

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
Staff Relations

TO: Principals and Administrators **DATE:** January 1, 2016
FROM: Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations
SUBJECT: JANUARY 2016 - UPDATES & REMINDERS

**IMPORTANT
DATES:**

December 21, 2015 through January 8, 2016 Winter Recess
March 4, 2016 Probationary 1 Recommendation form due

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 (213) 241- 6600.

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 help managers coordinate for the sufficient staffing of schools and offices.

To find out which employees are over the vacation cap, your timekeeper and/or approver 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) 241-7637**, so that we can ensure that all proper steps have been taken.

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

It is the responsibility of the school-site administrator to follow up on any leave, whether Workers Compensation or Illness. For Workers Comp, you should be in contact with the Claims Adjuster at **Sedgwick (866) 247-2287** to keep apprised of the employee's status and return date. If you need additional assistance with any particular employee, a current claim or procedure, contact Linda Cass, LAUSD Office of **Risk Management and Insurance Services** at **(213) 241-3139**. For questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves please contact Marty Russel at **(213) 241-2204**, Mary Delahanty at **(213) 241-1159**, or you may also call the FMLA main line at **(213) 241-3954**.

For employees on an Illness leave of longer than twenty (20) days, formal leave of absence papers must be completed. Employees who have not submitted those should not be time-reported after twenty days of absence. After 5 days, until the 20th day, an employee must submit a doctor's note with their illness Absence Certification Form in order to remain on paid status.

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:

5. **PROBATIONARY 1 TEACHERS** :The Human Resources Division will be distributing Probationary 1 forms in late January. Principals can access their master rosters on MyTeam (Human Capital Data Warehouse-HDCW) <https://myteam.lausd.net>. **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, or if they will be released from their current position and reassigned to a former class, or if they will be non-reelected 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 4, 2016. The instructional Director will collect all forms and submit them to your Staff Relations Field Director by March 7, 2016.

The following are the due dates for the final Affirmative Decisions:

- | | |
|---|---------------|
| 1. Probationary 1 and other non-permanent employees | March 4, 2016 |
| 2. Non-Permanent Certificated Administrators | March 4, 2016 |

6. **STATUS OF TEACHERS**

If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.

7. MID-YEAR WARNING

Employees who may receive an Overall Below Standard Evaluation should be given a mid-year warning notice via a Conference Memo following a classroom observation between December 2015 and February 2016. 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 employee to implement the assistance provided. Please forward this conference memo with the mid-year warning to your Staff Relations Field Director. If you need assistance, please contact your Staff Relations Field Director ASAP. **(Article X, Section 5.0)**

8. CONTRACT POOL TEACHER EVALUATIONS

Evaluations **must** be done for **all** pool teachers assigned to your site. If a pool teacher was transferred to your site, the evaluation should be done in conjunction with input from the previous school(s). 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)**

9. 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)**

10. EVALUATION FOR PROVISIONAL CONTRACT EMPLOYEE AND SUBSTITUTE REPORT (1022)

The evaluation for Provisional Contract Employee and Substitute Report (1022) is now available on the Employee Relations forms website. Link: <http://achieve.lausd.net/Page/1545>

11. INADEQUATE SERVICE BY SUBSTITUTES (Form 1080-14, rev. 11/06)

The site administrator may issue for cause, a notice of inadequate service to a day-to-day substitute. **(Please note that this does not include contract pool teachers, as they are permanent employees who may not have a permanent assignment at this time.)** Such notice shall be issued within ten days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations. Upon employee request, a meeting will be held to discuss the matter. The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a representative of another employee organization. If you choose to file this report, please be sure to complete the entire form, including noting that a conference was held with the employee either by phone or in person and that the employee was sent a copy of the report by certified mail.

Reminder—the site administrator should interview all connected parties as soon as possible and gather witness statements regarding the incident that triggered the ISR if they have been cleared to do so by law enforcement.

Please note that there is a separate form available for commendations for day-to-day substitutes. Both forms are available via the Human Relations home page, under forms (http://www.teachinla.com/hr_forms.html). Please contact your Staff Relations Field Director if you need further assistance. **(Article X, Section 7.0)**

12. MATRIX ELIGIBILITY OF TRANSITIONAL KINDERGARTEN ADDITIONAL REQUIREMENTS

Senate Bill 876 added additional requirements for a teacher assigned to a position in a TK classroom after July 1, 2015. Pursuant to EC 48000(g), a school district or charter school shall ensure that credentialed teachers who are first assigned to a TK Classroom after July 1, 2015, have completed one of the following requirements no later than August 1, 2020:

1. At least 24 semester units in early childhood education, or childhood development, or both.
2. A child development teacher permit issued by the Commission on Teacher Credentialing (CTC).

