

**INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF STAFF RELATIONS**

TO: Principals and Administrators

DATE: June 2020

FROM: Leticia Figueroa, Assistant Chief Human Resources Officer

SUBJECT: **STAFF RELATIONS JUNE 2020 MONTHLY UPDATES AND REMINDERS**

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

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

IMPORTANT DATES:

06/12/20	Last day of instruction for the 2019 – 2020 school year
06/15/20	Pupil Free Day
06/24/20	Self-Paced Summer Optional Programs Begin
06/24/20 – 07/22/20	Elementary School – Community Led Summer Program
06/24/20 – 07/22/20	Middle School – Community Led Summer Program
06/24/20 – 07/22/20	Extended Learning Opportunities (ELOS)
06/24/20 – 07/28/20	High School – Summer Term Enrichment
06/29/20 – 07/24/20	Extended School Year (ESY)

GENERAL INFORMATION:

1. LETTERS OF RECOMMENDATION

If you receive a request for reference information, you may choose to complete it, but you are not required to do so. You may simply provide dates of employment, position, and salary information (i.e., a neutral letter of reference), or a letter of reference provided that 1) you make clear that you are doing so as an individual and not on behalf of the District or 2) you obtain the express permission of the head of your division to use District and School Letterhead for an official recommendation.

Refer to [BUL-6495.1, Responding to Requests for Letters of Recommendation.](#)

Reminders:

- Avoid “off-the-record” telephone conversations with prospective employers regarding a person’s performance. There is no such thing as “off-the-record.”
- Provide accurate factual information, based upon personal knowledge/observation of the person through direct contact with the person or obtained from the employee’s personnel record. Providing inaccurate information may expose you to risk of liability and/or jeopardize your credential(s).
- Do not make any misrepresentations of fact in describing the performance, qualifications and/or character of the applicant. You should not provide “half-truths.” For example, if you only provide positive aspects and completely ignore the negative aspects, you may give an inaccurate impression.

This may subject you to potential discipline by the District, and/or individual liability for harm arising from the statement(s).

- If you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact. If you give an opinion, explain the incident or circumstances upon which you base the opinion.

2. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director (**Attachment #1**).

3. EMPLOYEE REPRESENTATION AT MEETINGS

Employees are entitled to request a representative of choice to attend with them any meeting that could lead to discipline. They are entitled only to one representative at said meeting. Their choice of representative is most commonly a Union Representative (or Job Steward), but their choice may also be an Attorney, or even a personal friend or relative. Employees may also waive representation at any meeting, however, classified employees must sign a waiver before proceeding with the meeting.

4. 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.

5. 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.

6. VACATION CAP WAIVED

Earned 2019-20 vacation hour balances will be made available during the fiscal year 2020-21 without having to complete a Vacation Waiver Form. No further action steps are required at this time. Employees in this category will receive a separate notice from the Payroll Administration Branch in late July of this year. 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.

7. WORKER'S COMPENSATION/REASONABLE ACCOMMODATIONS

School-site administrators must engage in the interactive process even though employees may be working from home. For Workers' Comp, you should be in contact with the Workers' Comp Specialist assigned to your Local District (**Attachment #2**) to keep apprised of the employee's claim status, any work restrictions and/or possible return to work date.

If an employee returns to work after a work-related injury or surgery with medical restrictions, you can speak to a Return to Work Specialist assigned to your Local District to assist you with the Interactive Process. The Return to Work Specialist assigned to your Local District is noted in **Attachment #2**.

CERTIFICATED INFORMATION:

1. CHANGE OF TEACHING ASSIGNMENT AFTER THE INITIAL TENTATIVE ASSIGNMENT

Teachers shall be notified as soon as feasible of a change in tentative assignment. If a teacher is notified within 5 calendar days prior to the beginning of the school year (August 17, 2020 for single track) that there will be a change of assignment, **upon request**, the teacher shall receive the equivalent of two days of preparation time. The change of assignment must affect the majority of courses taught in a secondary assignment and must require a preparation for a course not in the previous assignment. If the change of assignment does not affect the majority of courses taught but requires a new preparation, the teacher may request the equivalent of up to one day of preparation time (**ARTICLE IX-A, SECTION 2.0, Section a**).

