

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

TO: Principals and Administrators

DATE: June 2015

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

SUBJECT: **STAFF RELATIONS JUNE 2015 - UPDATES AND REMINDERS**

**IMPORTANT DATES**

June 4, 2015    Last day to upload documents to the performance evaluation system

**CERTIFICATED INFORMATION:**

**1. BELOW STANDARD EVALUATION, ATTACHMENTS AND EMPLOYEE RESPONSES**

An employee who receives a Below Standard Evaluation may attach a written response to each copy of the form within ten working days from the date the BSE is issued. It is not necessary for you to respond to his/her written response, but please call your Staff Relations Field Director if you have questions. Please send a copy of the employee's evaluation, the attachments, and a copy of the employee's response, if there is one, to your SR Field Director.

**2. ON-LINE PERFORMANCE EVALUATION SYSTEM**

As you know, Stull evaluations were issued during the month of May to certificated bargaining unit members following established contractual guidelines. **Principals must upload all documents for 2014-2015 by June 4, 2015.**

**3. RETURN RIGHTS**

Deans, Coordinators and Coaches at your school longer than one year and one day who were not reelected or confirmed for the coming year have return rights to your school and can displace using seniority on the matrix. If they came from another school they may return if there is an opening. **ARTICLE XI, SECTION 12.0, Section b, (See Attachment # 1 for more details)**

**4. 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 assignment (first student instructional day) 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, a)**

## **5. END OF YEAR PROCEDURES**

It is always a good practice to notify staff in writing of the procedures and deadlines for turning in roll books/registers, assessments, keys, and other items. It is also advisable to inform the staff of the expectations for securing equipment and preparing their rooms for summer cleaning. For secondary schools, many administrators schedule a date prior to the last day to review roll books for completeness and correctness.

## **6. PREPARATION FOR 2015-2016 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
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Other identified areas for improvement

## **7. 2015-2016 TEACHER EVALUATION REPORTS**

Determine immediately the status of current teachers for the upcoming school year; begin the process in July 2015 by listing all teachers by status and adding new hires with their status as they join your staff. To confirm the current status of a teacher, contact your Personnel Specialist, at (213) 241-6328. All non-permanent teachers are to be evaluated annually. Permanent teachers must be evaluated in accordance to the Article X, 3.0 (a-c) of the LAUSD/UTLA Agreement.

### **CLASSIFIED INFORMATION:**

#### **1. CLOSING OF CLASSIFIED POSITIONS (Office Staff, Instructional Aides, Campus Aides, et al.)**

If during Budget development, you closed any classified positions (such as Special Education Assistant, Campus Aide, or a Clerical position), remember that the employee's official notice comes from the Personnel Commission. You may have advised an affected employee informally that his/her position is being cut, but you must not give an effective date (such as the end of this school year). The Personnel Commission will mail the official 60-day notice to the employee's address of record. The notice will inform the employee of their official lay-off date or new assignment as applicable. You should receive a copy of any letter sent to one of your employees.

#### **2. SCHOOL SUPERVISION AIDES AND COMMUNITY REPRESENTATIVES (CLASS CODE BEGINS 008...)**

Employees in these Unit G classes are temporary and at-will. You may close the position and release the employee from service at your discretion. If the employee requests the reason for it, within 72 hours of the release, you must provide a reason. The reason need not be in writing, just oral. Please call your Senior Human Resources Representative if you have any questions.

**If you have any questions about these items, or other contract or discipline issues, please call FIRST LAST, your Staff Relations Field Director assigned to your ESC regarding UTLA, or FIRST LAST, Senior Human Resources Representative at (213) 241-6056 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		
<a href="#">Lydia Acosta Stephens</a>	AAALA Members	(213) 241-6056
<a href="#">Lorri Gossett</a>	Sr. HR Representative	(213) 241-6864
ESC North		
<a href="#">Andres Chait</a>	Field Director	(818) 654-3619
<a href="#">Dr. Madeline Latham Wilson</a>	Field Director	(818) 654-3641
<a href="#">Sarah Houston</a>	Sr. HR Representative	(213) 241-8240
ESC South		
<a href="#">Frances Baez</a>	Field Director	(310) 354-3419
<a href="#">Juan Alfayate</a>	Field Director	(310) 354-3472
<a href="#">Cathy Kelly</a>	Sr. HR Representative	(213) 241-8248
ESC East		
<a href="#">Dr. Kristen Murphy</a>	Field Director	(323) 224-3353
<a href="#">Isa Martinez</a>	Field Director	(323) 224-3120
<a href="#">Terri Lyons</a>	Sr. HR Representative	(213) 241-2563
ESC West		
<a href="#">Susana Cuevas</a>	Field Director	(310) 914-2150
<a href="#">Brenda Olortegui</a>	Field Director	(310) 914-2153
<a href="#">Lena Karachun</a>	Sr. HR Representative	(213) 241-8242
ISIC		
<a href="#">Veronica Moscoso</a>	Field Director	(213) 241-8257
<a href="#">Dr. Maribel Luna</a>	Field Director	(213) 241-8243
<a href="#">Stacey Smith</a>	Sr. HR Representative	(213) 241-8227
Division of Ad Ed & Career Ed		
<a href="#">Irma Good</a>	Field Director	(213) 241-3725

## ATTACHMENT 1

There are three stages to the contractual matrix process under Article IX-A of the LAUSD/UTLA Collective Bargaining Agreement (CBA):

### I. PRIOR TO INITIAL ASSIGNMENTS

Administrators follow Uniform Staffing Procedures (Matrix) for all K-12 Schools described in Article IX-A, 2.0 and staffing out-of-classroom positions described in Article IX-A, Sections 4.0 – 10.0.

### II. AFTER INITIAL ASSIGNMENTS AND BEFORE NORM DAY OR THE END OF THE 5TH WEEK OF SCHOOL (WHICHEVER IS SOONER)

Administrators working together with the department or grade level chair work shall reasonably determine who will fill an opening or vacancy as described in Article IX-A, Section 2.1 of the CBA.

### III. STAFFING PROCEDURES AFTER NORM DAY

Teaching position openings or vacancies are filled by a new hire, transferee, substitute or auxiliary assignment as described in Article IX-A, Section 2.2 of the CBA. Spring Semester or subsequent tracks opening or vacancies in secondary schools are covered in Article IX-A, Section 2.3 and 3.2. Coordinator and Dean vacancies are covered under Article IX-A, Section 8.0.

**Return Rights, Displacement, and Seniority Guidelines  
for  
Deans, Coordinators, Counselors, and Coaches Returning to the Classroom**

**FINAL**

Returning To	Time in Current Position	Dean  (See XI, 12.0 b)	Coordinator or Locally Selected Coach  (See XI, 12.0 b)	Counselor With Credential  (See XI, 12.0 b)	Counselor Without Credential  (XI, 12.0 b)	Centrally Selected Coach  (See IX-C, 4.0 d)
<b>Same School</b>	<1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Remain at same school Can displace No seniority on matrix
<b>Same School</b>	> 1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Return rights if vacancy No displacement No seniority on matrix
<b>Former School</b>	<1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return to former school Can displace No seniority on matrix
<b>Former School</b>	> 1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return rights if vacancy No displacement No seniority on matrix

\* Secondary- considered for classes in the department in which the teacher has taught for the major portion of teaching time during the most recent 6 semesters.