

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: March 1, 2016

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

SUBJECT: **MARCH 2016 - UPDATE AND REMINDERS**

IMPORTANT DATES:

- | | |
|--|--|
| March 4, 2016 | Probationary 1 Teachers Affirmative Decision Form due to Directors. |
| March 2016 or
<i>Prior to Matrix Posting</i> | Coordinator and Dean Selection |
| April 13, 2016 | Notification of Teacher Tentative Assignments for Track D. <i>Post the Matrix four weeks prior to selection.</i> |
| May 15, 2016 | Notification of Teacher Tentative Assignments for Single Track and Tracks A, B and C. <i>Post the Matrix four weeks prior to selection.</i> |

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. **(Attachment #1)**

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 Loaney	cynthia.loaney@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 for approval. Employees who have not submitted leave of absence paperwork should be time-reported as unpaid after twenty days of absence pending documents. 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.

6. 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)

7. 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 on the explanation line of the request form. [Request for Absence - Non Illness](#)

8. 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. ([LAUSD CIVIC CENTER PERMIT WEBSITE](#))

9. LETTERS OF RECOMMENDATION-

If you receive a request for reference information, you may choose to complete it but you are not required to do so. You may simply provide dates of employment, position, and salary information (i.e., a neutral letter of reference), or a letter of reference provided that 1) you make clear that you are doing so as an individual and not on behalf of the District or 2) you obtain the express permission of the head of your division to use District and School Letterhead for an official recommendation.

Reminders:

- Avoid “off-the-record” telephone conversations with prospective employers regarding a person’s performance. There is no such thing as “off-the-record.”
- Provide accurate factual information, based upon personal knowledge/observation of the person through direct contact with the person or obtained from the employee’s personnel record. Providing inaccurate information may expose you to risk of liability and/or jeopardize your credential(s).
- Do not make any misrepresentations of fact in describing the performance, qualifications and/or character of the applicant. You should not provide “half-truths.” For example, if you only provide positive aspects and completely ignore the negative aspects, you may give an inaccurate impression. This may subject you to potential discipline by the District, and/or individual liability for harm arising from the statement(s).
- If you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact. If you give an opinion, explain the incident or circumstances upon which you base the opinion.

Refer to [BUL-6495.1, Responding to Requests for Letters of Recommendation.](#)

10. VISITORS ON CAMPUS

All schools must develop and post a visitor’s policy. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained. Also refer to, [BUL- 6600.0 Employees’ Children in the Workplace.](#)

REMINDERS:**Parents do have the right to:**

1. Be informed in advance of the procedures for visiting the school;
2. Request and obtain approval of the principal/designee to enter a school campus;
3. Observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request;
4. Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request;
5. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
6. Meet with their child’s teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

Parents do not have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt class work, extracurricular activities or cause disorder in a place where a school employee is required to perform his or her duties.

Refer to, [BUL-6492.0 Visitors to School Campuses and Locked Campuses During Class Hours at All Schools](#)

CERTIFICATED INFORMATION:

1. PROBATIONARY 1 CERTIFICATED EMPLOYEES

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.
- Even if you do not have Probationary 1 [B1] teachers you will still use the form to endorse your Provisional [V1s], University Interns [F1s and F2s] and/or Temporary Contract [KTs] teachers.
- There has been a district wide problem with email going **directly** into “CLUTTER” folder or “JUNK MAIL” folder. If you have not received your **Probationary 1 Roster**, check this email folder first. If the roster is not in your “CLUTTER” or “JUNK MAIL” folder, see **Attachment #2** of this update for action steps.

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. However, if you have concerns regarding an employee and you did not give the mid-year warning, issue the mid-year warning immediately or as soon as possible in a conference memo following an observation. 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 – REQUIRED INFORMATION

Substitute teachers must be provided with the information needed to perform the duties of the position including, but not limited to, student attendance information, lesson plans, class roster, appropriate keys, seating chart(s), and security and emergency plans. **(Article XIX, Section 10.0)**

See Bulletin [BUL-6524, Required Information Provided to Substitute Teachers](#)

7. 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.