2. ASSIGNMENT MONITORING 2020-2021

All sites will be monitored during the 2020-2021 academic year. It is the school site administrator's legal obligation to ensure teachers are appropriately assigned to classes for which they hold a legal authorization. If you have anyone working under an ed code option (Middle School Authorization/local assignment option, Board Permit/local assignment option, One Period Coach Authorization, Teacher Consent Form for True Electives, Alternative Setting Teacher Consent Form etc.), who will continue to work under it next year, please submit your forms by June 15th in order to avoid a mis-assignment at the beginning of the 2020-2021 academic year. If you have questions about a particular teacher, please feel free to contact your Credentials and Contract Specialist. Current forms can be accessed at: <https://achieve.lausd.net/Page/1542>

3. NON-RE-ELECTION OF PROBATIONARY 1 AND DISTRICT INTERN TEACHERS

If you have determined that you will not re-elect any probationary teachers, you are required to meet with the teacher telephonically or via a virtual platform and provide notice of the decision. You will receive notification from Human Resources regarding this process. Contact your Field Director if you have questions or need additional support.

4. END OF YEAR PROCEDURES – REMINDERS FOR CLOSING THE 2019 – 2020 SCHOOL YEAR

As L.A. Unified will deliver remote instruction for the remainder of the 2019 – 2020 school year, it is imperative that the following procedures are planned for and take place in a way that all students, staff and families are able to return and pick up belongings while maximizing safety protocols. For the overall safety and wellbeing of all individuals, it is recommended to develop procedures for:

- Creating and maintaining a safe environment
- Ordering masks, gloves, and supplies
- Obtaining personal belongings at school
- Staggering appointment times and mapping out drop off locations
- Coordination of summer cleaning schedule
- Collection of books instruments, devices, and uniforms
- Obtaining medications and / or medical equipment on file
- Reminders for classroom teachers of record
- Closing policies / return of keys
 - Signing timecards
 - Preparing classrooms for summer cleaning
 - Verification of Progress reports / returning all roll books
 - Closing of cumulative records
 - Alternate working arrangements

For additional information, please refer to the following for additional guidance:

- The LAUSD Interoffice Correspondence with the subject line *Reminders for Closing the 2019 – 2020 School Year*, dated May 15, 2020.
- LAUSD BUL-5460, *Accessing and Securing Sites During School Hours, Non-School Hours, and Holiday Breaks*, dated April 12, 2011.

5. PREPARATION FOR 2020 - 2021 SCHOOL YEAR OPENING

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- Staff attendance for past year
- Absences preceding and following holidays
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Teacher hours
- Substitute Lesson Plans/Folders
- Instructional Expectations
- Other identified areas for improvement

6. ROSTERING TEACHERS FOR EVALUATION IN 2020-2021

In preparation for the upcoming school year, determine the evaluation status of current teachers by considering the teachers' employee status, previous final evaluation ratings, and other [recommendations](#) included in MyTeam. Begin the process in July 2020 by listing all teachers by status and adding new hires with their status as they join your staff. To confirm the current employee status of a teacher, contact your Personnel Specialist, at (213) 241-6328. All non-permanent teachers are to be evaluated annually. Per the LAUSD/UTLA Agreement Article X, 3.0 (a-c), evaluations shall be made at least once each academic year for probationary or qualifying teachers, and at least once every other year for permanent teachers.

Please be aware that if a teacher evaluation was mutually extended in the past and the current administrator no longer agrees with that extension, the teacher needs to be informed that he/she will be evaluated before the end of the school year prior to the evaluation year. In this case, before June 15, 2020.

