

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Staff Relations

TO: Principals and Administrators

DATE: February 1, 2016

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

SUBJECT: **FEBRUARY 2016 - UPDATES AND REMINDERS**

IMPORTANT DATES:

March 4, 2016 Probationary 1 Recommendation form due to Instructional Director

GENERAL INFORMATION:

1. ABSENCES PRECEDING OR FOLLOWING A VACATON OR HOLIDAY WEEKEND

Consistent staff attendance is extremely important to the integrity of the instructional program and the safety of students. Please be aware that any absences immediately preceding or following a holiday weekend or school vacation will require acceptable verification in order to be paid. As a reminder, employees are not permitted to take unauthorized, unpaid time off. Please call your Staff Relations Field Director or Senior HR Representative for support regarding employee attendance.

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.

4. 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.

5. **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 Local District is noted below.

Workers' Compensation			
LD Northeast/ Central	Sara Ortiz	sara.ortiz@lausd.net	213-241-3967
LD East	Sandra Hornback	sandra.hornback@lausd.net	213-241-3966
LD West/Adult Ed.	Linda Bayless	linda.bayless@lausd.net	213-241-7641
LD Northwest/ South/Early Ed.	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 Local District is identified below.

Return to Work and Reasonable Accommodation			
LD Northwest	Raul Noe	raul.noe@lausd.net	213-241-3996
LD South/ Early Ed.	Patricia Prince	patricia.prince@lausd.net	213-241-3978
LD West/Central	Dina Bobadilla- Aguilar	d.bobadilla-aguilar@lausd.net	213-241-2668
LD East	Rima Vosghanian	rima.vosghanian@lausd.net	213-241-2213
LD Northeast/Adult Ed.	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 Specialist assigned to your Local District is listed below:

FMLA/CFRA/PDL			
LD East/ West/ South/ Central	Raul Paniagua	raul.paniagua@lausd.net	213-241-0673
LD Northeast/ Northwest/ Adult Ed.	Cindy Looney	cynthia.looney@lausd.net	213-241-3079
Early Ed.	Based on Local District Locations		

For general questions regarding FMLA and District Policy, call the 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 and 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 (when and if) it is anticipated an employee may 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.

CERTIFICATED INFORMATION:

1. PROBATIONARY 1 TEACHERS

As a yearly key component, 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.

The Board of Education must approve or deny the recommendation for non-re-election prior to March 15, 2016. All principals and certificated administrators will be required to decide if they will provide “Affirmative Endorsement” to the probationary and provisional certificated employees assigned to their site.

- For Probationary 1 and Provisional employees, on a form provided by the Human Resource Division, Principals and Local District Superintendent Designee will either endorse the employee allowing them to progress to the next level or status or not re-elect the employee from employment of current assignment. Endorsement decisions for Probationary 1 employees will need to be submitted by March 4, 2016 to the Local District Instructional Directors. The instructional Director will collect all forms and submit them to your Staff Relations Field Director by March 11, 2016.

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)**

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)**

5. 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.

6. FINAL STULL EVALUATION COMPLETION DATES

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

A-Basis Deadline:	May 26, 2016
Single Track Deadline:	May 10, 2016
Four-Track	
Track A Deadline:	May 20, 2016
Track B Deadline:	May 20, 2016
Track C Deadline:	May 20, 2016
Track D Deadline:	March 31, 2016

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 (BSE Attachment) the area(s) of below standard performance, together with recommendations for improvement, the assistance given, and assistance to be given.

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 10, 2016**. **(Article VII, Section 4.0)**

7. ASSIGNMENT OF CLASSES (MATRIX)

The 2016-2017 “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)**

8. 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)**

9. 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

After holding the conference with the employee and giving them 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

CLASSIFIED INFORMATION:

1. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES

Classified employees must be given advance notice before their schedule can be changed. The different contracts state different requirements:

- Unit D (Office Technicians, clerks and Library Aides), unless the schedule change is mutually agreed to, 14 calendar day notice must be given.
- Unit B (Special Ed Aides, Ed Aides, Campus Aides, EEC Aides), 5 work day notice must be given.
- Unit S (School Admin. Asst., Plant Manager & Cafeteria Manager) “reasonable” notice must be given.

