

**OFFICE OF STAFF RELATIONS**  
**LOS ANGELES UNIFIED SCHOOL DISTRICT**

**TO:** Principals and Administrators **DATE:** November 2018  
**FROM:** Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations  
**SUBJECT:** NOVEMBER 2018 - UPDATE & REMINDERS

For additional resources and information, please visit our website at:

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

**IMPORTANT DATES:**

- |                             |   |
|-----------------------------|---|
| <b>November 2, 2018</b>     | Final date to establish objectives for permanent UTLA-represented C-basis employees <u>newly assigned to your school</u> before the end of the eighth week of school. |
| <b>November 5 – 9, 2018</b> | Endorsement decisions for Probationary 2 employees starts. Principal letters and Affirmative Decision forms distributed to principals.                                |
| <b>November 30, 2018</b>    | <u>Deadline for principals/administrators</u> to submit endorsement decisions for Probationary 2 employees to Local District Instructional Directors.                 |
| <b>December 7, 2018</b>     | <u>Deadline for Instructional Directors/Administrators</u> to submit Probationary 2 endorsement decisions to Staff Relations.   |

**SEE ITEM 12 for EARLY EDUCATION CENTER DEADLINES**

**CERTIFICATED INFORMATION:**

1. **2018-2019 CERTIFICATED EVALUATIONS:** Employees newly assigned to your school through the eighth week of school are to be notified that they are to be evaluated within ten (10) work days of reporting to the school. All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually. Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement. See **Attachment #1** for timelines
  
2. **ESTABLISHMENT OF OBJECTIVES**  
For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 2, 2018 (traditional calendar). If a teacher fails to complete an Initial Planning Sheet, the administrator should schedule the Initial Planning Conference and provide the teacher with the objectives and strategies upon which their evaluation will be based. (**Article X, Section 4.0 – 4.3**) See **Attachment #1** for timelines.
  
3. **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-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, 2019. 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 November 30, 2018 to the Local District Instructional Directors.

**4. 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. The 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 The 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.**

**5. 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.

**6. 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.

**7. 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)**

**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.

**8. 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.** If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee a notice of inadequate service. Such a notice shall, absent compelling circumstances, be issued within ten working 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 the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, ***informing the employee that s/he has the right to have representation during that meeting***. 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 member of another bargaining unit.** The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. **Please be aware that another form available on the Human Resources Website may be used to provide commendations for exemplary service by a substitute. (Article X, Section 7.0)**

**9. SUBSTITUTE FOLDERS:** Make sure you have a substitute folder for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, a map of the school, appropriate keys and security/emergency information (including how to use the class phone & how to contact the office in case of emergency). **(Article XIX, Section 10.0)** It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are now required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).

**10. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS** When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District's receipt of the document. The document shall not be either placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable. **(LAUSD/UTLA CBA, Article X, Section 9.0)**

**11. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS**

The Chapter Chair shall have the right to propose agenda item and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length. **(LAUSD/UTLA CBA, Article IV, Section 8.0-i)**. Please make sure that UTLA announcements are included in the Faculty meeting agenda, not in the professional development agenda which should be a separate one with a separate sign in.

**12. 2018-2019 EARLY EDUCATION CENTER DEADLINES:**

- August 3, 2018 – Notify Permanent Teachers
- September 10, 2018 – Complete IPS (set forth clear School-wide expectations early)
- October 24, 2018 – Complete IPC
- February 8, 2019 – Formal Observations  
(1 required; no limit for Supplemental Observations)
- April 12, 2019 – Growth Plan Visits (recommended)
- May 29, 2019 – Final Evaluation Issued

**CLASSIFIED INFORMATION:****1. SCHOOL BASED EMPLOYEES BY COLLECTIVE BARGAINING UNITS**

Attachment #3 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, ITD, Facilities/Maintenance and Operations, and Food Services Division handle their employees' disciplinary issues and grievances. (See Attachment #3)

**2. 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		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
<b>UNIT G *</b>	Release notification (done verbally and provide a reason)			
<b>Unit S **</b>	Pre-Disciplinary Meeting*	NOUS	Skelly*	Appeal Hearing

\*Please note that effective 1/1/2019, Unit G employees will become permanent. Additional information regarding specific due process is forthcoming.

