

INTER-OFFICE CORRESPONDENCE

LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators **DATE:** November 2015
FROM: Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations
SUBJECT: NOVEMBER 2015 - UPDATES & REMINDERS

IMPORTANT DATES:

November 6, 2015: Endorsement decisions for Probationary 2 employees starts. Principal letters and Affirmative Decision forms distributed to principals.
December 7, 2015: Deadline for principals to submit endorsement decisions for Probationary 2 employees to Local District Instructional Directors.
December 10, 2015 Deadline for Instructional Directors to submit Probationary 2 endorsement decisions to Staff Relations.

CERTIFICATED INFORMATION:

1. **NON-REELECTION PROCESS FOR PROBATIONARY 2 AND PROBATIONARY 1 TEACHERS (OR EQUIVALENT)**

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-reelected 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 2 teachers (or equivalent), 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 2 employees will need to be submitted by December 7, 2015 to the Local District Instructional Directors.

- For Probationary 1 and Provisional employees, you may access your Probationary 1 employee roster online through the Certificated Performance Evaluation System (CPES) portal via the regular login process at: <https://stulls.lausd.net/stulls/index.jsp> and once logged-in, you can click on the link labeled “Probationary 1 Roster”. If you are unable to log into CPES, the Workforce Data Unit will send you a copy of your roster. Endorsement decisions for Probationary 1 employees will need to be submitted mid-January (dates to follow).

2. CHILD ABUSE CONFIDENTIAL REPORTING

When conducting a conference with an employee or when issuing an Inadequate Service Report (ISR) to a Certificated Day-to-Day Substitute, do not mention that you or anyone has filed a Suspected Child Abuse Report (SCAR) against an employee. **Do not** reference in a conference memo or in a Certificated Day-to-Day Substitute Teacher Report (Inadequate Service Report) the fact that you have filed a child abuse report. All Child Abuse Reports must remain **confidential** and are not to be disclosed.

3. EDUCATOR DEVELOPMENT AND SUPPORT: TEACHERS (EDST)

EDST is the performance evaluation process for teachers of Pre-K (SRLDP, TK) to 12th Grade students, including Special Education Resource teachers, Special Day Program teachers, Early Education Center teachers, (excluding Special Education teachers in Early Education Centers), and Career Technical Education (CTE) teachers at secondary schools. Other certificated teacher positions (PSM, Adult and Career Education teachers, academic coaches, coordinators, deans, and counselors) as well as school-based support services personnel (School Psychologists, PSA Counselors) will not utilize the multiple measure performance review system for the 2015- 2016 school year; these employees will be evaluated under the legacy online Certificated Personnel Evaluation System (CPES). All positions will continue to be evaluated under the traditional Article X provisions. Any questions related to the EDST process should be directed to the Local District Teaching and Learning Coordinator. Under the new Tentative Agreement, Attachment G, one Formal Observation should be conducted during the evaluation cycle. Additional Formal Observations may be held if mutually agreed upon. One Informal Growth Plan Visit should be conducted during the evaluation and additional Informal Growth Plan Visits can be conducted if mutually agreed upon. Informal Growth Plan Visits DO NOT restrict the additional observations that principals and administrators should conduct as a part of their routine supervision of instruction. (See BUL-5335.4)

Teachers who received a BSE in previous year, Needs to Improve (NI), and/or had 13+ unprotected absences must be evaluated. The following non-permanent and qualifying personnel shall be evaluated at least once each school year: Probationary (B1, B2), District Intern (G1, G2), University Intern (F1, F2), Temporary Contract personnel (K1), Qualifying Personnel (Q1, Q2) and Provisional (V1). It is *essential* that you immediately notify your Staff Relations Field Director if you are considering issuing a Below Standard Stull Evaluation to any probationary teacher.

