

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

TO: Principals and Administrators

DATE: September 2021

FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

SUBJECT: SEPTEMBER 2021 - UPDATES & REMINDERS

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

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

IMPORTANT DATES:

September 10, 2021	Final date* to hold initial planning conference for E-Basis AALA-represented employees.
September 17, 2021	Last day* to notify C Basis UTLA represented employees that they will be evaluated during the 2021-2022 school year.
September 24, 2021	Final date* to hold initial planning conference for B-Basis AALA-represented employees.
September 30, 2021	Online Suspected Child Abuse training must be completed.
October 8, 2021	Final date to establish objectives for UTLA-represented C basis employees.

**See Attachment #1 to review contractual deadlines for evaluation of B Basis UTLA represented employees.*

CERTIFICATED INFORMATION:

- 1. 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.
- 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 #1 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. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance and Review (PAR) Program provides service to referred teachers, non-permanent teachers, and teachers who volunteer to participate. If you have a teacher who received a Below Standard Evaluation for the 2020-2021 school year, he/she will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the PAR website at <http://achieve.lausd.net/par>. You may also contact the program coordinator, Dr. Christopher Ikeanyi by email at cikeal@lausd.net.
6. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL:** Staffing procedures, for openings which occur after the completion of the initial spring assignments and before norm day (usually the end of the 5th week of school), are to be made by the principal and department or grade level chair working together to determine who will fill the opening or vacancy. In doing so, the principal and department or grade level chair shall utilize the teacher preference forms and shall take into account seniority and educational program needs. If agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, transferee, substitute, or auxiliary assignment. **(Article IX-A, Section 2.1)**
7. **NOTIFICATION TO TEACHERS REGARDING PAST MISCONDUCT BY A STUDENT:** When a teacher is regularly assigned a student who has engaged in or is reasonably suspected of having engaged in certain acts, as described in BUL-3927.2, dated September 3, 2010, the District shall make a good faith effort to inform the teacher of that misconduct. Information encompassing all such incidents during the previous three years shall be maintained by the principal and provided to the teacher. Each school principal shall establish an E.C. 49079 file with all available confidential information regarding each student. **(Article XXIV, Section 4.0)**
8. **OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten (10) consecutive days to an **unfilled position**, in which the substitute teacher opens a class at the beginning of the school year, shall be paid at the extended substitute rate. **(Article XIX, Section 4.2)**
9. **SUBSTITUTE FOLDERS:** Make sure that you have a substitute folder, or equivalent, for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, seating chart(s), a

map of the school, appropriate keys and security/emergency information (including how to use the class phone and how to contact the office in case of an emergency). (**Article XIX, Section 10.0**) It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).

10. 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**)

11. 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.

12. 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, 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.

13. 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.

14. 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)**

15. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS: When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District's receipt of the document. The document shall not be placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable. **(Article X-A, Section 1.0)**

CLASSIFIED INFORMATION:

1. 2021-2022 TIMECARDS - REPORTING IN AND OUT TIME FOR MEAL BREAKS: Employees who work 4 or more hours are required to take a 10-minute break during their paid time and inclusive of the employee's workday. If the employee's scheduled hours require a meal break, the required 30-minute meal break is unpaid time and should be recorded on the timecards. See the chart below as reference.

BREAK/LUNCH TIMES FOR UNITS B, C, D, AND F

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

***Units B (Special Ed Assistants, Campus Aides, Instructional Aides) or F (Teacher Assistants):** Rest periods cannot lengthen lunch period or shorten workday.

****Unit D (Clerical Staff except SAA):** Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

Unit S (School Administrative Assistants): Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and not taken during the first or last hour of the assignment.

2. **CLOSING OF CLASSIFIED POSITIONS:** During Budget development, if any classified position was closed, the employee's official notice is provided by the Personnel Commission (PC).

As previously announced, effective January 1, 2019 all Community Service Representatives and School Supervision Aides became part of the Classified service and are permanent employees. They are no longer At-Will employees, which means they are now afforded the same rights and protections that other Classified employees receive under the Education Code. Please contact your Senior HR Representative if you have any questions.

3. **TEACHER ASSISTANTS 2021-2022 SCHOOL YEAR:** The Teacher Assistant Portal was closed on July 15, 2021. All course requirements from 2017-2018 through the 2020-2021 school year were reviewed. Those employees who did not receive a grace period, may request a grace period, it is not automatically granted.

