

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: April 1, 2015

FROM: **Leticia Figueroa**, Assistant Chief Human Resources Officer, Staff Relations

SUBJECT: **STAFF RELATIONS APRIL 2015 - UPDATE AND REMINDERS**

GENERAL INFORMATION:

1. DEADLINE TO APPLY FOR LEAVES

April 15, 2015 is the deadline to apply for (permissive) leaves of absence.

2. VACATION FOR (A-BASIS) STAFF

Reminder that by April 15, the **second step** of the vacation process whereby employees shall respond to the administrator with requested vacation dates, taking into account the administrator's guidelines provided on March 15, and their own vacation availability as well as the need to stay below their vacation cap. **Within 15 calendar days after that**, the administrator shall provide a written acknowledgment either approving or disapproving the requested days. The basis for any denial shall be included.

CERTIFICATED INFORMATION:

1. 2014 – 2015 CERTIFICATED EVALUATIONS

You will be receiving notification in the coming week regarding the format and process for issuing the final evaluations for certificated staff members. The final evaluation form will be completed via the TGDC platform for classroom teachers. If you have questions, contact your Instructional Director or Teaching and Learning Coordinator. If you are issuing any teacher an overall evaluation of "below standard," contact your Staff Relations Field Director as soon as possible.

2. TENTATIVE ASSIGNMENT OF CLASSES (MATRIX)

Creation and posting of matrix shall be posted approximately four weeks before selection of classes and teachers shall be notified of tentative assignments as soon as feasible but not later than **twenty one (21) calendar days prior to the teacher's last scheduled work day**. **(Waiver to Amend Article IX-A, Section 2.0 (a))** Please review the timelines appropriate to your school schedule and begin the necessary preparations. (See Attachment 1) **(Article IX –A, Section 2.0)**

3. FULL TIME COORDINATOR SELECTION PROCEDURE

The selection process must be conducted in the Spring semester prior to the preparation of the matrix of classes. If the candidate that the site administrator puts forward for confirmation is not confirmed by a majority vote, the site administrator and chapter chair shall immediately inform the faculty members that the coordinator position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes, that candidate and the other interested candidates may submit statements of interest within 24 hours in a single-track school or 72 hours in a multi-track school. The site administrator and chapter chair shall seek to mutually agree upon the coordinator selection from among those candidates who submitted statements of interest. If no agreement is reached mutually, a two-member team from the District/UTLA Dispute Resolution Panel will resolve the issue. Also, all coordinators are elected for two years – except if it is the first term of the confirmed coordinator. **(Article IX-A)**

4. DISPUTE RESOLUTION PROCEDURE FOR TRACK, GRADE (ELEMENTARY), AND CLASS (SECONDARY) ASSIGNMENTS FOR PERMANENT TEACHERS

If differences arise as the result of the site administrator's assignments of permanent teachers to track, grade (elementary), or class (secondary), the determination whether the assignment was inappropriate should be handled under the procedures of Article V-A (Alternate Grievance Procedure). If the matter needs to be submitted to an Alternate Grievance Panel, contact your Staff Relations Field Director who can provide you with the appropriate form(s). **(Article IX-A, Section 2(e) and (f))**

5. ELECTION OF CERTIFICATED EMPLOYEE REPRESENTATIVES TO LOCAL SCHOOL LEADERSHIP COUNCIL

Secondary teachers' elections are to be in April before the secondary master schedule is established; **elementary** teacher elections are to be in late spring after assignments for the next year have been tentatively set. **(ARTICLE XXVII, 2.8)**

6. 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 them 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.

7. POOL TEACHER EVALUATIONS

Evaluations must be done for all pool teachers assigned to your site. If a pool teacher was transferred to your site, the evaluation should be done in conjunction with input from the previous school(s). It is especially critical to issue an evaluation for those probationary pool teachers who will be eligible for permanent status. Call your Staff Relations Field Director if you are unsure about this process. **(Article X, Section 5.0)**

8. SUBSTITUTE TEACHER EVALUATIONS

Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on a 1022 form. **(Article X, Section 8.0)**

9. FINAL STULL EVALUATION COMPLETION DATES

Be sure to take note of the following *deadlines for issuance of final evaluations* for UTLA Bargaining Unit Members:

a. A-Basis Deadline:	May 27, 2015
b. Single Track Deadline:	May 4, 2015
c. Four-Track	
i. Track A Deadline:	May 22, 2015
ii. Track B Deadline:	May 22, 2015
iii. Track C Deadline:	May 22, 2015
iv. Track D Deadline:	April 3, 2015

Remember best practice is that a teacher receiving a “Below Standard” would receive notification around the mid-year mark. For teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance. **(Article X- 6.0)**

** 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)**).

** For AALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 8, 2015. (Article VII, Section 4.0)**

10. HALF-TIME LEAVE REQUESTS

Teachers on half time leaves must work half of each working day. Exceptions and variations on the “half of each working day” requirement for half-time leaves must have the recommendation of the immediate administrator and the approval of the Educational Service Center Superintendent. Teachers must submit half time leave applications to the Human Resources Specialist by **April 15, 2015. (Article XII, Section 21.0, UTLA)**

11. BANK-TIME/FACULTY MEETINGS

As a reminder, Principals are to utilize a formal sign-in sheet for purposes of documenting attendance at faculty/bank-time/departmental/grade level meetings. Principals are to ensure that meeting sign-in sheets contain the school name, date, beginning and ending times, meeting locations, employee names (typed or printed), employee numbers, and employee signatures.