2. 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. (See Attachment #3)

3. 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 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 Senior Human Resources Representative at (213) 241-6056 for Unit D (clerical staff) and for Units B, F, G, and S (paraprofessionals, campus supervision employees, and the SAA).

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

☛ I have questions regarding the status of teachers in my roster and/or I did not receive a roster, what do I do?

Please contact your Local District Personnel Specialist

NORTHWEST	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
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NORTHEAST	William Masis	(213) 241-4552	william.masis@lausd.net
	Debra Dillard	(213) 241-4950	debra.dillard@lausd.net

SOUTH	Darvina Bradley	(213) 241-2091	darvina.bradley@lausd.net
	Wade Hayashida	(213) 241-4550	wade.hayashida@lausd.net

EAST	Rachel Saldana	(213) 241-4193	rls5446@lausd.net
	Edward Salazar	(213) 241-4580	exs3827@lausd.net

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

CENTRAL	Wing Fung	(213) 241-6357	wing.fung@lausd.net
	Carlos Madrigal	(213) 241-4580	carlos.madrigal@lausd.net

INVESTMENT/ PARTNERSHIP/ PILOT	Karol Mills-Marbury	(213) 241-6384	karol.marbury@lausd.net
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SPECIAL ED & ITINERANTS	Carol Shimizu	(213) 241-2505	cms6440@lausd.net
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SUPPORT SERVICES	Vanessa Franklin	(213) 241-6923	vanessa.franklin@lausd.net
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EARLY CHILDHOOD	Felicia Torrence	(213) 241-2404	ftorrenc@lausd.net
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ADULT EDUCATION	Alonzo Cienfuegos	(213) 241-4898	alonzo.cienfuegos@lausd.net
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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 that 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

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**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
2015-16 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, 2016** to meet the deadline. If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than March 25, 2016. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand, and should pertain to the specific area in need of improvement.

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, Clerks, 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)**

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

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	Figueroa, Leticia	213-241-6056	lcerv3@lausd.net
Administrator - AALA	Murphy, Kristen	213-241-8233	kristen.murphy@lausd.net
Field Director	Foote, Jack	213-241-8243	djf2378@lausd.net
HR - SR Manager	Le Duff, Melinda	213-241-8253	melinda.leduff@lausd.net
Sr. HR Rep	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Luna, Maribel	818-654-3641	maribel.luna@lausd.net
Shared Field Director	Serrato, Francisco - Mon/Tues	818-654-3619	fserrato@lausd.net
Sr. HR Rep	Houston, Sarah	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	Moscoso, Veronica	818-252-5435	vxm6767@lausd.net
Shared Field Director	Serrato, Francisco - Wed/Thurs	818-252-5436	fserrato@lausd.net
Interim Sr. HR Rep	David Palmer - Tues/Thurs	213-241-8242	david.palmer@lausd.net
Interim Sr. HR Rep	Michael Hudson - Wed/Fri	213-241-6011	michael.hudson@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Martinez, Isaias	213-241-0184	isaias.martinez@lausd.net
Shared Field Director	Maxey, Eric - Mon/Tues/Fri	213-241-8257	ejm9800@lausd.net
Sr. HR Rep	Smith, Stacey	213-241-8227	Stacey.smith@lausd.net

LOCAL DISTRICT EAST

Field Director	Cuevas, Susana	323-224-3353	scontr6@lausd.net
Shared Field Director	Maxey, Eric - Wed/Thurs	323-224-3120	ejm9800@lausd.net
Sr. HR Rep	Kelly, Cathy	213-241-8248	cathy.kelly@lausd.net

LOCAL DISTRICT SOUTH

Field Director	Alfayate, Juan	310-354-3419	jalfayat@lausd.net
Shared Field Director	Powell, Carlen - Wed/Thurs	310-354-3472	carlen.powell@lausd.net
Sr. HR Rep	Lyons, Terri	213-241-2563	terri.lyons@lausd.net

LOCAL DISTRICT WEST

Field Director	Olortegui, Brenda	310-914 2153	bolorteg@lausd.net
Shared Field Director	Powell, Carlen - Mon/Tues	310-914-2150	carlen.powell@lausd.net
Interim Sr. HR Rep	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Interim Field Director	Good, Irma	213-241-3725	irma.good@lausd.net
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