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

**3. 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 My Personal Learning Network (My PLN). To register, visit my PLN at <https://achieve.lausd.net/mypln>. Click on "Search Courses" and then enter one or more **Keywords** from the titles above. **We encourage any of your staff that manages or reviews classified employees attend these two informative training sessions.**

**4. 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 #2 above. For specific questions regarding evaluation and discipline processes for Campus Aides, please contact your Senior Human Resources Representative.

**5. 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. Providing a midyear evaluation can allow employees the opportunities to improve their performances or to acknowledge your high performers. Please be advised that probationary employees should receive their preliminary evaluation two months after the beginning of their assignment, and their final evaluation not later than four months after the beginning of their assignment. Please contact your Senior Human Resources Representative for assistance.

**7. CLASSIFIED EVALUATIONS AVAILABLE ONLINE**

Classified Evaluations are now online! Please visit <https://achieve.lausd.net/Page/11130> to access the evaluations for the Classified staff assigned to your school. In addition to the actual evaluations, this link will direct you to tutorials and other related information that may be helpful.

## **GENERAL INFORMATION:**

### **1. 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.

General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- B. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.
- C. Complete a visitor's permit and obtain the principal/designee's approval before proceeding with your visit.
- D. All visitors are expected to conduct themselves in a non-disruptive or non-abusive manner while visiting a work location.
- E. Please utilize non-duty time or break times to meet with employees.
- F. Please ensure employees are not late returning from breaks or lunch meetings.
- G. Please notify the visiting department of your departure and return the visitor's permit before leaving the work location.

### **2. VACATION SCHEDULING AND VACATION CAPS**

Classified employees who earn more vacation than can be used during the Winter and Spring Recess should be allowed to schedule vacation during the school year. In addition, it is important for supervisors to identify those Classified employees who are expected to exceed their vacation cap at the end of the year. Your timekeeper and/or approver can access and print a vacation statement to assist with identifying these employees. The vacation statement is available in BTS using the transaction code ZTMRVACBAL.

Once employees have been identified, supervisors should work with employees to schedule vacation time. Scheduling employees' vacation time now will provide the most flexibility and ensure sufficient staffing of schools and offices throughout the school year.

### **3. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT**

The LAUSD School Files application is the required 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://schoolfiling.lausd.net>. For specific instructions on completing this process, please contact your Staff Relations Field Director.

### **4. BOARD RULE 1906-DRESS STANDARDS FOR EMPLOYEES**

The following language can be utilized when working to improve the performance and conduct of employees. Please contact your Staff Relations Field Director or Senior HR Representative if you have questions regarding the use of the Board Rule.

*"An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the community or required by the nature of the duties assigned where the employee renders services. Dress is inappropriate when it is unsafe, or detracts from the learning situation or task being performed, or would reasonably tend to cause disciplinary problems with students or other employees or would reasonably tend to cause disrepute to the employee, the Los Angeles Unified School District, or the profession."*

**5. CHILD ABUSE CONFIDENTIAL REPORTING**

**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.

**6. NO STAFF MEETINGS ON ELECTION DAY, NOVEMBER 6, 2018: PER BULLETIN 1704.0**

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.

**7. ADMINISTRATORS RECEIVING UNION CORRESPONDENCE**

If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter. Contact your Staff Relations Field Director or Senior HR Representative as soon as possible for the next steps.

