

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: March 1, 2015

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

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

IMPORTANT DATES:

March 6, 2015	Probationary 1 Teachers Affirmative Decision Form due to Instructional Directors
March 13, 2015	Probationary 1 Teachers Affirmative Decision Form due to Staff Relations

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 at (213) 241- 7600.

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 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.

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) 241-7664**, so they can ensure that all proper steps have been taken.

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

It is the responsibility of the school-site administrator to follow up on any employee leave, whether Workers' Compensation or Illness. For Workers' Comp, you should be in contact with the Workers' Comp Specialist to keep apprised of the employee's claim status, any work restrictions and/or possible return to work date. The Workers' Comp Specialist assigned to your ESC is noted below.

Workers' Compensation			
ESC North - Central Offices	Sara Ortiz	sara.ortiz@lausd.net	213-241-3967
ESC East	Sandra Hornback	sandra.hornback@lausd.net	213-241-3966
ESC West - Adult Ed	Linda Bayless	linda.bayless@lausd.net	213-241-7641
ESC ISIC – ESC South	Margie Topp-San Jose	margaret.toppсанjose@lausd.net	213-241-3965
WC Supervisor	Rae Walker	rae.walker@lausd.net	213-241-2601
WC Manager	Linda Cass	linda.cass@lausd.net	213-241-3839

If an employee reports to work after a work related injury or surgery with medical restrictions, you can speak to a Return to Work Specialist to assist you with the Interactive Process. The Return to Work Specialist assigned to your ESC is noted below.

Return to Work and Reasonable Accommodation			
ESC ISIC,	Raul Noe	raul.noe@lausd.net	213-241-3996
ESC South	Patricia Prince	patricia.prince@lausd.net	213-241-3978
ESC West	Dina Bobadilla-Aguilar	d.bobadilla-aguilar@lausd.net	213-241-2668
ESC East	Rima Vosghanian	rima.vosghanian@lausd.net	213-241-2213
ESC North	Latasha Lewis	latasha.lewis@lausd.net	213-241-2820
Disability Coordinator	Demetrius Patrick	demetrius.patrick@lausd.net	213-241-7630

Questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves should be referred to the FMLA main line at **(213) 241-3954**. Employees who are hospitalized or off work for three or more days should have an FMLA packet mailed to them within two days of the event.

Employees who are on an Illness leave of more than twenty (20) days, must complete and submit formal leave of absence papers to the respective assignment office so that they can be approved. Employees who have not submitted leave of absence paperwork should not be time-reported after twenty days of absence. Your SAA can mail an employee a leave and it is anticipated an employee may possibly be off longer than twenty (20) days.

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.

5. NEPOTISM – BOARD RULE 1911

All administrators responsible for assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. No assignment will be allowed that will establish a supervisor or subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants. For purposes of this Rule, close relatives shall be defined as including spouse, sibling, parent, child, or grandchild; cohabitants shall be defined as persons living together. Exceptions to this Rule can only be made by the Superintendent of Schools for the good of the Los Angeles Unified School District. (Amended 5-25-99)

6. VACATION FOR A BASIS STAFF

There is a procedure in the bargaining agreements for scheduling vacation for vacation-earning employees (A-basis administrators and all classified employees but not Teacher Assistants). The process begins with a communication from the administrator to affected staff, by March 15, which should list:

- Dates when employees must take vacation (for most employees, this includes winter and spring breaks, and for C-basis classified employees, this will utilize most of their vacation accrual).
- Dates when no employee may take vacation. [e.g., you may not want employees on vacation at the beginning or end of the school year]
- Dates when certain employees may or may not take vacation, including limits on number of days or the number of employees who will be approved at the same time.

The second step is that by April 15, employees shall respond to the administrator with requested vacation dates, taking into account the administrator's guidelines 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.

7. COMMUNITY MEETINGS

A reminder that unions, including UTLA (**Article IV, 8.0-d**), have a right to request scheduling a meeting with their members on school campus. However, if the union invites members of the community and/or non-UTLA employees, then it becomes a community meeting and requires that the union request a civic center permit before the meeting takes place. Please contact your Administrator of Operations for civic center permits.

