05/24/24
B Basis Option 6	08/17/23	08/25/23	09/8/23	02/15/24	05/15/24
B Basis Option 7	08/18/23	08/25/23	09/8/23	02/15/24	05/29/24
B Basis Special Calendar GB_06SPE	08/1/23	08/18/23	08/31/23	02/16/24	05/29/24
B Basis Special Calendar GB_08SPE	08/11/23	08/18/23	08/31/23	02/16/24	05/29/24

* For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last workday of the eighth week of school, in which case, the notification of evaluation must be given within ten work days 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).

CERTIFICATED EVALUATION FORMS

<u>Employee Classification</u>	<u>Evaluation Form</u>
1. Principal, Assistant Principal including DACE <ul style="list-style-type: none"> • Provisional 	EDSSL final report
2. Assistant Principal, Elementary Instructional Specialist (APEIS)	My PGS (Stull)
3. Classroom Teacher, Adult Education Teacher, Adaptive PE Teacher <ul style="list-style-type: none"> • Permanent • Probationary • Interns • Temporary Contract • Provisional assigned before March 1 	EDST final report EDST final report EDST final report EDST final report EDST final report
4. Non-Classroom Teacher (Instructional Coaches/Deans/Coordinators) <ul style="list-style-type: none"> • Permanent • Probationary 	EDSNCT final report EDSNCT final report
5. Classroom Teacher, alternative contracts <ul style="list-style-type: none"> • Provisional • Extended Sub Status • Probationary, Conditional, or Temporary Contract assigned after March 1 	Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report Provisional Stull (Form 1022) final report
6. Nurse, PSA, and School Psychologist <ul style="list-style-type: none"> • Probationary • Permanent 	My PGS (Stull) My PGS (Stull)
7. Secondary Counselor <ul style="list-style-type: none"> • Probationary • Permanent 	EDSC final report EDSC final report

*BUL-5335.8, dated 7/3/23

**Office of Staff Relations
2023-2024 CHECKLIST OF IMPORTANT TASKS AND DATES**

Month	Task (Once the task is completed check the corresponding box)
October	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • Hold Initial Planning Conferences (Contractual Deadline 10/6/23) <p>Classified employees:</p> <ul style="list-style-type: none"> • Preliminary Probationary Performance Evaluation due for employees hired or promoted in August (after approximately two months of service). • If performance is Below Standards, Preliminary and Final Probationary Evaluation can be completed at one and three months of service. Document assistance provided and warning of possible disciplinary action in a Conference Memo. Contact Sr HR Rep by 60th day of service for assistance and guidance.
November	<p>UTLA represented employees:</p> <p>HR sends Prob 2 Affirmative Decision Roster to administrators</p> <ul style="list-style-type: none"> • Based on observations, student performance data, and attendance, are your Prob 2 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 2 teacher and your decision to recommend for permanent status or non-reelection • Submit Prob 2 Affirmative Decision Forms to Local District Superintendent/Division Head <p>Classified Employees (Probationary)</p> <ul style="list-style-type: none"> • Final Probationary performance evaluation should be completed no later than the 80th workday from hire date. Contact the Senior HR Rep for assistance.
December	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • 12/15/23 Growth Planning: Mid-Year Reflection – Optional step (Early Education 12/27/23) • Warning of possible Below Standard Evaluation (All schools, 12/1/23–1/31/24)
	<i>Continues on next page</i>

<p>January</p>	<p>UTLA represented employees: HR sends Prob 1 Affirmative Decision rosters to administrators</p> <ul style="list-style-type: none"> • Hold meeting with Prob 2 teachers to notify of non-reelection • Based on observations, student performance data, and attendance, are your Prob 1 teachers effective? Do they demonstrate potential for continued effectiveness? Meet with your Instructional Director to discuss each Prob 1 teacher and your decision to recommend for continued employment or non-reelection <p>Classified employees:</p> <ul style="list-style-type: none"> • Document performance issues. Warn of possible less than satisfactory evaluation. • Restricted employees may promote if in service for at least 6 months. Principals will receive promotability forms directly from Talent and Acquisition.
<p>February</p>	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • 2/16/24 Deadline for Formal Observations (A-basis, Early Education 2/16/24) • Deadline for all Post-Observation Conferences: no more than 10 working days after formal observation <p>Classified employees:</p> <ul style="list-style-type: none"> • TAs (Degree and Non-Degree Track) Documents verifying completion of fall semester units and enrollment for the spring semester 2023-2024 are to be uploaded to the Teacher Assistant Portal.
<p>March</p>	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • Submit Prob 1 Affirmative Decision Forms to District Superintendent (early March) • Growth Plan Visit deadline for K-12 schools is 3/1/24 <p>Classified employees:</p> <ul style="list-style-type: none"> • Conference Memo due dates for employees who will receive a Below Standards rating on their annual evaluation: <ul style="list-style-type: none"> • 3/17/24 for Single Track C Basis employees. Evaluation due 5/10/24. • 4/26/24 for Single Track E basis employees. Evaluation due 5/24/24.
<p>April</p>	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • Hold meeting with Prob 1 employees to notify of Intent to Non-Reelect (early March) • Meet with statutory site councils to determine funding for categorical positions • Selection of coordinators and election of deans • Post 2024/2025 Tentative Matrix * (4 weeks prior to selection) • Distribute Matrix Preference Forms • Growth Plan Visit deadline for Early Education Centers is 4/19/24
	<p><i>Continues on next page</i></p>

May	<p>UTLA represented employees:</p> <ul style="list-style-type: none">• 5/10/24 Deadline for Final Evaluations to be completed <p>(A-basis, Early Education 5/29/24)</p> <ul style="list-style-type: none">• Notification to teachers of tentative assignments for 2024/2025 (5/21/24 or 21 calendar days prior to the teacher’s last scheduled workday) <p>AAALA represented employees:</p> <ul style="list-style-type: none">• 05/10/2024 – Assistant Principals & School Support Admin./B• 05/10/2024 – Principals & School Support Admin./E• 05/10/2024 – Principal Supervisors & School Support Admin./A <p>Classified employees:</p> <ul style="list-style-type: none">• Annual Evaluation due dates:<ul style="list-style-type: none">• Single Track C Basis employees 5/10/24• Single Track E basis employees 5/24/24
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