In order for the teacher to be eligible to continue teaching in a TK classroom after June 20, 2018, the requirements must be completed no later than January 31, 2018. Failure to complete the requirements within the prescribed timeline will result in the inability of the teacher to be assigned to a TK assignment for the 2018-2019 school year. Please contact your HR Specialist to request a Statement of Intent.

CLASSIFIED INFORMATION:

13. WINTER RECESS WORK AND TIME-REPORTING FOR CLASSIFIED STAFF

Ensure that clerical staff (except for those A-Basis employees who chose to work during the shutdown period), and classified paraprofessional staff **were time-reported for vacation for the winter recess/ shutdown period.** Refer to the employee's time card in BTS as it displays holidays and vacation time according to the school calendar and track of the employee.

Teacher Assistants **are not** entitled to work during any of the recess period, nor do they receive vacation pay. In accordance with the Unit F contract, Teacher Assistants may request to receive their earned "paid non-work time" for holidays. They must notify the SAA of their desire to receive payment of these days.

14. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES

Classified employees whose schedules are changed (daily arrival/departure time), must receive advance notice before the new schedule is implemented. The different contracts state different requirements. For Unit D (clerical, computer employees and Library Aides), unless the schedule change is mutually agreed to, 14 calendar day's notice must be given. For Unit B (Special Ed Aides, Ed Aides, Campus Aides, EEC Aides), five work-day's notice must be given. For Unit S (School Admin. Asst., Plant Manager & Food Service Managers) "reasonable" notice must be given.

15. CLASSIFIED PERSONNEL PERFORMANCE

In most cases, it is recommended that classified employees receive a warning prior to receiving a performance evaluation with ratings lower than "meets standards" and be given an opportunity to improve. Reviewing time cards for attendance and obtaining feedback regarding employee performance now will provide information to assist you in counseling problem employees prior to their end-of-year evaluations. Please contact your Senior Human Resources Representative for assistance

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).

Probationary Teacher Frequently Asked Questions (FAQ's)

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

The Workforce Data Unit will send you a copy of your roster.

- Call Inocencia Cordova: (213)241-5632 or email at Inocencia.cordova@lausd.net

I have questions regarding the status of teachers in my roster

- Please contact your ESC specialist.

NORTHWEST	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
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
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 EDUC	Alonzo Cienfuegos	(213)241-4898	Alonzo.cienfuegos@lausd.net

I am a Principal and I have signed my roster. Where do I send it?

- 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.**
- Submit the roster to Staff Relations.
- You may scan the signed roster and fax/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

ATTACHMENT #2

SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNITS

UNIT	MAJOR JOB CLASSIFICATIONS	WHERE TO CALL FOR ASSISTANCE	EXCLUSIVE REPRESENTATIVE
AALA (Certificated Administrators)	Assistant Principal	Staff Relations	Associated Administrators of Los Angeles (AALA)
UTLA (Teachers)	Teachers, Counselors, School Psychologists, Library Media Teachers, Nurses	Staff Relations Field Director	United Teachers Los Angeles (UTLA)
B (Instructional Aides)	Education Aides, Campus Aides, Special Ed. Assts., Instructional Aides, Early Education Center Aides	Staff Relations Senior Human Resources Representative	SEIU, Local 99
C (Operations Support Services)	Building and Grounds Workers, Cafeteria Workers, Housekeepers	Cafeteria staff- Food Services Branch Custodial staff- M & O- Area Operations Supv. Housekeeper- Microcomputer Support Asst. Staff Relations Senior Human Resources Representative	SEIU, Local 99
D (Office-Technical & Business Services)	Office Technicians, Library Aides, Sr. Office Technicians, Financial Managers	Staff Relations Senior Human Resources Representative	California School Employees Assn. (CSEA)
F (Teacher Assistants)	Teacher Assistants	Staff Relations Senior Human Resources Representative	SEIU, Local 99
G (School Supervision Aides)	School Supervision Aides and Community Representatives	Staff Relations Senior Human Resources Representative	SEIU, Local 99
S (Classified Supervisors)	School Administrative Assistants Cafeteria Managers, Plant Managers.	School Adm. Asst- Staff Relations Senior Human Resources Representative Cafeteria Manager- Food Services Branch Plant Manager- M & O - Area Operations Supv.	Teamsters, Local 572

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	Figuroa, 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
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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