

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

TO: Principals and Administrators

DATE: January 1, 2015

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

SUBJECT: STAFF RELATIONS JANUARY 2015 MONTHLY UPDATES & REMINDERS

IMPORTANT DATES:

December 22, 2014 through January 9, 2015
December 26, 29, and 30, 2014
March 13, 2015

Winter Recess
District-wide Winter Shutdown
Probationary 1 Recommendation form due

GENERAL INFORMATION:

1. 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 (213) 241- 6600.

2. VACATION CAP

It is important that supervisors work with employees to have them take vacation to ensure that employees' vacation balances will not be over their cap. Scheduling employees' vacation time now for the coming months will help managers coordinate for the sufficient staffing of schools and offices.

To find out which employees are over the vacation cap, your timekeeper and/or approver can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

3. UNION RELEASE TIME FOR EMPLOYEES

The Office of Labor Relations will contact you if the District receives a union's request to release an employee for the purpose of conducting union business. If you receive a request directly from the union or employee, please contact the Office of Labor Relations at **(213) 241-7637**, so that we can ensure that all proper steps have been taken.

4. EXTENDED LEAVES OF ABSENCE (FMLA, WORKERS COMP OR ILLNESS)

It is the responsibility of the school-site administrator to follow up on any leave, whether Workers Compensation or Illness. For Workers Comp, you should be in contact with the Claims Adjuster at **Sedgwick (866) 247-2287** to keep apprised of the employee's status and return date. If you need additional assistance with any particular employee, a current claim or procedure, contact Linda Cass, LAUSD Office of **Risk Management and Insurance Services** at **(213) 241-3139**. For questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves please contact Marty Russel at **(213) 241-2204**, Norma Ortiz at **(213) 241-1159**, or you may also call the FMLA main line at **(213) 241-3954**.

For employees on an Illness leave of longer than twenty (20) days, formal leave of absence papers must be completed. Employees who have not submitted those should not be time-reported after twenty days of absence. After 5 days, until the 20th day, an employee must submit a doctor's note with their illness Absence Certification Form in order to remain on paid status.

The Leave of Absence Packet for **Classified Employees** can be found on Personnel Commission web site under the "Forms" link. **Certificated employees** can find Leave of Absence paperwork under the "Forms" link on the Human Resources web site.

CERTIFICATED INFORMATION:

5. PROBATIONARY 1 TEACHERS

The Human Resources Division will be distributing Probationary 1 forms. This year, your Affirmative Decision (Probationary 1 employee) roster is also available online through the Certificated Performance Evaluation System (CPES) portal via the regular login process at: <https://stulls.lausd.net/stulls/index.jsp> and once logged-in, you can click on the link labeled "Probationary 1 Roster"

As a yearly key component in these efforts, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an "Affirmative Decision" regarding each non-permanent certificated employee. This Affirmative Decision process will determine if a non-permanent certificated staff member will receive permanent/regular status, if they will be retained in their position for the subsequent year, or if they will be released from their current position and reassigned to a former class, or if they will be non-re-elected and released from employment with the District.

Please make sure that after you sign the document, you forward the document to the Instructional Director or designee for their signature by March 6, 2015. The instructional Director will collect all forms and submit them to your Staff Relations Field Director by March 13, 2015.

The following are the due dates for the final Affirmative Decisions:

- | | |
|-----------------------------------------------------|----------------|
| 1. Probationary 1 and other non-permanent employees | March 13, 2015 |
| 2. Non-Permanent Certificated Administrators | March 31, 2015 |

6. STATUS OF TEACHERS

If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.