Termination date for TA's was August 1, 2021. Those TA's who did not meet the requirements should have been notified that they could not start working on August 13, 2021.

TA's who should have been released for the 2021-2022 School Year:

Degree Track:

- Those who were not continuously enrolled and passed 12 units in school year
- Those who failed to upload their 12 unit course requirement into the TA Portal
 - o Those who have not previously been granted a Grace Period may request a grace period.

Non-Degree Track:

- Those who were not continuously enrolled in a college course.
- Those who failed to upload their unit course requirement into the TA Portal.

Ensure employees upload Proof of enrollment for fall 2021-2022 by October 30, 2021. To access the Teacher Assistant Portal, TAs will need to log into <http://go.teachinla.com/taportal>.

GENERAL INFORMATION:

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 (See Attachment A). 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. **MEDICAL ACCOMMODATIONS:** Reasonable Accommodations requests seeking a remote work option for teachers and assistant principals are to be referred to the Division of Risk Management – Reasonable Accommodations Program for response after the administrator has completed the initial interactive process with the employee. All requests made to administrators for reasonable accommodation must follow the process outlined in the Reasonable Accommodation for Individuals with Disabilities policy bulletin (BUL 4569.1).
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. **ON-LINE CHILD ABUSE TRAINING:** The updated on-line Child Abuse training must be completed by all staff by **September 30, 2021**. It is the administrator's responsibility to ensure that all staff have completed all mandatory trainings by the established deadline. Classified employees are to be given time during their workday to complete this training.
6. **SUICIDE PREVENTION AND AWARENESS TRAINING:** All LA Unified employees have been auto-enrolled and required to complete the Suicide Prevention and Awareness Training and assessment annually. The course is available on MyPLN. The training must be completed by all staff no later than **October 31, 2021**. Newly hired employees are required to complete the training and assessment within 45 days of receiving enrollment information via email.
7. **VACATION:** Earned 2019-20 and 2020-21 vacation hour balances will be made available for use during the fiscal year 2021-22. Employees will have access to a vacation payout on a one-time basis this year to reduce impacts to worksites. 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 and the fact that employees may have more accrued vacation hours than in the past that need to be taken. Employees may find their accrued vacation hours printed on their paystubs. Employees may also visit the L.A. Unified Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement.

8. **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.”

9. **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, receive and display a Visitor’s Badge-Permit while on location.
- 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’s Visitor’s Policy.
- F. After being cleared to enter campus, Union Representatives shall be ushered to a location on campus or worksite where they may meet and confer, interview, advise, etc., their member(s) during member(s) duty-free time.
- G. However, Union Representatives may be ushered to a new location on campus or worksite, depending upon school operational necessity.
- H. But 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).
- J. Administrator or designee shall monitor employees returning timely for duty following meetings with Union Representatives.
- K. Before leaving campus or a worksite, Union Representatives shall return the Visitor Badge-Permit and sign-out on the school’s or worksite’s Visitor Log.

10. **SHARING WITH EMPLOYEES THE ESSENTIAL FUNCTIONS OF THEIR JOB:** It is valuable to share with employees the essential functions of their job. Nearly every class description may be found at <https://achieve.lausd.net/Page/4044>. Please be mindful not to confuse Special Education Administrative Assistant job titles with Teacher Assistant, Elementary Teacher, Secondary Teacher, etc., as each of these are separate and distinct class descriptions.
11. **EMPLOYEE REPRESENTATION AT MEETINGS:** Employees are entitled to request a representative of their choice to attend any meeting that may 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.
12. **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.
13. **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.
14. **NO STAFF MEETINGS ON ELECTION DAY (BULLETIN 1704.2):** Ensure that employees are not hindered from being able to reach their respective polling locations and that no staff/faculty meetings should be held on Election Day. Any banked time events should be held as planned. Other mandatory or permissive after-school activities should not be scheduled on Election Day.
15. **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>.