7. DOCUMENTS TO UPLOAD TO THE PERFORMANCE EVALUATION SYSTEM

Due to school closures, hard copies of documents are not required to be uploaded into the performance evaluation system, unless specifically directed by Staff Relations. The final dates to upload any documents into the system are listed below:

June 15, 2020	The EDST and EDSNCT performance evaluation system
June 15, 2020	C Basis Stull Evaluations: Instructional, Services, or Management
June 22, 2020	The EDSSL performance evaluation system for Assistant Principals
June 22, 2020	B Basis Stull Evaluations: Services or Management
June 30, 2020	The EDST performance evaluation system for EEC Teachers
June 30, 2020	The EDSSL performance evaluation system for Principals
June 30, 2020	A or E Basis Stull Evaluations: Services or Management

8. NEW TEACHER GROUPS INCLUDED IN THE EDUCATOR DEVELOPMENT SYSTEM (EDS) PROCESSES IN 2020-2021

Beginning in 2020-2021, Itinerant Adapted Physical Education teachers will be evaluated using the Educator Development and Support: Teachers (EDST) process. For additional questions contact Nancy Concha, Professional Learning and Leadership Development, at (213) 241-3444.

9. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES

When holding a conference with an employee to discuss his/her conduct, administrators should first 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. Draft conference memo
- B. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
- C. The most recent performance evaluation, including signatures and all of its attachments
- D. Also, send in any previous Conference Memos that the employee might have 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), and giving him/her time to respond in writing, 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 it, in the email, inform your Field Director what discipline, if any, you wish to pursue

10. CONTRACT POOL TEACHERS CONFERENCE MEMOS

Regular employees assigned to the Contract Pool are to be treated as contracted teachers; they are not to be issued an Inadequate Service Report. Always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. They are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Field Director for questions.

11. ITINERANT CERTIFICATED EMPLOYEES - CONFERENCE MEMOS

Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these 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. If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Ms. Veronica Moscoso, Field Director, via email at vxm6767@lausd.net.

CLASSIFIED INFORMATION:

1. WORK EXPECTATIONS FOR PARAPROFESSIONALS IN SUPPORT OF @ HOME CONTINUITY OF LEARNING

As previously mentioned, Paraprofessionals should be assigned work during their regularly scheduled work hours. In accordance with collective bargaining agreements and L.A. Unified class descriptions. Paraprofessionals will be assigned to provide instructional support to students remotely and participate in professional development to enhance their skills as instructional support providers. Administrators should communicate with paraprofessionals and the teacher they support about what each of their roles are within the distance learning environment. Administrators should also survey paraprofessionals to determine their access to technology, internet connection and equipment provide staff with job aides, resources, and guidance for accessing and utilizing instructional technology.

2. PAYROLL REPORTING

If you have questions about LAUSD MyPay that are not answered with the information below, please contact the MyPay contact person at your site and/or Payroll Support Services by emailing payrollsupport@lausd.net or calling (213) 241-2570.

3. MyPLN – NEW TRAINING RESOURCE AVAILABLE ONLINE

District employees have access to many training courses online courtesy of Organizational Excellence. Administrators may assign Classified employees to complete job-relevant training courses while working remotely from home. Employees may access the training at MyPLN (<https://signon.lausd.net/adfs/ls>). This online service is available to all of your Classified employees and can assist you in providing assistance and guidance, support and skill enhancement for your employees. Employees are also encouraged to visit the site on their own to pursue career and professional development interests.

4. UPDATES FROM OFFICE OF THE SUPERINTENDENT REGARDING CLASSIFIED STAFF

Supervisors and administrators are encouraged to work with their employee whenever feasible, supervisors should provide work from home whenever possible with compassion and flexibility. In this unusual COVID environment, it is likely that many staff assignments may deviate from the customary duties. Please refer to the District Updates for current information regarding staffing, payroll issues, etc. Many employee situations may be unique. For those, or for any other Classified employee concern, your designated Human Resources Representative remains on standby to research options available to Administrators, Managers, and Supervisors. Options vary and must be researched carefully for Classified employees on a case by case basis.).

5. CLOSING OF CLASSIFIED POSITIONS (OFFICE STAFF, INSTRUCTIONAL AIDES, CAMPUS AIDES, et al.)

If during budget development, you closed any of your Classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a clerical position) or reduced their assigned hours, official Notices to affected employees will come directly from the Personnel Commission (PC). Unit G employees (Community Representatives and School Supervision Aides) are the exception (see #2 below). The PC will mail letters to affected employees, giving them a 60-day Notice and an effective date of their lay-off, reduced hours, or new assignment, as applicable. You may advise affected employees ahead of time and informally, that their position is being cut, but you **must not** propose to them an effective date (such as the end of this school year or end of their basis). Site Administrators will receive copies of letters sent to their affected employees as soon as the notices are sent out.

