

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

TO: Principals and Administrators

DATE: June 2016

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

SUBJECT: **JUNE 2016 UPDATE AND REMINDERS**

**IMPORTANT DATES**

**June 13, 2016** Last day to upload documents to the performance evaluation system

**GENERAL INFORMATION:**

**1. 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://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director or Mark Callier at (213) 241-5467 or through email [mark.callier@lausd.net](mailto:mark.callier@lausd.net)

**2. 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.

**3. 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 provide the most flexibility and will ensure sufficient staffing of schools and offices. Contact your timekeeper and/or approver to find out which employees are over the vacation cap. They can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

**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. 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)**

## **3. 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)**

## **4. 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.

## **5. PREPARATION FOR 2016-2017 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
- Absences preceding/following holidays
- School based procedures for addressing student discipline
- Teacher hours
- Sign in Sign out procedures
- Substitute lesson Plans/Folders
- Instructional Expectations
- Other identified areas for improvement

## **6. 2016-2017 TEACHER EVALUATION REPORTS**

Determine immediately the status of current teachers for the upcoming school year; begin the process in July 2016 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. Such article states that permanent teachers shall be evaluated at least every other year.

## **7. 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

#### **8. 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.

#### **9. 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 Dr. Jack Foote, Field Director, at [djf2378@lausd.net](mailto:djf2378@lausd.net) or 213-241-8243.

**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/Trainee, Campus Aide, or a Clerical position), remember that the employee's official notice comes from the Personnel Commission (PC). You may advise 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). A letter to the employee from the PC will give the employee a 60-day notice and an effective date of either his/her lay-off or new assignment, as applicable. It has not been announced when the notices will be sent this year; however, you will be a copy recipient 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 contact your Senior Human Resources Representative if you have any questions

**3. FIRST AID AND CPR CERTIFICATION REQUIREMENT**

As a reminder, a valid First Aid and CPR Certificate is required of all Health Care Assistants, Special Education Assistants, and Special Education Trainees. Employees will be sent a reminder that they must comply with this requirement no later than the first day of their regular assignment basis of the 2016-2017 school year. Please contact 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 contact your Field Director assigned to your Local District regarding UTLA, or Sr. HR Representative, for Units D, B, F, G and S (clerical staff, paraprofessional and campus supervision employees, and the SAA).

**SUGGESTED TIME SEQUENCE  
Elementary/Secondary Staffing  
For 2016-2017**

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 <b>May 15</b>	Not later than <b>May 15</b> for Tracks A, B, C  Not later than <b>April 13</b> 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 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.

**ATTACHMENT #2**

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)
Same School	<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
Same School	> 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
Former School	<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
Former School	> 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.

**2015-2016 STAFF RELATIONS  
FIELD DIRECTOR and SR HR REP ASSIGNMENTS  
333 S. Beaudry Avenue, 14<sup>th</sup> Floor, Los Angeles, CA 90017  
Tel: (213) 241-6056 Fax: (213) 241-8405**

**BEAUDRY**

	Name	Extension	EMAIL
<b>Asst. Chief Human Resource Officer</b>	<b>FIGUEROA, Leticia</b>	<b>213-241-6056 213-241-5313</b>	<a href="mailto:lcerv3@lausd.net">lcerv3@lausd.net</a>
Administrator-AALA	Murphy, Kristen	213-241-8233	<a href="mailto:kristen.murphy@lausd.net">kristen.murphy@lausd.net</a>
Field Director	Foote, Jack	213-241-8243	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>
HR-SR Manager	Le Duff, Melinda	213-241-8253	<a href="mailto:melinda.leduff@lausd.net">melinda.leduff@lausd.net</a>
Sr. HR Representative	Gossett, Lorri	213-241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>

**LOCAL DISTRICT NORTHWEST**

Field Director	Luna, Maribel	818-654-3641	<a href="mailto:maribel.luna@lausd.net">maribel.luna@lausd.net</a>
Shared Field Director	Serrato, Francisco <b>Mon/Tues</b>	818-654-3619	<a href="mailto:fserrato@lausd.net">fserrato@lausd.net</a>
Sr. HR Rep	Houston, Sarah	213-241-8240	<a href="mailto:sarah.houston@lausd.net">sarah.houston@lausd.net</a>

**LOCAL DISTRICT NORTHEAST**

Field Director	Moscoso, Veronica	818-252-5435	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Shared Field Director	Serrato, Francisco <b>Wed/Thurs</b>	818-252-5436	<a href="mailto:fserrato@lausd.net">fserrato@lausd.net</a>
Sr. HR Rep	Nunnally, Krishna	213-241-6056 X 29378	<a href="mailto:krishna.nunnally@lausd.net">krishna.nunnally@lausd.net</a>

**LOCAL DISTRICT CENTRAL**

Field Director	Martinez, Isaias	213-241-0184	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Shared Field Director	Maxey, Eric <b>Mon/Tues/Fri</b>	213-241-8257	<a href="mailto:ejm9800@lausd.net">ejm9800@lausd.net</a>
Sr. HR Rep	Smith, Stacey	213-241 8227	<a href="mailto:stacey.smith@lausd.net">stacey.smith@lausd.net</a>

**LOCAL DISTRICT EAST**

Field Director	Cuevas, Susana	323-224-3353	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
Shared Field Director	Maxey, Eric <b>Wed/Thurs</b>	323-224-3120	<a href="mailto:ejm9800@lausd.net">ejm9800@lausd.net</a>
Sr. HR Rep	Kelly, Cathy	213-241-8248	<a href="mailto:cathy.kelly@lausd.net">cathy.kelly@lausd.net</a>

**LOCAL DISTRICT SOUTH**

Field Director	Alfayate, Juan	310-354-3419	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Shared Field Director	Powell, Carlen <b>Wed/Thurs</b>	310-354-3472	<a href="mailto:carlen.powell@lausd.net">carlen.powell@lausd.net</a>
Sr. HR Rep	Lyons, Terri <b>Mon at LD</b>	213-241-2563	<a href="mailto:terri.lyons@lausd.net">terri.lyons@lausd.net</a>

**LOCAL DISTRICT WEST**

Field Director	Olortegui, Brenda	310-914 2153	<a href="mailto:bolorteg@lausd.net">bolorteg@lausd.net</a>
Shared Field Director	Powell, Carlen <b>Mon/Tues</b>	310-914-2150	<a href="mailto:carlen.powell@lausd.net">carlen.powell@lausd.net</a>
Sr. HR Rep	Romero, Maria	213-241-6896	<a href="mailto:maria.romero@lausd.net">maria.romero@lausd.net</a>

**DIVISION OF ADULT & CAREER EDUCATION**

Field Director (Interim)	Good, Irma	213-241-3725	<a href="mailto:irma.good@lausd.net">irma.good@lausd.net</a>
Secretary	Easley, Sandra	213-241-3818	<a href="mailto:sandra.easley@lausd.net">sandra.easley@lausd.net</a>