If you have any questions about these items, or other contract or discipline issues, please contact XXXXXXXXXX, Staff Relations Field Director at XXXXXXXX@lausd.net /(XXX) XXX-XXXX or XXXXXXXXXX, Staff Relations Field Director at XXXXXXXX@lausd.net /(XXX) XXX-XXXX regarding UTLA, or XXXXXXX, Senior Human Resources Representative for Units D, B, F, G and S (clerical staff, paraprofessional and campus supervision employees, and the SAA) at XXXXXXXX@lausd.net /(XXX) XXX-XXXX.

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	jls6008@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	dif2378@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)
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Basis A	07/01/21	08/06/21	08/20/21	05/10/2022 – Assistant Principals
Basis E	07/21/21	08/27/21	09/10/21	05/17/2022 – Principals
Basis B	07/30/21	09/10/21	09/24/21	05/24/2022 – Principal Supervisors
				05/10/2022 – 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	07/30/21	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**CERTIFICATED EVALUATION FORMS**

<u>Employee</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 <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

Employee Assistance Program Service Summary for Los Angeles Unified School District



Available 24/7, 365 days a year
Everything you share is confidential.*

When you need help meeting life's challenges, the Anthem Employee Assistance Program (EAP) is here for you and your household members. Check out some of the services we offer — at no cost to you:



Counseling

- Up to 3 visits per issue
- Face-to-face counseling or online visits via LiveHealth Online
- Can call EAP or use the online Member Center to initiate services



Legal consultation

- 30-minute phone or in-person meeting
- Discounted fees to retain a lawyer
- Online resources, including free legal forms, seminars and a library of articles



Financial consultation

- Phone meeting with financial professionals
- Consultation available during regular business hours — no time limits or appointments needed
- Online resources, including articles, calculators and budgeting tools



ID recovery

- Identity theft risk level checked by specialists
- Help with reporting to consumer credit agencies
- Assistance filling out paperwork and negotiating with creditors



Dependent care and daily living resources

- Information available on child care, adoption, summer camps, college placement, elder care and assisted living through the EAP website
- For help with everyday needs, like pet sitting, relocation resources and more



Other anthemEAP.com resources

- Well-being articles, podcasts and monthly webinars
- Self-assessment tools for depression, anxiety, relationships, alcohol use, eating habits and more



Crisis consultation

- Toll-free number for emergencies
- Round-the-clock help available
- Critical event support online to help with planning, coping and recovery resources when tragedy strikes



On-demand digital resources

- The WellPost blog at anthemEAP.com, featuring Health & Wellness topics written by experts in the field

Need help? Give EAP a try today.
Call us at 800-999-7222
Or go to anthemEAP.com and enter your company code: LAUSD

* In accordance with federal and state law, and professional ethical standards.
This document is for general informational purposes. Check with your employer for specific information about benefits, limitations and exclusions.

Language Access Services - (TTY/TDD: 711)

Spanish - Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación para obtener ayuda.
Chinese - 您有權使用您的語言免費獲得該資訊和協助。請撥打您的 ID 卡上的成員服務號碼尋求協助。

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108413CAMEABC VPDD Rev. 01/20

ATTACHMENT #5

**Office of Staff Relations
2021-2022-CHECKLIST OF IMPORTANT TASKS AND DATES**

Month	Task	Completed
July	<p>UTLA represented employees (A-basis employees):</p> <ul style="list-style-type: none"> Review IPS and meet with employees to discuss objectives Schedule Formal classroom observation and Growth Plan Visit Notification of Evaluation Status Deadline (A-Basis, Early Education 7/30/21) <p>AALA represented employees:</p> <p>☐ Distribute Initial Planning Sheet (A-basis 7/1/21; E-basis 7/21/21; B-basis 7/30/21)</p> <p>Classified Employees:</p> <p>☐ TA proof of college course completion for the 2021-2022 school year is due on 10/30/21</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
August	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> Review IPS and meet with employees to discuss objectives Schedule Formal classroom observation and Growth Plan Visit Initial Planning Sheets Due (IPS) (A-Basis, Early Education 8/6/21) Hold Initial Planning Conferences (A-Basis, Early Education 8/20/21) Identify all Probationary 1 and 2 and other non-permanent (University Interns, Temporary Contracts) teachers by accessing the HR072 and HR073 reports in SAP. Contact your Personnel Specialist for assistance and questions. <p>AALA represented employees:</p> <ul style="list-style-type: none"> Collect IPS (A-basis 8/7/21; E-basis 08/27/20) Hold Initial Planning Conferences (A-basis 8/20/21) <p>Classified:</p> <ul style="list-style-type: none"> TAs (Degree and Non-Degree Track) verification of enrollment for current term and passage of coursework in previous term via Teacher Assistant Portal Verification of Valid First Aid/CPR Certification for Special Ed Assistants/Trainees, Health Care Assistants, Personal Needs Attendants, Instructional Aides for Deaf and Hard of Hearing, by first day in basis Paraprofessionals who work with students who have Aerosol Generated Protocols must have specific PPE. Check with Special Ed for details 	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