4. INITIAL PLANNING CONFERENCE

The initial planning conference should have been completed. This was an opportunity to discuss the Initial Planning Sheet (IPS) and make the established objectives clear. Please review the applicable sections of the LAUSD/UTLA Agreement. If a teacher has failed to complete the IPS by the date you selected, complete it for the teacher and review it at a conference. See Attachment #1, Administrative Task Calendar for recommended dates. (**LAUSD/UTLA CBA, Article X, Sections 4.0, 4.1 and 4.2**)

5. WARNING OF POSSIBLE BELOW STANDARD EVALUATION (Reminder)

Employees who might receive an overall **Below Standard Evaluation** should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement through written conference memos, but should also include warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See Attachment #1, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.

6. 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 Form 1022. **(LAUSD/UTLA CBA, Article X, Section 8.0)**

7. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR)

Before issuing an ISR always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. Only day-to-day substitutes can receive ISRs. The site administrator may issue for cause, a notice of inadequate service to a day-to-day substitute. 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 must be informed of his/her right to representation and he/she 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 bargaining unit.

(LAUSD/UTLA CBA, Article X, 7.0).

8. CONTRACT POOL TEACHERS

Regular employees, assigned to the Contract Pool are to be treated as contracted teachers; they are **not to be issued an Inadequate Service Report. Always confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** Contract Pool Teachers 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.

9. INFORMAL CONFERENCE PROVISION OF THE 2014-2017 LAUSD-UTLA CBA

Article V, Section 7.0 states the grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. That informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please refer to Office of Staff Relations Memorandum from Leticia Figueroa, Assistant Chief Human Resources Officer, dated August 19, 2015 and **contact your Staff Relations Field Director immediately.** (See Attachment #2)

CLASSIFIED INFORMATION:**10. SCHOOL BASED EMPLOYEES BY COLLECTIVE BARGAINING UNITS**

Attachment #4 is a list of job classifications that may be found in school sites, as well as contacts for assistance. Please note that Transportation Services Division, Facilities/Maintenance and Operations, and Food Services Division handle their employees' disciplinary issues and grievances. (See Attachment #4)

11. DUE PROCESS BY BARGAINING UNIT

If you *expect* that a meeting with an employee may result in disciplinary action (such as an investigatory meeting), you should contact your Senior Human Resources Representative and give the employee advanced notice. Such meetings are labeled "pre disciplinary," (or "investigatory" for employees whose contracts don't have pre-disciplinary meetings) and employees are entitled to representation if they choose.

BARGAINING UNIT	PRE-DISCIPLINARY OR INVESTIGATORY MEETING	NOTICE OF UNSATISFACTORY SERVICE (NOUS)	ADMINISTRATIVE REVIEW (SKELLY)	APPEAL HEARING
Unit B	Pre-Disciplinary Meeting	NOUS	Skelly	Appeal Hearing
Unit B (Restricted)	Pre-Disciplinary Meeting	NOUS	<u>NO</u> Skelly	<u>NO</u> Appeal Hearing
Unit C	Pre-Disciplinary Meeting	NOUS	Skelly	Appeal Hearing
Unit D	Investigatory Meeting	NOUS	Skelly	Appeal Hearing
Unit F (TA's)				
Not Enrolled or Failure to Meet Unit Requirement	Release Letter	<u>NO</u> NOUS	<u>NO</u> Skelly	<u>NO</u> Appeal Hearing
For Cause – Less Than 1 Year of Service	Meeting with Site Administrator	NOUS	<u>NO</u> Skelly	<u>NO</u> Appeal Hearing
For Cause – More Than 1 Year of Service	Meeting with Site Administrator	NOUS	<u>NO</u> Skelly	Appeal Hearing
Unit G	Release Notification (done verbally and give employee a reason)			
Unit S	Pre-Disciplinary Meeting*	NOUS	Skelly*	Appeal Hearing

*Provide Skelly Documents 2 days prior to the Pre-Disciplinary Meeting and 1 week prior to the Skelly Meeting.

12. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence. The classes are titled, “The Evaluation Process for Classified Employees” and “The Discipline Process for Classified Employees.” Supervisors of classified staff may enroll in either of these classes through the Learning Zone. To register, visit the Learning Zone at <http://lz.lausd.net>. Search by **Class Offerings** and then a **Keyword** from the titles above. **We encourage any of your staff that manages or reviews classified employees attend these two informative training sessions.**

13. CAMPUS AIDES

Campus Aides are classified employees represented by SEIU, Local 99. They are part of Unit B (Instructional Aides). Campus Aide can have either “restricted” or “permanent” status. You can verify a Campus Aide’s status by contacting the Personnel Commission. Campus Aides with permanent status have the same Due Process rights as other Unit B employees. This is different than School Supervision Aides, which belong to Unit G, and fall under another Collective Bargaining Agreement. For more information on Due Process rights, see item #11 above. For specific questions regarding evaluation and discipline processes for Campus Aides, please contact your Senior Human Resources Representative.

GENERAL INFORMATION:

14. UNION REPRESENTATION ON SCHOOL SITE CAMPUSES

Union representatives are to be permitted to enter school campuses following guidelines addressed in the LAUSD Visitor’s policy. Reasonable access to District facilities includes contacting employees during their duty free lunch period and before or after their hours of service. Representatives shall not interrupt any employee’s duties or assignments.

15. 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 Michael Voigt at (213) 241-8021 or through email Michael.voigt@lausd.net.

16. NO STAFF MEETINGS ON ELECTION DAY (BULLETIN 1704.1)

You are to ensure that employees are not hindered from being able to reach their respective polling locations and that no faculty meetings should be held on Election Day. Any banked time events should be held as planned. Other mandatory or permissive after-school activities involving staff should not be scheduled on Election Day.

17. 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 North Central Offices	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 LD South Early Education	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 noted 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 LD 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 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) working days, must complete and submit formal leave of absence papers to the respective assignment office. 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 leave paperwork if it is anticipated an employee will be off longer than twenty (20) working 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.

18. EMPLOYEE ATTENDANCE REQUIREMENTS

Refer to the respective collective bargaining agreements and the District's Employee Attendance Policy when addressing employee attendance issues. Be sure to establish clear procedures at the school site to address signing in and signing out and absences. Contact your Staff Relations representative for assistance with progressive discipline for employees with attendance issues.

19. HOLIDAY ABSENCES

Employees need to be advised in writing that if they are absent on days immediately preceding and following a holiday, they will need to provide verification of illness or other allowable cause upon their return to work. Remind employees that personal necessity days, for other than emergencies, must be approved by the administrator five days in advance and the employee must provide verification of the valid reason for the absence upon their return as requested.

If you have any questions about these items or other contract or discipline issues, please contact your Field Director assigned to your 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 (paraprofessional, campus supervision employees, and the SAA).

Staff Relations Telephone Numbers & Email Addresses

General Number: (213) 241-6056 Fax: (213) 241-8405

Office Staff		
Dr. Kristen Murphy	Administrator, AALA	(213) 241-6056
Dr. Jack Foote	Field Director	(213) 241-8243
Lorri Gossett	Sr. HR Representative	(213) 241-6864
Local District Northeast		
Veronica Moscoso	Field Director	(818) 252-5435
Francisco Serrato	Shared Field Director	(818) 252-5436
David Palmer	Interim Sr. HR Representative	(213) 241-8242
Local District Northwest		
Dr. Maribel Luna	Field Director	(818) 654-3641
Francisco Serrato	Shared Field Director	(818) 654-3619
Sarah Houston	Sr. HR Representative	(213) 241-8240
Local District South		
Juan Alfayate	Field Director	(310) 354-3419
Carlen Powell	Shared Field Director	(310) 354-3472
Terri Lyons	Sr. HR Representative	(213) 241-2563
Local District East		
Susana Cuevas	Field Director	(323) 224-3353
Eric Maxey	Shared Field Director	(323) 224-3120
Cathy Kelly	Sr. HR Representative	(213) 241-8248
Local District West		
Brenda Olortegui	Field Director	(310) 914-2153
Carlen Powell	Shared Field Director	(310) 914-2150
Lorri Gossett	Sr. HR Representative	(213) 241-6864
Local District Central		
Isaias Martinez	Field Director	(213) 241-0184
Eric Maxey	Shared Field Director	(213) 241-8257
Staciey Smith	Sr. HR Representative	(213) 241-8227
Division of Adult & Career Ed		
John Gamboa	Field Director	(213) 241-3725