**8. 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 Offices	Sara Ortiz	<a href="mailto:sara.ortiz@lausd.net">sara.ortiz@lausd.net</a>	213-241-3967
LD East LD Central	Sandra Hornback	<a href="mailto:sandra.hornback@lausd.net">sandra.hornback@lausd.net</a>	213-241-3966
LD West Adult Ed	Linda Bayless	<a href="mailto:linda.bayless@lausd.net">linda.bayless@lausd.net</a>	213-241-7641
LD Northwest LD South Early Education	Margie Topp-San Jose	<a href="mailto:margaret.toppсанjose@lausd.net">margaret.toppсанjose@lausd.net</a>	213-241-3965
WC Supervisor	Rae Walker	<a href="mailto:rae.walker@lausd.net">rae.walker@lausd.net</a>	213-241-2601
WC Manager	Linda Cass	<a href="mailto:linda.cass@lausd.net">linda.cass@lausd.net</a>	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 East Central Offices	Raul Noe	<a href="mailto:raul.no@lausd.net">raul.no@lausd.net</a>	213-241-3996
LD South Early Ed	Patricia Prince	<a href="mailto:patricia.prince@lausd.net">patricia.prince@lausd.net</a>	213-241-3978
LD West	Dina Bobadilla-Aguilar	<a href="mailto:d.bobadilla-aguilar@lausd.net">d.bobadilla-aguilar@lausd.net</a>	213-241-2668
LD Northwest LD Central	Rima Vosghanian	<a href="mailto:rima.vosghanian@lausd.net">rima.vosghanian@lausd.net</a>	213-241-2213
LD Northeast Adult Ed		Contact 213-241-1319 for assistance	
Disability Coordinator	Latasha Lewis	<a href="mailto:latasha.lewis@lausd.net">latasha.lewis@lausd.net</a>	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.

**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 for Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, campus supervision employees, and the SAA).**



**2018-2019 STAFF RELATIONS  
FIELD DIRECTOR and SR HR REP ASSIGNMENTS  
Tel: (213) 241-6056 Fax: (213) 241-8405  
BEAUDRY**

	Name	Extension	EMAIL
<b>Asst. Chief Human Resource Officer</b>	<b>FIGUEROA, LETICIA</b>	213-241-6056 213-241-5313	<a href="mailto:leticia.figueroa@lausd.net">leticia.figueroa@lausd.net</a>
Administrator-AALA	DR. SERRATO, FRANK	213-241-8233	<a href="mailto:fserrato@lausd.net">fserrato@lausd.net</a>
HR-SR Manager	LE DUFF, MELINDA	213-241-8253	<a href="mailto:melinda.leduff@lausd.net">melinda.leduff@lausd.net</a>
Field Director	MOSCOSO, VERONICA	213-241-8257	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Sr. HR Representative	GOSSETT, LORRI	213-241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>
HR Specialist II	LYEW-TEBA, ARLENE	213-241-8231	<a href="mailto:arlene.lyew-teba@lausd.net">arlene.lyew-teba@lausd.net</a>
Admin Secretary	GONZALEZ, MAYRA	213-241-8109	<a href="mailto:mayra.l.gonzalez@lausd.net">mayra.l.gonzalez@lausd.net</a>
Sr. Office Technician	USHER, STALIN	213-241-8239	<a href="mailto:stalin.usher@lausd.net">stalin.usher@lausd.net</a>
Clerk	HAYNES, ROCHELLE	EXT. 29036	<a href="mailto:rochelle.haynes@lausd.net">rochelle.haynes@lausd.net</a>

**LOCAL DISTRICT NORTHWEST**

Field Director	OLORTEGUI, BRENDA	818-654-3641	<a href="mailto:bolorteg@lausd.net">bolorteg@lausd.net</a>
Field Director	DELISLE, CARRIE <b>Wed/Thur</b>	818-654-3619	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Sr. HR Rep	HOUSTON, SARAH	213-241-8240	<a href="mailto:sarah.houston@lausd.net">sarah.houston@lausd.net</a>

**LOCAL DISTRICT NORTHEAST**

Field Director	DR. LUNA, MARIBEL	818-252-5435	<a href="mailto:maribel.luna@lausd.net">maribel.luna@lausd.net</a>
Field Director	DELISLE, CARRIE <b>Mon/Tue</b>	818-252-5436	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Sr. HR Rep	NUNNALLY, KRISHNA	213-241-8242	<a href="mailto:Krishna.nunnally@lausd.net">Krishna.nunnally@lausd.net</a>

**LOCAL DISTRICT CENTRAL**

Field Director	ALFAYATE, JUAN	213-241-0184	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Interim Director	OH, SHARON	213-241-8243	<a href="mailto:sharon.oh@lausd.net">sharon.oh@lausd.net</a>
Sr. HR Rep	NGUYEN, CHRYS <b>Tues AM Central</b>	213-241 8227	<a href="mailto:c.nguyen@lausd.net">c.nguyen@lausd.net</a>