6. CLOSING OF SCHOOL SUPERVISION AIDE AND COMMUNITY REPRESENTATIVE POSITIONS

Community Representatives and School Supervision Aides whose positions are being closed during Budget Development for the 2020-2021 Fiscal Year may **not** expect to receive Notices until on or after June 30, 2020. Until official notifications are received by them from the Personnel Commission, affected employees will be expected to continue reporting in the same manner as they have been reporting to their currently assigned schools/locations during the COVID Natural Disaster Shut Down. Notices for School Supervision Aide and Community Representative employees will be presented to the Board at the earliest possible date, and if approved, will be released-sent to affected employees and their schools/locations.

As previously announced, effective January 1, 2019 all Community 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 set protections as set forth in their updated Unit G Collective Bargaining Unit Agreement.

7. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

The Unit F Collective Bargaining Agreement must be followed when closing any Teacher Assistant (TA) position. The process for closing their Teacher Assistant positions differs for them because they are considered to be temporary employees. Teacher Assistant layoffs must be handled at each school/worksites by their site Administrator in compliance with the Unit F Collective Bargaining agreement. Please contact your Sr. Human Resources Representative for assistance. (**See Attachment #3**, Reduction in Force for Teacher Assistants)

8. FUNDING FOR DEGREE TRACK vs. NON-DEGREE TRACK TEACHER ASSISTANT POSITIONS

A salary difference exists between Degree Track and Non-Degree Track Teacher Assistant positions. If you need to close any TA position due to Reduction in Force initiatives (RIF), Site Administrators must follow the RIF procedures which are outlined in Attachment #3. Teacher Assistant seniority is a combination of total number of overall units completed PLUS years of service. Generally speaking, Non-Degree Track Teacher Assistants accrue sufficient years of service to retain their position so long as they have maintained continuous enrollment toward completing their required college courses. Site Administrators may not select Teacher Assistants Degree Track over Non-Degree Track based on non-availability of funding or by selecting a different funding source. Doing so would constitute a violation of the Teacher Assistants' Unit F Collective Bargaining Agreement. Therefore, it is imperative that you remain consistent when budgeting pre-approved funding for Non-Degree Track Teacher Assistants (Article X).

9. TEACHER ASSISTANT – REDUCTION IN HOURS

The Unit F Collective Bargaining Agreement must be followed if you need to reduce the hours for any of your TA positions. The process is outlined in **Attachment #4**. (Article IX, Section 7.0)

School Files Project Instructions

Summary

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

Document Requirements/Limitations

Users are to upload documents as **pdf** files. The size of each file selected for uploading is limited to **20MB**.

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

How to upload a document

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

Helpful Tips

1. Which Internet browser is preferred?

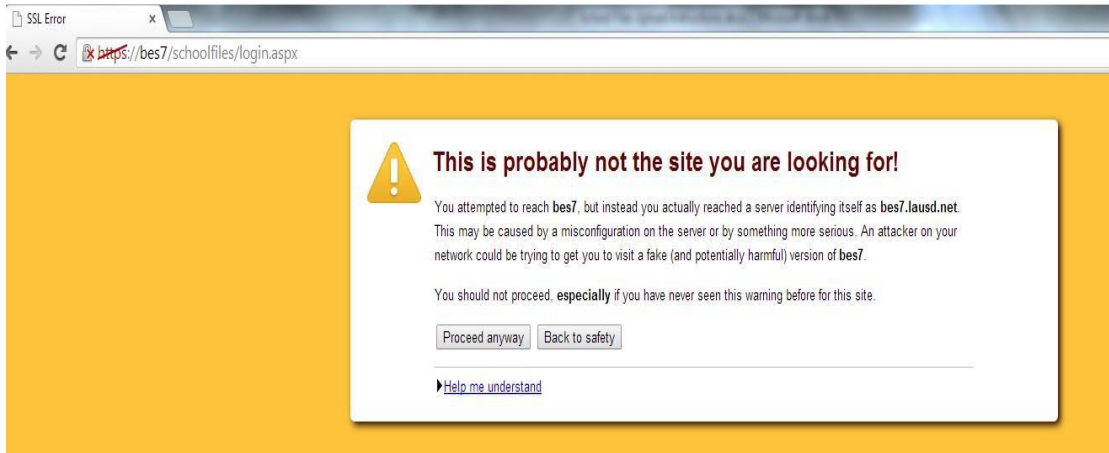
The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