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2015-2016
AALA REPRESENTED EMPLOYEES**

	I* Distribute Initial Planning Sheet	II* Return Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/15	08/07/15	08/21/15	05/10/16
Basis E	07/23/15	09/03/15	09/18/15	05/10/16
Basis B	08/03/15	09/11/15	09/25/15	05/10/16

UTLA REPRESENTED EMPLOYEES

	I* Access Initial Planning Sheet	II* Submit Initial Planning Sheet	III* Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/15	08/07/15	08/21/15	05/25/16
Single Track	08/17/15	09/25/15	10/22/15	05/10/16

FOUR TRACK

Track A	08/14/15	09/25/15	10/09/15	05/20/16
Track B	07/01/15	08/07/15	08/21/15	05/20/16
Track C	07/01/15	08/07/15	10/02/15	05/20/16
Track D	07/01/15	08/07/15	08/21/15	03/31/16

***RECOMMENDED** that tasks be completed no later than date listed. (Article X, Section 4.0)

****For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than this date (30 calendar days prior to the employee's last regularly scheduled school day – Article X, Section 6.0).**

****For AALA-Represented Employees, the Final Evaluation Report must be issued no later than May 10, 2016 (Article VII, Section 4).**

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
OFFICE OF STAFF RELATIONS
OFFICE OF LABOR RELATIONS

TO: **Site Administrators** **DATE:** August 19, 2015

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

Rob Samples and Gifty Beets, Assistant Directors
Office of Labor Relations

**SUBJECT: IMPLEMENTATION OF THE NEW INFORMAL CONFERENCE
PROVISIONS OF THE LAUSD-UTLA AGREEMENT**

The purpose of this memorandum is to summarize changes and to highlight site administrator responsibilities to implement the informal grievance process provisions of the new UTLA Agreement. Please review that text, and also the provisions below, to identify any implementation actions required of administrators and staff. The major changes are as follows:

Grievance Procedure (MOU Article V – Attachment A):

Informal Conference - The parties have agreed that the grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant’s immediate supervisor. That informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. [Note that all references to numbers of days herein refers to any calendar days excepting Saturdays, Sundays and legal or school holidays.]

Upon receipt of a written request for an informal conference, administrators should do the following:

1. Schedule an informal conference meeting with the grievant, to be conducted within five (5) days of the above written request.
2. The employee may attend the meeting individually, or may choose to be accompanied by the school’s UTLA Chapter Chair or other representative of the employee’s choice. The administrator should inquire of the grievant as to his or her intent to bring accompaniment or representation to the meeting. If the grievant intends to bring accompaniment or representation, ask the grievant for the name and title of the person.
3. After obtaining information on accompaniment/representation, proceed with one of the following options:

- a) If the grievant chooses to handle the meeting individually, with no accompaniment, proceed with the informal conference with the grievant as scheduled.
 - b) If the grievant intends to bring a site-based representative (e.g., the Chapter Chair or another teacher at the school), the administrator may also obtain site-based administrative accompaniment (such as the Assistant Principal, other administrator or the School Administrative Assistant) and proceed with the informal conference with the grievant as scheduled. If that accompaniment is not available on a timely basis, the site administrator should contact the Staff Relations Field Director for advice concerning other possible accompaniment options, which may include the need to change the conference meeting date.
 - c) If the grievant intends to bring a non-site based representative, contact the Staff Relations Field Director to discuss the potential need for assistance prior to holding the meeting.
4. Provide a written reply to the informal conference within five (5) days following the informal conference meeting.