**LOCAL DISTRICT EAST**

Field Director	CUEVAS, SUSANA	323-224-3353	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
Interim Director	LATHAM-WILSON, MADELINE	323-224-3120	<a href="mailto:madeline.latham@lausd.net">madeline.latham@lausd.net</a>
Sr. HR Rep	WHITE, DAVID	213-241-8248	<a href="mailto:david.white@lausd.net">david.white@lausd.net</a>

**LOCAL DISTRICT SOUTH**

Field Director	LENON, DAMIAN	310-354-3472	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
Field Director	MARTINEZ, ISAIAS	310-354-3419	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Sr. HR Rep	GORDEN-CAVE, CONNIE	213-241-2563	<a href="mailto:connie.gorden-cave@lausd.net">connie.gorden-cave@lausd.net</a>

**LOCAL DISTRICT WEST**

Field Director	DR. MAXEY, ERIC	310-914 2153	<a href="mailto:ejm9800@lausd.net">ejm9800@lausd.net</a>
Field Director	SANCHEZ, ALEJANDRA	310-914-2150	<a href="mailto:alejandra.sanchez@lausd.net">alejandra.sanchez@lausd.net</a>
Sr. HR Rep	VACANT	213-241-6896	

**DIVISION OF ADULT & CAREER EDUCATION**

Field Director	DR. FOOTE, JACK	213-241-3725	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>
Office Technician	EASLEY, SANDRA	213-241-3818	<a href="mailto:sandra.easley@lausd.net">sandra.easley@lausd.net</a>

**STAFF RELATIONS  
2018-2019 ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS**

**AALA REPRESENTED EMPLOYEES**

	<b>I Distribute Initial Planning Sheet on (recommended)</b>	<b>II Return Initial Planning Sheet by (contractual)</b>	<b>III Initial Planning Conference by (contractual)</b>	<b>IV** Evaluations Issuance Deadline (contractual)</b>
<b>Basis A</b>	<b>07/02/18</b>	<b>08/10/18</b>	<b>08/24/18</b>	<b>05/17/19</b>
<b>Basis E</b>	<b>07/19/18</b>	<b>08/30/18</b>	<b>09/14/18</b>	<b>05/17/19</b>
<b>Basis B</b>	<b>07/30/18</b>	<b>09/07/18</b>	<b>09/21/18</b>	<b>05/17/19</b>

**UTLA REPRESENTED EMPLOYEES**

	<b>I* Notification of Evaluation no later than (contractual)</b>	<b>II Submit Initial Planning Sheet by (recommended)</b>	<b>III + Establishment of Objectives Conference by (contractual)</b>	<b>IV ++ Formal Observation Deadline (contractual)</b>	<b>V** Evaluations Issuance Deadline (contractual)</b>
<b>A Basis</b>	<b>08/03/18</b>	<b>08/10/18</b>	<b>08/24/18</b>	<b>02/08/19</b>	<b>05/29/19</b>
<b>Single Track</b>	<b>09/14/18</b>	<b>09/21/18</b>	<b>10/05/18</b>	<b>02/15/19</b>	<b>05/07/19</b>
<b>B Basis Option 4</b>	<b>08/17/18</b>	<b>08/24/18</b>	<b>09/07/18</b>	<b>02/15/19</b>	<b>05/14/19</b>
<b>B Basis Option 6</b>	<b>08/17/18</b>	<b>08/24/18</b>	<b>09/07/18</b>	<b>02/14/19</b>	<b>05/17/19</b>
<b>B Basis Option 7</b>	<b>08/24/18</b>	<b>08/30/18</b>	<b>09/14/18</b>	<b>02/15/19</b>	<b>05/10/19</b>
<b>B Basis Special Calendar GB_06SPE</b>	<b>08/24/18</b>	<b>08/30/18</b>	<b>09/14/18</b>	<b>02/15/19</b>	<b>05/29/19</b>