CERTIFICATED INFORMATION:

1. PROBATIONARY 1 TEACHERS

The Human Resources Division will not be distributing Probationary 1 forms. This year, your Affirmative Decision (Probationary 1 employee) roster is 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". If you are unable to log into CPES, the Workforce Data Unit will send you a copy of your roster. (See Attachment #1)

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, 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. ASSISTANCE AND GUIDANCE FOR TEACHERS

If you are anticipating that a permanent teacher will be receiving a “Below Standard” evaluation, please contact your Staff Relations Field Director as soon as possible.

3. MID-YEAR WARNING

Employees who will be receiving an Overall “Below Standard” evaluation should be given notice mid-year via a Conference Memo following a classroom observation (end of December for multi-track schools, January for single track schools). 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 the employee to implement the assistance provided (end of December for multi-track schools, January for single track schools). Please forward this conference memo with the mid-year warning to your Staff Relations Field Director. **(Article X, Section 5.0)**

4. CONTRACT POOL TEACHER EVALUATIONS

Evaluations must be done for contract pool teachers who have been assigned to your site for one semester or more. If a pool teacher was transferred to your site, the evaluation should be done in conjunction with input from the previous school(s). Pool teachers defaulted to a school site to meet reasonable accommodations may be evaluated at the principal’s discretion, in consultation with your Instructional Director. 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)**

5. 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)**

6. SUBSTITUTE TEACHER –PROFESSIONAL DEVELOPMENT TUESDAYS

Substitute teachers have the right to work a full day on Professional Development Tuesdays. They are expected to be time reported for the same number of hours as the employee for whom they are substituting. Schools are encouraged to include substitutes in staff meetings and professional developments.

7. **FINAL STULL EVALUATION COMPLETION DATES**

Be sure to take note of the following *deadlines for issuance of final evaluations*:

A-Basis Deadline:	May 27, 2015
Single Track Deadline:	May 4, 2015
Four-Track	
Track A Deadline:	May 22, 2015
Track B Deadline:	May 22, 2015
Track C Deadline:	May 22, 2015
Track D Deadline:	April 3, 2015

Remember that a teacher receiving a “Below Standard” evaluation must have received a **mid-year notification**. Teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance.

When a Final Evaluation Report is marked “Below Standard Performance,” the evaluator shall specifically describe in writing the area of below standard performance, together with recommendations for improvement, and the assistance given and to be given. Contact your Staff Relations Field Director for assistance on how to complete this attachment to a Below Standard Final Evaluation.

For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than 30 calendar days prior to the employee’s last regularly scheduled school day. The dates are noted above for your reference. **(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)**

8. **ASSIGNMENT OF CLASSES (MATRIX)**

The 2015-2016 “Suggested Time Sequence for Staffing” is attached. You must assess the percentage of permanent and non-permanent teachers at your site in order to equitably spread permanent and non-permanent teachers across tracks and grade levels. Please review the timelines appropriate to your school schedule and begin the necessary preparations. (See Attachment #2) **(Article IX –A)**

9. **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)**

10. 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)**

11. 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)**

12. 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 Local District Superintendent. Teachers must submit half time leave applications to the Human Resources Specialist by April 15, 2015. **(Article XII, Section 21.0)**

13. CONTRACT POOL TEACHERS

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.

CLASSIFIED INFORMATION:

1. ANNUAL PERFORMANCE EVALUATION DATES

Due dates for annual performance evaluations of permanent employees are listed on Attachment 3. 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. More detailed information on this topic will follow next month. (See Attachment 3)

2. TEACHER ASSISTANT: VERIFICATION OF ENROLLMENT AND UNITS COMPLETED IN COLLEGE COURSES

This is a bi-annual reminder that as a condition of employment, your Teacher Assistants must be continuously enrolled in and successfully pass college coursework. TAs should submit verification of enrollment in the current (Spring) semester/quarter, as well as confirmation of units completed and passed in the Fall semester/quarter. Those who do not submit the required verification by the beginning of March should be given a final reminder in writing. If verification is not submitted, per the Unit F contract, they may be terminated. (See Attachment #4). Please note that course units for Non-Degree Track Teacher Assistants must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding and skills related to the employee's employment by the District.

