

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

TO: Principals and Administrators DATE: May 2015

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

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

IMPORTANT DATES:

May 4, 2015 Last Day to issue performance evaluations for Certificated – Single Track
May 22, 2015 Last Day to issue performance evaluations for Certificated – Multi-Track
May 15, 2015 Contractual Date for Teacher Notification of Tentative Assignments for 2015-2016
June 4, 2014 Last day to upload documents to the performance evaluation system

CERTIFICATED INFORMATION:

1. BELOW STANDARD EVALUATION REPORTS AND ATTACHMENTS

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 Staff Relations Field Director.

2. BELOW STANDARD PERFORMANCE EVALUATIONS FOR TEACHERS

In order to ensure that all permanent teachers receiving a Below Standard Evaluation are assigned a Consulting Teacher (CT) as part of next year's Peer Assistance and Review (PAR) program and to determine the overall number of teachers receiving a Below Standard Evaluation this school year, please send the following information to your Staff Relations Field Director via email by **Friday, May 8, 2015.**

School Name: _____ # of Below Standard Evaluations _____

Name of Teacher Employee Number Grade/Level/Dept. Track

3. **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 that best practice is that a teacher receiving a “Below Standard Evaluation” would have notification around the mid-year mark. For teachers receiving “Developing,” comments must have been provided with written assistance and guidance. **(Article X, Section 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)**

4. **DISPUTE RESOLUTION PROCEDURE FOR 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. **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 # 2 for more details)**

6. **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 (August 4, 2014 for single track) 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, Section a

7. 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.

8. 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

9. 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. Such article states that permanent teachers shall be evaluated at least every other year.

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. 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 (i.e. "Reduction in Force" or RIF) in the Unit F contract that must be followed. 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 driven 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. Call or email your Staff Relations Senior Human Resources Representative for assistance. **(See Attachment #3)**

3. APPROPRIATE FUNDING FOR DEGREE TRACK VS. NON-DEGREE TRACK TEACHER ASSISTANT POSITIONS

Please note there is a salary difference between Degree Track and Non-Degree Track Teacher Assistant positions. If you need to close any TA positions due to reduction in force, you must follow the RIF procedures outlined in Attachment #3. TA seniority is based total number of overall units **and** years of service. Non-Degree track employees generally have enough years of service to retain their position, provided they have maintained continuous enrollment in college. You are not able to select Degree Track over Non-Degree Track TAs because of non-availability of funding as this will constitute a violation of the Unit F contract. Therefore, it is imperative that you maintain appropriate funding for your Non-Degree Track TAs.

4. TEACHER ASSISTANT REDUCTION IN HOURS

If you need to reduce the hours for any of your TA positions, there is a process that must be followed in accordance with the Unit F contract. The process is outlined in **Attachment #4. (Article IX, Section 7.0)**

5. SCHOOL SUPERVISION AIDES AND COMMUNITY REPRESENTATIVES (CLASS CODE BEGINS 008...)

Employees in these Unit G classifications are still temporary and at-will. You may continue to 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, an oral response is fine. Please contact your Senior Human Resources Representative with questions you may have.

6. ANNUAL PERFORMANCE EVALUATION

Classified evaluations are due. Employees in Unit B (Campus Aides, Special Ed Trainees/Assistants, Early Education Center Aides), Unit C (Building and Grounds Workers, Food Service Workers, Housekeepers), Unit F (Teacher Assistants), and Unit S (School Administrative Assistants, Cafeteria Managers, Plant Managers) must have their evaluations issued by **Friday, May 8, 2015**.

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		
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 2013-2014**

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 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.

**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 Services Branch (CESB) 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 available through BTS (print out, add each employee's number 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 number of qualified college units achieved; employees with lowest number 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.

**REDUCTION IN HOURS FOR TEACHER ASSISTANTS
(Unit F, Article IX, Section 7.0)**

1. FACTORS FOR CONSIDERATION

- Program needs
- Budget constraints
- District policy encouraging degree track personnel retention/advancement
- Seniority of employees
- Special skills, qualifications

2. WRITTEN NOTICE

- Five days prior to meeting with TAs, **make available to TAs (post or distribute) the school's Units/seniority list.** Report **HR085 TA Seniority** in BTS can assist with determining a TA's seniority.
- Copy of seniority list and budget information to Job Steward (if known) and if requested (OK to charge for copies)

3. TA MEETING

- **Give all TAs a five (5) day written notice of a scheduled meeting to discuss the tentative plan.**
Two copies of the TA meeting notice to Job Steward, if known
- Hold meeting on TA work time (TAs not on duty may voluntarily attend)
- Local 99 representative may attend by giving Principal 24 hours notice
- Principal (or designee) outlines tentative plans
- Input from TAs; TAs may ask questions, raise objections, offer suggestions and make recommendations

4. ANNOUNCE FINAL DECISION

5. GRIEVANCE – TA MAY GRIEVE PROCEDURES, NOT THE DECISION

6. LIMITED PREFERENCE FOR ADDITIONAL HOURS

- For one year from reduction
- If qualified and available, and if remaining at site
- If not in conflict with present assignment

7. NOTICE TO HEALTH INSURANCE SECTION

- Send written notice (memo) when reduction of hours affects medical benefits eligibility (i.e., assignment goes from 80 or more hours to less than 80 hours per pay period).