7. MID-YEAR WARNING

Employees who may receive an Overall Below Standard Evaluation should be given a mid-year warning notice via a Conference Memo following a classroom observation between December 2014 and February 2015. Administrators are to provide written recommendations and assistance for improvement, and must also give warning as to the consequences of failure to improve. This notice is to be given with sufficient time for employee to implement the assistance provided. Please forward this conference memo with the mid-year warning to your Staff Relations Field Director. If you need assistance, please contact your Staff Relations Field Director ASAP. **(Article X, Section 5.0)**

8. CONTRACT 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)**

9. 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)**

10. INADEQUATE SERVICE BY SUBSTITUTES (Form 1080-14, rev. 11/06)

The site administrator may issue for cause, a notice of inadequate service to a day-to-day substitute. **(Please note that this does not include contract pool teachers, as they are permanent employees who may not have a permanent assignment at this time.)** Such notice shall be issued within ten days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations. Upon employee request, a meeting will be held to discuss the matter. The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a representative of another employee organization. If you choose to file this report, please be sure to complete the entire form, including noting that a conference was held with the employee either by phone or in person and that the employee was sent a copy of the report by certified mail.

Reminder—the site administrator should interview all connected parties as soon as possible and gather witness statements regarding the incident that triggered the ISR if they have been cleared to do so by law enforcement.

Please note that there is a separate form available for commendations for day-to-day substitutes. Both forms are available via the Human Relations home page, under forms (http://www.teachinla.com/hr_forms.html). Please contact your Staff Relations Field Director if you need further assistance. **(Article X, Section 7.0)**

CLASSIFIED INFORMATION:

11. WINTER RECESS WORK AND TIME-REPORTING FOR CLASSIFIED STAFF

Ensure that clerical staff (except for those A-Basis employees who chose to work during the shutdown period), and classified paraprofessional staff **were time-reported for vacation for the winter recess/ shutdown period.** Refer to the employee's time card in BTS as it displays holidays and vacation time according to the school calendar and track of the employee. Teacher Assistants are not entitled to work during any of the recess period, nor do they receive vacation pay. They are entitled to "paid non-work time" for holidays by notifying the SAA of their desire to receive such.

12. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES

In order to change the work schedule of a classified employee (daily arrival/departure time), the employee must be given advance notice before the new schedule is implemented. The different contracts state different requirements. For Unit D (clerical, computer employees and Library Aide), unless the schedule change is mutually agreed to, 14 calendar days notice must be given. For Unit B (Special Ed Aides, Ed Aides, Campus Aides, EEC Aides), five work days notice must be given. For Unit S (School Admin. Asst., Plant Manager & Cafeteria Manager) "reasonable" notice must be given.

13. CLASSIFIED PERSONNEL PERFORMANCE

In most cases, it is recommended that classified employees receive a warning prior to receiving a performance evaluation with ratings lower than "meets standards" and be given an opportunity to improve. Reviewing time cards for attendance and obtaining feedback regarding employee performance now will provide information to assist you in counseling problem employees prior to their end-of-year evaluations. For assistance, please contact your Senior Human Resources 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).

Probationary Teacher Frequently Asked Questions (FAQ's)

I cannot log in CPES, how can I get a copy of my roster?

The Workforce Data Unit will send you a copy of your roster.

- Call Inocencia Cordova: (213)241-5632 or email at Inocencia.cordova@lausd.net

I have questions regarding the status of teachers in my roster

- Please contact you ESC specialist

NORTH	Elizabeth Harker	(213) 241-4950	elizabeth.harker@lausd.net
	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
	Wing Fung	(213) 241-6357	wing.fung@lausd.net

SOUTH	Vanesha Davis	(213) 241-2091	vkd8753@lausd.net
	Wade Hayashida	(213) 241-4550	wade.hayashida@lausd.net

EAST	Rachel Saldana	(213) 241-4193	rls5446@lausd.net
	Carlos Madrigal	(213) 241-4580	carlos.madrigal@lausd.net

WEST	Karen Castro	(213) 241-5436	karen.castro@lausd.net
	Brig Tratar	(213) 241-4547	brig.tratar@lausd.net
	Wing Fung	(213) 241-6357	wing.fung@lausd.net

ISIC	William Masis	(213) 241-4552	william.masis@lausd.net
	Karol Mills-Marbury	(213) 241-6384	karol.marbury@lausd.net
	Edward Salazar	(213) 241-6328	exs3827@lausd.net