ATTACHMENT #1 Continued

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

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

3. I received the following messages. What should I do?



Click **Proceed anyway**. The computer server that hosts the application does not have a certificate installed. The application resides on a computer located within ITD.

School File Application

1) Log in with your single sign-on at:

The screenshot shows the login page for the School File Application. It features a header with the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below the header is a "Login to School File Application" section with a "Username:" field, a "Password:" field, and a "Login" button. A note below the fields states: "Enter your Single Sign-On (SSO) username and password to Log In. e.g. (msmith@unusd.k12.ca.us, mary.smith@unusd.usd) Do not add domain name (@unusd.k12.ca.us @unusd.net)". A "Session times out after 30 minutes." warning is also present. At the bottom, there is a note: "Note: Your Single Sign-On username and password is the same as your email username and password. Having login or account creation problems? Please call the IT Helpdesk at (213) 241-9300 for assistance. Need Help? Click here for FAQ."

2) Enter **8-digit** employee ID number (add preceding zeros if necessary) for the individual who is the subject of the document being uploaded. Then click on the “Find Employee” button.

The screenshot shows the search page for the School File Application. It features a header with the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below the header is a "Please enter Employee Number of School File" section. It contains an "Employee Number" field with a red box around it, a "Find Employee" button, and two dropdown menus for "Employee Name" (set to "All") and "Cost Center" (set to "All").

3) For “Employee Name” the employee and assigned cost center will appear. Under “Cost Center” your cost center should appear as the default, but you can change these selections if needed. A message will appear in green below the search boxes validating the employee selection.

The screenshot shows the search page for the School File Application with a successful search result. It features a header with the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below the header is a "Please enter Employee Number of School File" section. The "Employee Number" field contains "00000000" and the "Find Employee" button is disabled. The "Employee Name" dropdown is set to "JOHN DOE", and the "Cost Center" dropdown is set to "ZONE OF CHOICE (1032801)". A green message box at the bottom states: "Employee No. [00000000] is Valid. You can Upload the Document Now".

4) Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is open, displaying a list of options: Select, Sexual Misconduct involving minor, Sexual Misconduct involving adult, Violence, Attendance, Fraud, Alcohol/Drugs, Inappropriate language, Arrest/Conviction, Failure to Report Child Abuse, and Other Inappropriate Behavior. The 'Select' option is currently highlighted.

5) Click the “Browse...” button to locate the document on your computer to upload. NOTE: all documents must be PDFs.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is now closed and shows 'Inappropriate language' selected. The 'Browse...' button is highlighted with a red box, and the text 'No file selected.' is visible next to it.

6) After document is selected, the file name will appear. Select “Upload.” Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF. You should receive a message in green at the bottom that says “File was uploaded successfully”

The screenshot shows the 'Upload Employee School File' form. The 'Browse...' button is now disabled and displays the file name 'cc4988.PDF'. The 'Upload' button is highlighted with a red box. A red arrow points to the file name with the text 'File name will appear here'.

7) All documents uploaded for your school will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents.

The screenshot shows the search criteria form. It includes fields for District, School List, Conduct Type (set to All), Employee No, and Date Range. There are Search and Export buttons at the bottom right. Below the form is a table header with columns: File, Location, Uploaded By and Time, and Conduct Type.