CLASSIFIED INFORMATION:

1. ANNUAL PERFORMANCE EVALUATION DATES

Due dates for annual performance evaluations of permanent employees are listed on Attachment 2. Failure to meet specified timelines may invalidate an evaluation. Evaluation forms are available on the Personnel Commission website. If you anticipate issuing an employee a below standard rating in any area, please make sure you are documenting and addressing the issues with the employee now. It is recommended that you issue the evaluations for this school year by Friday, May 8, 2015. (See Attachment 2)

2. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

If you will need to close any Teacher Assistant positions (NOT Classified positions) due to budget at the end of the year, there is an order of lay-off in the Unit F contract that must be followed (See Attachment 3: **Unit F, Article X (Reduction in Force)**). Reduction in force is not based primarily on seniority, nor are you able to choose Non-Degree Track TAs over Degree Track TAs. It is driver by both seniority and the number of college units completed. Report **HR085 TA Seniority** in BTS can assist with determining a TA's seniority. This report is located on the School tab, seniority folder. Contact your Sr. Human Resources Representative for assistance. **Unit F, Article X (Reduction in Force)**

3. CAMPUS AIDES AND SCHOOL SUPERVISION AIDES

Campus Aides are Classified employees who are represented by SEIU, Local 99 and are part of Unit B (Instructional Aides). Campus Aides with permanent status have the same rights as other Unit B employees with regards to progressive discipline. Campus Aides with restricted status have limited rights, but still follow the guidelines of progressive discipline.

School Supervision Aides are Classified employees who are also represented by SEIU, Local 99; however, these employees are part of Unit G (Playground Aides). School Supervision Aides are temporary employees and do not have due process rights.

For specific questions regarding evaluation and discipline processes for Campus Aides and/or School Supervision Aides, please contact your Sr. HR Representative.

If you have any questions about these items, or other contract or discipline issues, please contact your Field Director assigned to your ESC regarding UTLA, or Senior Human Resources Representative for Units B, D, F, G, and S (clerical staff, paraprofessionals, campus supervision employees, and the SAA).

Staff Relations Telephone Numbers & Email Addresses

Central Staff		
Lydia Acosta Stephens	AAALA Members	(213) 241-6056
Lorri Gossett	Sr. HR Representative	(213) 241-6864
ESC North		
Andres Chait	Field Director	(818) 654-3619
Dr. Madeline Latham Wilson	Field Director	(818) 654-3641
Sarah Houston	Sr. HR Representative	(213) 241-8240
ESC South		
Frances Baez	Field Director	(310) 354-3419
Juan Alfayate	Field Director	(310) 354-3472
Cathy Kelly	Sr. HR Representative	(213) 241-8248
ESC East		
Dr. Kristen Murphy	Field Director	(323) 224-3353
Isa Martinez	Field Director	(323) 224-3120
Terri Lyons	Sr. HR Representative	(213) 241-2563
ESC West		
Susana Cuevas	Field Director	(310) 914-2150
Brenda Olortegui	Field Director	(310) 914-2153
Lena Karachun	Sr. HR Representative	(213) 241-8242
ISIC		
Veronica Moscoso	Field Director	(213) 241-8257
Dr. Maribel Luna	Field Director	(213) 241-8243
Stacey Smith	Sr. HR Representative	(213) 241-8227
Division of Adult & Career Ed		
Irma Good	Field Director	(213) 241-3725

**SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2015-2016**

TASKS	SINGLE-TRACK	FOUR-TRACK
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Month of March or prior to posting of Matrix	Month of March or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of April	Month of April
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 15	Not later than May 15 for Tracks A, B, C Not later than April 13 for Track D

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

* Refer to Article IX-A, Sections 4.0-9.0

** Chapter Chair elections are to be conducted by UTLA. Any dispute should be referred directly to UTLA.

*** Refer to Article IX-A. Matrix must be posted approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks prior to requesting classes.

@ "In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable), but not later than 21 days before the teacher's last scheduled work day." **(Waiver to Amend Article IX-A, Section 2.0 (a))**

Refer to Article XXVII, Section 2.8 (d) for specific dates of the Local School Leadership Council elections.

**OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2014-15 SCHOOL YEAR**

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. It is recommended you issue the evaluation by **Friday, May 8, 2015** to meet the deadline.

Unit B – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al

Unit C – Building and Grounds Workers, Food Service Workers, Housekeepers, Microcomputer Support Assistants, et al

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, Cafeteria Managers, Plant Managers

Employees in the bargaining Units below must have a performance evaluation at least once a year.

Unit D – Office Technicians, Office Computer Operators, Library Aides

Unit G – School Supervision Aides, Community Representative

Note: It is recommended that employee's performance evaluations be consistent with the Districts timeline as referenced in the above.

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 Transactions Services Branch (ETSB) and based on District seniority.)

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

Seniority List Report of TA Seniority is an available Report through BTS (print out, add each employee's # 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 # of qualified college units achieved; employees with lowest # 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 working days prior to effective date of layoff (call Staff Relations for samples).

Recall Rights

- TAs with less than one year 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 in inverse order of 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