September	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> 9/17/21 Deadline for Notification to Single Track Teachers Regarding Evaluation Status (Teachers assigned to a school site after 9/17/21 and before 10/8/21 may still be rostered and should be notified. After 10/8/21, permanent teachers may not be evaluated, unless they received a BSE the previous year or they are non-permanent.) ☐ Initial Planning Sheets Due (IPS) (All schools, 9/24/21) <p>AALA represented employees:</p> <ul style="list-style-type: none"> ☐ Collect IPS (B-basis 9/10/21) ☐ Hold Initial Planning Conferences (E-basis 9/10/21; B-basis 9/24/21) 	<hr/> <hr/> <hr/> <hr/>
October	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> ☐ Hold Initial Planning Conferences (Contractual Deadline 10/8/21) <p>Classified employees:</p> <ul style="list-style-type: none"> ☐ Probationary employees hired in August – preliminary performance evaluation due ☐ Conference for below standards performance issues – document warning ☐ TA Proof of Enrollment due 10/30/21 	<hr/> <hr/> <hr/> <hr/>
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 performance evaluation should be completed no later than the 80th workday from hire date. Contact the Senior HR Rep for assistance. 	<hr/> <hr/> <hr/> <hr/>
December	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> 12/17/21 Growth Planning: Mid-Year Reflection – Optional step (Early Education 12/27/21) Warning of possible Below Standard Evaluation (All schools, 12/1/21–1/31/22) <p>Classified employees:</p> <ul style="list-style-type: none"> ☐ Final probationary evaluation due for those hired in August 2021 	<hr/> <hr/> <hr/> <hr/>

January	UTLA represented employees: HR sends Prob 1 Affirmative Decision rosters to administrators <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 	<hr/> <hr/>
February	UTLA represented employees: <ul style="list-style-type: none"> 2/18/22 Deadline for Formal Observations (A-basis, Early Education 2/11/22) Deadline for all Post-Observation Conferences: no more than 10 working days after formal observation Classified employees: <ul style="list-style-type: none"> TAs (Degree and Non-Degree Track) verification of enrollment for spring due 2/28/22 Document performance issues. Warning of possible less than satisfactory evaluation (1/10/22 – 3/31/22) 	<hr/> <hr/> <hr/> <hr/>
March	UTLA represented employees: <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 3/18/22 Classified employees: <ul style="list-style-type: none"> In order to issue a below standards performance evaluation by 05/06/22, the employee must be issued a conference memorandum by 04/01/22 	<hr/> <hr/> <hr/>
April	UTLA represented employees: <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 2022/2023 Tentative Matrix * (4 weeks prior to selection) Distribute Matrix Preference Forms Growth Plan Visit deadline for Early Education Centers is 4/8/22 	<hr/> <hr/> <hr/> <hr/> <hr/>

May	<p>UTLA represented employees:</p> <ul style="list-style-type: none"> • 5/11/22 Deadline for Final Evaluations to be completed (A-basis, Early Education 5/31/22) • Notification to teachers of tentative assignments for 2022/2023 (5/20/22 or 21 calendar days prior to the teacher's last scheduled workday) <p>AALA represented employees:</p> <ul style="list-style-type: none"> • 05/10/2022 – Assistant Principals • 05/17/2022 – Principals • 05/24/2022 – Principal Supervisors • 05/10/2022 – All Others <p>Classified employees:</p> <ul style="list-style-type: none"> • Deadline for Performance evaluations <ul style="list-style-type: none"> - 20 days before last day in basis for Units B, C, F, G, S - One time per year for Units D, E, G - May 6, 2022 for single track C basis - May 27, 2022 for single track E basis - June 2, 2022 for A basis employees • TAs Transcripts are due 06/30/22 	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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