If the employee does not submit the information by Friday, March 13, 2015, contact your Sr. Human Resources Representative in the office of Staff Relations for Assistance.

3. 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. It is not based primarily on seniority, nor are you able to choose Non-Degree Track TAs over Degree Track TAs. It is advised that you obtain transcripts from TAs now, as you are checking for college units completed (#2 above), because the total number of completed college units will be needed to determine the order of lay-off. We will have more information in the April update or contact your Sr. Human Resources Representative for assistance. **Unit F, Article X (Reduction in Force)**

4. 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).

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Frequently Asked Questions (FAQ's)

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

The Workforce Data Analysis Unit will send you a copy of your roster. Please contact:

Inocencia Cordova: (213) 241-5632 Inocencia.cordova@lausd.net

Janice Lasmarias: (213) 241-5625 Janice.lasmarias@lausd.net

Helen Farfan: (213) 241-4845 Helen.farfan@lausd.net

I have questions regarding the status of teachers in my roster

☛ **I did not receive a roster, what do I do?**

Please contact your 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

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Frequently Asked Questions (FAQ's)

☛ **I am a Principal and I have signed my roster. What do I do?**

Meet with your Instructional Director for input and concurring signature. The Instructional Director/Principal will submit the roster to 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.**
- ➔ You may scan the signed roster and fax it or 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

**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 June 1." (Article IX-A, Section 2.0)

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.

COLLEGE COURSE REQUIREMENTS FOR TAs

References: Unit F Collective Bargaining Agreement
(On-line at LAUSD web site, under Offices, then Union Contracts)

TA's Responsibility:

- **Degree-track:** Complete 12 qualifying college semester units annually (commenced & successfully completed within school year July 1 – June 30)
(Article VIII, Section 2.1)

Or

Non-degree track: Maintain continuous enrollment in a college course at all times during the school year (Aug. – June). Course units must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding and skills related to the employee's employment by the District.

(Article VIII, Section 3.1)

- Submit documentation at the beginning of each semester, but no later than each September 30 and March 31:
 1. a. Form 503-103 completed by the college/university and the employee as evidence of enrollment for current semester/quarter.

Or

- b. Other acceptable evidence of registration/enrollment.

AND

2. Evidence of completion of courses (e.g. transcript) from the previous semester/quarter.

Administrator's Responsibility:

- Advise TAs at the beginning of each semester (i.e., in August and January) of the September/March deadlines and enforce deadlines.
- Keep completed 503-103 forms or other verification of enrollment and completion of units on file at school.
- Track completion of the qualifying units or course requirements.
- Track total # of units completed by each TA.
- Annually post TA Seniority list with the number of qualifying college units for each TA. **(Article X, Section 2.1)**

Staff Relations Telephone Numbers & Email Addresses

Central Staff		
<u>Lydia Acosta Stephens</u>	AAALA Members	(213) 241-6056
<u>Lorri Gossett</u>	Sr. HR Representative	(213) 241-6864
ESC North		
<u>Andres Chait</u>	Field Director	(818) 654-3619
<u>Paula Meichtry</u>	Interim Field Director	(818) 654-3641
<u>Sarah Houston</u>	Sr. HR Representative	(213) 241-8240
ESC South		
<u>Frances Baez</u>	Field Director	(310) 354-3419
<u>Juan Alfayate</u>	Field Director	(310) 354-3472
<u>Cathy Kelly</u>	Sr. HR Representative	(213) 241-8248
ESC East		
<u>Dr. Kristen Murphy</u>	Field Director	(323) 224-3353
<u>Isa Martinez</u>	Field Director	(323) 224-3120
<u>Terri Lyons</u>	Sr. HR Representative	(213) 241-2563
ESC West		
<u>Susana Cuevas</u>	Field Director	(310) 914-2150
<u>Brenda Olortegui</u>	Field Director	(310) 914-2153
<u>Lena Karachun</u>	Sr. HR Representative	(213) 241-8242
ISIC		
<u>Veronica Moscoso</u>	Field Director	(213) 241-8257
<u>Dr. Maribel Luna</u>	Field Director	(213) 241-8243
<u>Staciey Smith</u>	Sr. HR Representative	(213) 241-8227