	<b>I*</b> <b>Notification of Evaluation no later than (contractual)</b>	<b>II</b> <b>Submit Initial Planning Sheet by (recommended)</b>	<b>III +</b> <b>Establishment of Objectives Conference by (contractual)</b>	<b>IV ++</b> <b>Formal Observation Deadline (contractual)</b>	<b>V**</b> <b>Evaluations Issuance Deadline (contractual)</b>
<b>B Basis Special Calendar GB_08SPE</b>	<b>08/17/18</b>	<b>08/24/18</b>	<b>09/07/18</b>	<b>02/15/19</b>	<b>05/29/19</b>
<b>B Basis Single Track Calendar</b>	<b>08/30/18</b>	<b>09/07/18</b>	<b>09/21/18</b>	<b>02/14/19</b>	<b>05/14/19</b>

\* For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but **NO LATER** than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last work day of the eighth week of school, in which case, the notification of evaluation must be given within ten work days of the employee reporting to the school. Employees that report later than the last work day of the eighth week of the fall term, shall not be subject to evaluation that year, unless they are non-permanent or they received a below-standard evaluation in the previous academic year.

+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last work day of the eighth week. For employees newly assigned within ten work days prior to Norm Day, the objectives must be established no later than the last work day of the 12<sup>th</sup> week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last work day of the sixth week of the second semester. Within ten (10) days following the formal observation, a post-observation must be held to discuss the observation in terms of the goals established in the initial planning process.

\*\*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 17, 2019 (Article VII, Section 4). This date is based on a side agreement initially signed in 2017-2018 that has been extended for the 2018-2019 school year.

# Simplified School Reports

## How do I find them?

1. Log onto SAP
2. Click on *School* Tab
3. Click on Folders to expand

### ATTENDANCE

• **HR098 ABSENCE ANALYSIS SCHOOLS** Provides details various rates and/or hours of employee time including the total absence rate, protected & unprotected absence, workers' comp, vacation and overtime hours. Managers can readily identify areas of employee attendance for positive recognition or corrective action and assistance.

### ROSTER

• **HR067 SCHOOL CONTACT ROSTER** Provides contact information for each employee assigned to the cost center. It includes employee ID#, address, phone number/s, job description, and employee category (classified, certificated).

### POSITION

• **HR070 SCHOOL POSITION DETAIL** Provides a list of every position at the cost center, including employee category (classified, certificated), vacancy indicator, position id #, job name, and whether the position is "obsolete," i.e., marked for budget closure. If the position has been filled, the report includes the employee's name, personnel number, payroll basis, and track.

### SENIORITY

• **HR071 SCHOOL CREDENTIALS (ACTIVE AND INACTIVE EMPLOYEES)** Provides information about every credential held by each employee assigned to the cost center, including inactive employees on unpaid leaves. In addition to employee's name & number, the report indicates each credential's type, the subject (if available), its expiration date, and whether it contains EL authorization.

• **HR072 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITH SENIORITY DATE)** Lists all certificated that HR has assigned a seniority date. Employees are ranked in seniority order from least senior to most senior. The report includes the employee's seniority date, tie-breaker number, status, name, personnel number, credential subject, credential type, whether EL authorized, the position number to which employee is assigned & its associated job title, and employee's bilingual fluency level, if applicable.

• **HR073 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITHOUT SENIORITY DATE)** Lists all certificated staff without a seniority date assigned to the cost center (provisionals, university interns, long-term subs, retiree subs) Employees are ranked in contract-date order, from least senior to most senior. In addition to the contract date, the report includes the employee's tie-breaker number, current status, name, alternative credential subject & type, whether EL authorized, the position number to which employee is assigned & its associated job title, as well as bilingual fluency level, if applicable.

• **HR085 TA SENIORITY** Used to determine order of lay-off for Teacher Assistant (Unit F), per Article X, Section 2.0, and not for any other purpose. Layoff is done at the site level for this classification. Lay-off order is a combination of job class seniority and the employee's completed college units. Call Staff Relations for assistance with Teacher Assistant lay-off.

### Questions?

Call 213-241-5200, Option 6

Other resources: BTS Help Zone (<http://btshelpzone.lausd.net>)

**ATTACHMENT #3**

**SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNIT**

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

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

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