INTEGRATED DISABILITY MANAGEMENT ASSIGNMENTS

LOCATION	PROTECTED ABSENCES/LEAVES	REASONABLE ACCOMODATIONS	WORKER'S COMPENSATION
Adult Education	Karmina McCarthy (213) 241-0673	Rima Vosghanian (213) 241-2213	Linda Bayless (213) 241-7641
Beaudry Building	Karmina McCarthy (213) 241-0673	Raul Noe (213) 241-3996	Sara Ortiz (213) 241-3967
Central (LD)	Marty Russell (213) 241-3954	Maria Lemus (213) 241-2820	Sandra Hornback (213) 241-3966
Early Education	Based on Local District Locations	Patricia Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
East (LD)	Marty Russell (213) 241-3954	Raul Noe (213) 241-3996	Sandra Hornback (213) 241-3966
Facilities	Contact Facilities Human Resources	Based on worksite location	Linda Bayless (213) 241-7641
Food Services	Contact Food Services Human Resources	Based on worksite location	Sandra Hornback (213) 241-3966
Northeast (LD)	Karmina McCarthy (213) 241-0673	Maria Lemus (213) 241-2820	Sara Ortiz (213) 241-3967
Northwest (LD)	Karmina McCarthy (213) 241-0673	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
Nursing	Karmina McCarthy (213) 241-0673	Based on worksite location	Based on worksite location
School Police	Karmina McCarthy (213) 241-0673	Patricia Prince (213) 241-3978	Sara Ortiz (213) 241-3967
South (LD)	Marty Russell (213) 241-3954	Patricia Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
Transportation	Contact Transportation Human Resources	Maria Lemus (213) 241-2820	Sandra Hornback (213) 241-3966
Warehouse & Truck Operations/Pico Rivera	Contact Procurement Human Resources	Rima Vosghanian (213) 241-2213	Linda Bayless (213) 241-7641
West (LD)	Karmina McCarthy (213) 241-0673	Cynthia Looney (213) 241-2668	Linda Bayless (213) 241-7641
IDM COORDINATORS BY PROGRAM			
Staff Attendance	Protected Absences/Leaves	Reasonable Accommodations Return-To-Work	Workers' Compensation
Marty Russell (SA) (213) 241-2204	Vondradee Courtenay (PL) (213) 241-1159	Latasha Lewis (RA/RTW) (213) 241-7630	Juan R. Gonzalez Jr. (WC) (213) 241-3839

IDM Email Addresses and Phone Numbers by Program:

Absence Management: absencemanagement@lausd.net FMLA Unit: (213) 241-3954
 Donations for Catastrophic Illness: dci@lausd.net IDM: (213) 241-3138
 Family Medical Leave Act: fmla@lausd.net IDM Fax: (213) 241-6778
 Reasonable Accommodations: disabilitymanagement@lausd.net
 Staff Attendance: staffattendance@lausd.net

Division of Risk Management and Insurance Services, Integrated Disability Management (IDM)

12/11/2019

REDUCTION IN FORCE for TEACHER ASSISTANTS (Unit F, Article X)

Reduction in force for Teacher Assistants (TAs) is school-based and based primarily on college units achieved rather than seniority. (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Services Branch and based on District seniority.)

Definition Reduction in force is when a TA position is eliminated entirely, as opposed to merely a reduction in hours for one or more positions

Seniority List **HR085 TA Seniority** is a report of TA Seniority available through BTS (print out, add each employee's total number of completed college units next to his/her name, and post)

Reasons for Reduction in force

- Loss of budgetary support
- Changes in educational program
- Changes in services offered to student
- Changes in student population
- Returns from leave of absence

Order of layoff

- Possible termination of employees with less than one year seniority (administrative discretion)
- All employees with up to 5 years seniority are ranked by number of qualified college units achieved; employees with lowest number of units are laid off first
- If necessary, follow same procedure for employees with 5-10 years seniority, and then for those with more than 10 years seniority

Exemptions

TAs with special instructional skills or qualifications (such as computer, music, library, bilingual) may be exempted (See Article X, Section 2.3)

Written Notice

School must provide a written notice to employee at least **ten (10)** working days prior to effective date of layoff. Contact your Sr. HR Representative for assistance.