SPECIAL ED & ITINERANTS	Carol Shimizu	(213) 241-2505	cms6440@lausd.net
----------------------------------------	---------------	----------------	-------------------

SUPPORT SERVICES	Vanessa Franklin	(213) 241-6923	vanessa.franklin@lausd.net
-----------------------------	------------------	----------------	----------------------------

EARLY CHILDHOOD	Felicia Torrence	(213)241-2404	Ftorrenc@lausd.net
----------------------------	------------------	---------------	--------------------

ADULT EDUCATION	Alonzo Cienfuegos	(213)241-4898	Alonzo.cienfuegos@lausd.net
----------------------------	-------------------	---------------	-----------------------------

I am a Principal and I have signed my roster. Where do I send it?

- Meet with your Instructional Director for input and concurring signature. The Instructional Director/Principal will submit the roster to their Staff Relations

I am an Instructional Director and I have signed the roster. Where do I send it?

- **Ensure both signatures are on the roster.**
- Submit the roster to Staff Relations
- You may scan the signed roster and fax/email a copy to

Staff Relations Contact person:

Arlene Lyew-teba

Phone: (213)241-6056

Fax: (213) 241-8405

Email: Arlene.lyew-teba@lausd.net

I believe I have employees who should be in the Non-Perm roster, should I add them?

No, your decision is based on the employee's status. Please contact the appropriate HR office below. HR will research the status of the employee and, if needed, will provide you with an updated roster.

- Felicia Torrence, Specialist, Early Childhood Education
Teachers Phone: 213-241-2404

Email: Ftorrenc@lausd.net

- Alonzo Cienfuegos, Coordinator, Adult Education
Teachers Phone: 213-241-4898

Email: Alonzo.cienfuegos@lausd.net

- Leanne Hannah, Assistant Director, Certificated Human Resources,
K-12 Teachers Phone: 213-241-2538

Email: Leanne.hannah@lausd.net

- Maria Salazar, Assistant Director, Certificated Human Resources,
K-12 Teachers Phone: 213-241-5103

Email: Maria.salazar@lausd.net

SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNITS

UNIT	MAJOR JOB CLASSIFICATIONS	WHERE TO CALL FOR ASSISTANCE	EXCLUSIVE REPRESENTATIVE
AALA (Certificated Administrators)	Assistant Principal	Staff Relations	Associated Administrators of Los Angeles (AALA)
UTLA (Teachers)	Teachers, Counselors, School Psychologists, Library Media Teachers, Nurses	Staff Relations Field Director	United Teachers Los Angeles (UTLA)
B (Instructional Aides)	Education Aides, Campus Aides, Special Ed. Assts., Instructional Aides, Early Education Center Aides	Staff Relations Senior Human Resources Representative	SEIU, Local 99
C (Operations Support Services)	Building and Grounds Workers, Cafeteria Workers, Housekeepers	Cafeteria staff- Food Services Branch Custodial staff- M & O- Area Operations Supv. Housekeeper- Microcomputer Support Asst. Staff Relations Senior Human Resources Representative	SEIU, Local 99
D (Office-Technical & Business Services)	Office Technicians, Library Aides, Sr. Office Technicians, Financial Managers	Staff Relations Senior Human Resources Representative	California School Employees Assn. (CSEA)
F (Teacher Assistants)	Teacher Assistants	Staff Relations Senior Human Resources Representative	SEIU, Local 99
G (School Supervision Aides)	School Supervision Aides and Community Representatives	Staff Relations Senior Human Resources Representative	SEIU, Local 99
S (Classified Supervisors)	School Administrative Assistants Cafeteria Managers, Plant Managers.	School Adm. Asst- Staff Relations Senior Human Resources Representative Cafeteria Manager- Food Services Branch Plant Manager- M & O - Area Operations Supv.	Teamsters, Local 572

Staff Telephone Numbers & Email Addresses

Central Staff		
Lydia Acosta Stephens	AALA 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