8. 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)**

Remember that **Assistant Principals** and other certificated positions (**Adult and Career Education teachers, State Preschool Program teachers, Pre K Special Education teachers, Special Education teachers in early education centers, academic coaches, teacher librarians, coordinators, deans, and counselors**) as well as school-based support services personnel (school psychologists, PSA Counselors, etc.) **will not** be evaluated using EDST for the 2015-2016 school year, but will continue to be evaluated with the **Certificated Performance Evaluation System (CPES)**. Access the CPES portal at <https://stulls.lausd.net/stulls/index/jsp>

9. 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 **Attachments #3 and #4 (Article IX –A)**)

10. TRANSITIONAL KINDERGARTEN

SB 876 added additional requirements for transitional kindergarten (TK) teachers:

1. At least 24 units in early education or childhood development or both
2. Professional experience in a classroom setting with preschool age children comparable to the 24 units described above.
3. A child development teacher permit issued by the California Commission on Teacher Credentialing (CTC).

Current credentialed teachers assigned to TK or TK/K combination classes on or before July 1, 2015 can teach without the additional requirements.

Any teacher assigned to teach TK or a TK/K combination class after July 1, 2015 will have until August 2018 to meet the new requirements.

TK TEACHER SELECTION

Teachers should submit preference forms and list their qualifications. Permanent teachers shall be allowed to make their request before the site administrator assign a non-permanent teacher. The only exception shall occur when the site administrator reasonably determines that any specific assignment is not in the best interests of the program. Contact your Staff Relations Field Director in these instances prior to making an assignment.

11. EXPANDED TRANSITIONAL KINDERGARTEN (ETK)

Students who have their fifth birthday after December 2 do not qualify for TK, but may be enrolled in ETK. ETK classes may not be combined with TK or kindergarten classes. On the school matrix, ETK should be listed on a separate line.

12. 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)**

13. 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)**

14. 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)**

15. 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)**

16. 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

17. 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.

18. 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 Jack Foote, Field Director, at djf2378@lausd.net or 213-241-8243.

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 5**. 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, prior documentation (e.g. Conference Memo or higher) must be issued no later than 30 days **before** the annual performance evaluation. It is recommended that you issue the evaluations for this school year by Friday, May 6, 2016. More detailed information on this topic will follow next month (see **Attachment 5**).

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

This is a bi-annual reminder, your Teacher Assistants (TA) must be continuously enrolled in and successfully pass college coursework as a condition of employment. TAs must 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 must be given a final reminder in writing. If verification is not submitted, per the Unit F contract, they may be terminated (see **Attachment #6**). 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 18, 2015, contact your Sr. Human Resources Representative in the office of Staff Relations for Assistance.

4. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

The Unit F contract must be followed when you close Teacher Assistant positions (NOT Classified positions). There is an order of lay-off which 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)** (See **Attachment #7**).

5. 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. Campus Aides may have “restricted” in their title, but that title does not relate to whether the Campus Aide is restricted. Please review BTS in the PA20 screen to verify status, or contact your Assignment Technician in the Employment Transaction Service Branch for further information.

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 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).

School Files Project Instructions



ATTACHMENT A

School Files Submission Form

Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal/Supervisor

_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name and Position: _____ Employee Number: _____

Alleged Victim(s) Name and Age at Time of Alleged Incident: _____

Type of Conduct (check all that apply):

☐ Sexual Misconduct
 ☐ Inappropriate Behavior
 ☐ Violence
 ☐ Drug-related

 Describe Alleged Incident (including dates): [Start typing here.]

 Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action): Start typing here

 Other Comments: [Start typing here.]

Signed: _____

Date: _____

CC: Staff Relations

*Instructions: Please complete this cover memo **only** for those files you are reporting to Central Office. Scan and send as a pdf file this cover memo along with other pertinent documents from the employee file at issue to General Counsel via Staff Relations. You should send one pdf file that includes a single cover memo for an employee file (the single pdf file may include multiple incidents).*

**School Files Application****Summary**

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.