Recall Rights

- TAs with less than one year of service are considered terminated rather than laid off, and have no recall rights
- TAs with greater than one year seniority are reemployed to any open TA position at the school they were released from, in reverse order of the layoff within 12 months of the layoff **

Grievances

Only a violation of the procedure may be grieved, not the decision to lay off

- * Prior service as a TA, IA, or Education Aide elsewhere can be given credit if it occurred immediately prior to date of hire in current classification of Teacher Assistant.
- ** School must develop and maintain recall list

REDUCTION IN HOURS FOR TEACHER ASSISTANTS
(Unit F, Article IX, Section 7.0)

1. FACTORS FOR CONSIDERATION

- Program needs
- Budget constraints
- District policy encouraging degree track personnel retention/advancement
- Seniority of employees
- Special skills, qualifications

2. WRITTEN NOTICE

- Five days prior to meeting with TAs, **make available to TAs (post or distribute) the school's Units/seniority list.** Report **HR085 TA Seniority** in BTS can assist with determining a TA's seniority.
- Copy of seniority list and budget information to Job Steward (if known) and if requested.

3. TA MEETING

- **Give all TAs a five (5) day written notice of a scheduled meeting to discuss the tentative plan.** Two copies of the TA meeting notice to Job Steward, if known
- Hold meeting on TA work time (TAs not on duty may voluntarily attend)
- Local 99 representative may attend by giving Principal 24 hours notice
- Principal (or designee) outlines tentative plans
- Input from TAs; TAs may ask questions, raise objections, offer suggestions and make recommendations

4. ANNOUNCE FINAL DECISION

5. GRIEVANCE – TA MAY GRIEVE PROCEDURES, NOT THE DECISION

6. LIMITED PREFERENCE FOR ADDITIONAL HOURS

- For one year from reduction
- If qualified and available, and if remaining at site
- If not in conflict with present assignment

7. NOTICE TO HEALTH INSURANCE SECTION

- Send written notice (memo) when reduction of hours affects medical benefits eligibility (i.e., assignment goes from 80 or more hours to less than 80 hours per pay period).

2019-2020 STAFF RELATIONS DIRECTORY

FIELD DIRECTOR and SR HR REP ASSIGNMENTS

Tel: (213) 241-6056 Fax: (213) 241-8405

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	FIGUEROA, LETICIA	213-241-6056 213-241-5313	leticia.figueroa@lausd.net
Administrator-AALA	DR. SERRATO, FRANK	213-241-8233	fserrato@lausd.net
Interim HR-SR Manager	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
Field Director	MOSCOSO, VERONICA	213-241-8257	vxm6767@lausd.net
Admin Secretary	GONZALEZ, MAYRA	213-241-8109	mayra.l.gonzalez@lausd.net
Sr. Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net
Clerk	HAYNES, ROCHELLE	EXT. 29036	rochelle.haynes@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	DR. MAXEY, ERIC	818-654-3641	ejm9800@lausd.net
Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Sr. HR Rep	DAVTYAN, ZHANNA	213-241-8240	zhanna.davtyan@lausd.net

LOCAL DISTRICT NORTHEAST

Interim Field Director	WILSON, MADELINE	818-252-5435	madeline.wilson@lausd.net
Field Director	DELISLE, CARRIE	818-252-5436	carrie.delisle@lausd.net
Sr. HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	ALFAYATE, JUAN	213-241-0184	jalfayat@lausd.net
Field Director	HAYNES, ERIN	213-241-2563	edh0788@lausd.net
Sr. 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	HAYNES, ERIN	323-224-3120	edh0788@lausd.net
Interim Sr. HR Rep	MEZA, JO	213-241-6056	jovita.meza@lausd.net

LOCAL DISTRICT SOUTH

Field Director	MARTINEZ, ISAIAS	310-354-3419	isaias.martinez@lausd.net
Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Sr. HR Rep	BIGGS, ROBBIE M/W/F SOUTH	310-354-3204 213-241-8248	robbie.biggs@lausd.net

LOCAL DISTRICT WEST

Field Director	SANCHEZ, ALEJANDRA	310-914 2150	alejandra.sanchez@lausd.net
Field Director	MCCLAY, KEVIN	310-914-2153	kmcclay@lausd.net
Sr. HR Rep	VACANT	213-241-6896	

DIVISION OF ADULT & CAREER EDUCATION

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