Grievance Filing: If no resolution is reached through the informal process as provided above, the grievant may file a Step One grievance, using the UTLA-District Grievance form, within thirty (30) days of the occurrence of the act or omission giving rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission giving rise to the grievance. Note that this filing deadline runs from the date of the act or omission giving rise to the grievance, not the date of the informal conference.

Step One Meeting: A meeting between the immediate administrator and the grievant shall take place within ten (10) days of the presentation of the written Step One grievance. Site Administrators should:

1. Contact your Staff Relations Field Director to arrange for their participation at the Step One meeting, and to obtain advice.
2. Within five (5) days following the meeting, reply to the grievance in writing. This will terminate Step One of the grievance process.

Step Two Meeting: If the grievance is not resolved at Step One, the Grievant may, within ten (10) days after the termination of Step One, present the grievance to the appropriate superintendent, division head or designee. Within five (5) days from receipt of the grievance, a meeting shall take place to discuss the matter. The appropriate superintendent, division head or designee shall reply to the grievance in writing within five (5) days following the meeting, and the receipt of such reply shall terminate Step Two.

Note that each of the above time limits represent revisions to the previous contractual deadlines governing grievance procedures.

Please contact your Staff Relations Field Director if you have any questions.

c: Local District Superintendents
Staff Relations Field Directors

**STAFF RELATIONS
TEACHER EVALUATION CHECKLIST
2015 – 2016**

NAME _____ EMPLOYEE NUMBER _____ # OF YEARS TEACHING _____

STATUS (R1, B2, ETC.) _____

DATE INITIAL PLANNING SHEET ISSUED _____

DATE OF INITIAL CONFERENCE WITH SIGNATURES AND DATE OF CONFERENCE (Required) _____

<u>OBSERVATION</u>	<u>CONFERENCE</u>	<u>MEMO ISSUED</u>	<u>ASSISTANCE AND GUIDANCE</u>
1. August , 2015	August , 2015	August , 2015	Lesson Plans Classroom Mgmt
2. September			
3. October			
4. November			
5. December			
6. January			
7. February			
8. March			
9. April			
10. May			
11. June			

DATE OF INVITATION MEMO _____

BOTH "MEETS STANDARDS" AND A BELOW STANDARDS" EVALUATION CAN BE GRIEVED IF THERE IS "SIGNIFICANT DISPARITY" BETWEEN THE RATING AND THE NEGATIVE COMMENTS.

DATE OF CONFERENCE WITH TEACHER AND REP (NO REP NEEDED IF 'MEETS') _____

DATE OF ISSUANCE OF EVALUATION (CHECK FOR AP'S SIGNATURE AND DATE IF YOU ARE NOT THE EVALUATOR)
GIVE COPY WITH SIGNATURES TO THE EMPLOYEE AT THE MEETING _____

DATE SUBMITTED ELECTRONICALLY _____

DATE OF EMPLOYEE RESPONSE (THE EMPLOYEE MAY ATTACH A WRITTEN RESPONSE WITHIN 10 DAYS FROM THE DATE RECEIVED) _____

DATE HARD COPY OR SCANNED COPY OF EMPLOYEE'S RESPONSE PLUS ATTACHMENTS MAILED/EMAILED TO EMPLOYEE RELATIONS, BEAUDRY 14TH FLR/MARIANNE.BELLACCOMO@LAUSD.NET _____
INFORM TEACHERS RECEIVING A BELOW STANDARD EVALUATION THAT THEY WILL BE EVALUATED NEXT YEAR.

SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNIT

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

***Food Services Division Human Resources – 213-241-2993**

****Maintenance & Operations Human Resources – 213-241-0312**