Document Requirements/Limitations

Users are to upload documents as **pdf** files.

The size of each file selected for uploading is limited to **20MB**. Users must enter the **8-digit** employee number (Entering leading "zeroes as applicable) to verify the correct employee. The Cost Center Code (Current Work Location) will automatically populate once a valid employee number has been entered. The user can manually override the Cost Center (if required). The Cost Center is a 7-digit number and must be entered in order to upload a document.

How to Upload a Document

1. Login to the application using your SSO account at: <https://bes7/schoolfiles/login.aspx>
2. Enter the 8-digit Employee Number and click The **FIND EMPLOYEE** Button. The Employee Name and 7-digit Cost Center Code will display if successful.
 - a. Please verify the accuracy of the Employee Number and Name prior to proceeding to the document upload section
 - b. If the Employee Cost Center requires correction, the user is able to override the application-generated code. Please be sure to use the current 7-digit Cost Center code
3. Click the Browse button to locate the file you would like to upload.
4. Click the Upload button to upload the file
5. Once the file has been successfully uploaded a confirmation message stating that the uploading process has been successfully completed will be displayed. Click OK to proceed with uploading the document. Repeat steps 2 through 5 if additional documents for the employee need uploading. Once completed the user can enter a new Employee Number or simply Log out.



School Files Application

Helpful Tips

1. Which Internet browser is preferred?

Internet Explorer with Microsoft Silverlight plug-in installed is preferred

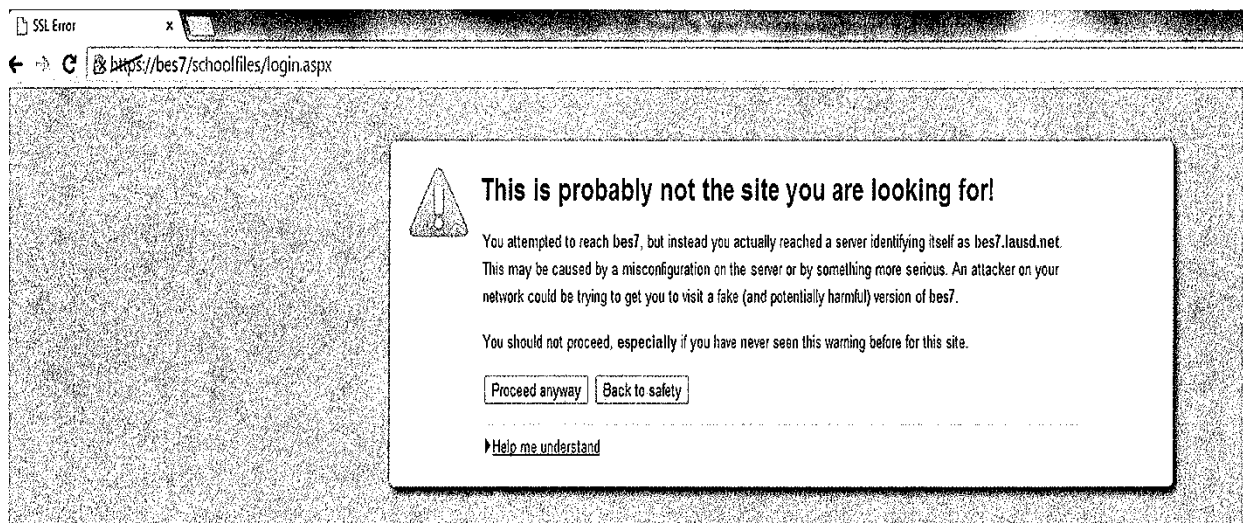
2. I entered the Employee Number, but the application was unable to find the Employee Name

Verify the Employee Number is correct and contains 8- digits. (If required, precede less than 8-digits with leading zeroes)

3. The Browse button to select the file to upload is not displayed

Ensure Microsoft Silverlight is installed (Search the web for 'Microsoft Silverlight download') & install

4. I received the following messages. What should I do?



Click **Proceed anyway**. The computer server that hosts the application does not have a certificate installed. The application resides on a computer located within ITD. It is safe to proceed.

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

Affirmative Decision for Probationary 1 Employees

☞ 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
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 EDUCATION	Alonzo Cienfuegos	(213) 241-4898	alonzo.cienfuegos@lausd.net

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

Affirmative Decision for Probationary 1 Employees

☞ **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

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.

MATRIX

STRATEGIC ASSIGNMENT OF TEACHERS TO MEET STUDENT INSTRUCTIONAL NEEDS

This information is intended to provide guidance to Principals so that they can comply with the LAUSD/UTLA Collective Bargaining Agreement and assure that teacher assignments best meet students' instructional needs and priorities.

Elementary School Assignments

1. In elementary schools, the LAUSD/UTLA Collective Bargaining Agreement (**CBA**) Article IX-A, Section 2.0 c (1) (ii) provides that the site administrator shall assign permanent teachers to **track** or **grade level** opening on the basis of seniority. Appropriate credential should be considered for Special Education assignments.
2. The Collective Bargaining Agreement does not provide teachers the right to select specific instructional programs, student performance levels or instructional clustering of students.
3. Principals can use preference forms (District's preferred method that will support an effective instructional program) or locally determined method to receive teachers' requests for assignments.
4. The site administrator **can and should make exceptions to the CBA provision** if he or she reasonably determines that the specific assignment is not in the best interest of the educational program.
5. Teachers with the specified credentials and required qualifications ("qualified") may request assignment to their grade level using a teacher preference form or other locally determined method. Submission of this form shall serve as a request for the assignment.
6. Administrators should review credentials, specific training, authorizations, performance indicators (i.e. pre/post assessment data, EL reclassification data, DIBELS) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.

Secondary School Assignments

1. In secondary schools, Article IX-A, Section 2.0 d only provides teachers the right to **track** and **department** selection on the basis of recent experience/seniority.
2. **Principals retain the authority** to assign teachers to particular classes and sections within a department.
3. Secondary principals must understand that the CBA does not confer the right for teachers' to select either classes or "lines" on the master schedule.
4. Principals should take in consideration the best interest of the instructional program including specific training, authorizations, performance indicators (i.e. core subject end of the year assessments data, EL reclassification data, pre/post assessment data) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.
5. Principals **can and should use objective data** as described above to assign teachers to classes.
6. Classes within a department shall be distributed by the Principal (or designee) in consultation with the **elected department chair**.

Please contact your Field Director in Staff Relations should you have specific questions.

**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 6, 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, Food Service 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. Transcripts of completed courses 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)**

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 Transactions Services Branch (ETSB) 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 **HR085 TA Seniority** is a report of TA Seniority available through BTS (print out, add each employee's # 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 # of qualified college units achieved; employees with lowest # 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

Revised February 2016

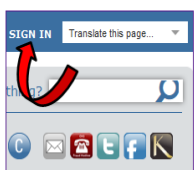
Visit the Staff Relations Website

<http://achieve.lausd.net/staffrelations>

Sign –in to access resources

Administrators Please Sign In

To access all areas of the Staff Relations website please [click here](#) or on the [SIGN IN](#) link above using your LAUSD Single Sign On.



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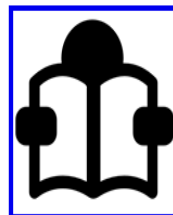
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[Resource Guide](#)



[Academic Year Checklist](#)

Click on “**Policy/Forms**” to access bulletins, references guides, policy statements, etc. that are frequently referenced in conference memos.

Click on “**Resource Guide**” to for sample conference memos on attendance, classroom performance and conduct.

Click on “**Academic Year Checklist**” for a by month reminder of tasks and deadlines

If you are unable to access this website using your single sign-on (sso), please contact Arlene Lyew-Teba in Staff Relations at (214) 241-6056 or arlene.lyew-teba@lausd.net.

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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