

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

TO: Principals and Administrators

DATE: November 2021

FROM: Gifty J. Beets
Assistant Chief Human Resources Officer

SUBJECT: NOVEMBER 2021 STAFF RELATIONS UPDATES & REMINDERS

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

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

IMPORTANT DATES:

November 5, 2021	Last day to hold Initial Planning Conference for non-permanent employees newly assigned up to ten (10) days prior to norm day
November 3, 2021	Endorsement decisions for Probationary 2 employees begins Principal letters and Affirmative Decision Forms distributed to principals
November 5, 2021	Deadline to establish objectives for teachers newly assigned up to ten days prior to norm day
December 1, 2021	Affirmative Decision forms for Probationary 2 Teachers due to Local District Community of School Administrators or Directors
December 8, 2021	Affirmative Decision forms for Probationary 2 Teachers due to Staff Relations
December 17, 2021	Suicide Prevention and Awareness Training 2021-22 Due
January 10, 2022	Last day for students 12 and older to provide proof of being fully COVID 19 vaccinated unless they are granted a qualified exemption.

CERTIFICATED INFORMATION:

- 1. 2021-2022 CERTIFICATED EVALUATIONS:** Per the 2021-2022 Sideletter between LA Unified and UTLA, evaluation of unit members shall be limited to non-permanent employees (provisional and probationary) **and** employees who received a Below Standard Evaluation (BSE) within the last five years. All non-permanent employees should be notified that they are being evaluated on the first day of his/her basis, but no later than the last workday of the fifth week of school (September 17, 2021). Non-permanent employees newly assigned to your school through the eighth week (October 8, 2021) are to be notified that they are to be evaluated within ten (10) workdays of reporting to the school. ***All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually.***
- 2. ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The LAUSD/UTLA Collective Bargaining Agreement requires that the employee's objectives be established no

later than the last workday of the 8th week of school, October 8, 2021. **For non-permanent teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 5, 2021** (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. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester: February 18, 2022.** The post-observation conference shall occur **no later than ten (10) workdays after the formal observation.** **(Article X, Section 5.0 (a))** See attachment #1 for timelines.
4. **STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.

CERTIFICATED FREQUENTLY USED STATUS CODES

SAP EMPLOYEE SUBGROUP CODE	STATUS CODES	STATUS DESCRIPTION
B1	Probationary, 1 st Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 nd Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 st Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 nd Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 st Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 nd Year or More	Employee is teaching under a valid District Intern Certificate.
K1	Temporary Contract	Employee is teaching under a temporary contract of up to one year.

5. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, ensure you monitor their performance closely, particularly if there were performance concerns last year and the employee continues to exhibit performance issues in the first semester of the 2021-2022 school year. It is recommended that you document the performance concerns and the assistance and guidance provided in several conference memoranda. Decisions regarding re-election and non-reelection of Probationary 2 employees will need to be made by **December 1, 2021**, via the Affirmative Decision form.
6. **DOCUMENTATION OF CONCERNS FOR PROBATIONARY TEACHERS:** If you have concerns regarding any Probationary teachers, you should document these concerns in writing and provide assistance and guidance. Depending on the concern(s), a formal conference memo is considered best practice, but informal memos, emails, and/or observation forms are also excellent evidence. Remember that although we do not necessarily need to show cause for non-reelecting a probationary teacher, administrators should have documentation to show that there were concerns with the teacher's performance and/or conduct, that concerns were shared with the teacher, and that assistance and guidance were provided to address the issue(s). These steps are an extremely important part of the documentation, should the teacher express concerns regarding their non-reelection. Also, be reminded that both the UTLA/LAUSD Collective Bargaining Agreement and Ed Code 44664(b) indicate that if an administrator has concerns regarding a teacher's performance, these need to be documented in writing with assistance and guidance on how to improve. It

is also recommended that the COS Administrators visit all probationary teachers' classes if possible as they will be signing off on the Affirmative Decision forms indicating agreement with the administrators' decisions to confirm or release teachers. Please contact your Field Director should you have any questions. **(Article X, Section 5.0)**

7. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance & Review (PAR) Program is a UTLA/District collaborative that provides one on one consulting services to referred teachers, as well as to non-permanent teachers and teachers who volunteer to participate. If a teacher received a Below Standard Evaluation for the 2019-2020 school year, s/he is considered a referred teacher which includes mandatory participation in the PAR Program. Additionally, there is a full slate of PAR professional development offered at multiple sites throughout the year. The classes are open to all teachers, and all classes are eligible for salary point credit. For more information, visit the website at <http://achieve.lausd.net/par>. You may also contact Dr. Christopher Ikeanyi, Program Coordinator at (213) 241-5501 or by email at cikea1@lausd.net.
8. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether the teacher substituting is a contract pool teacher or a day-to-day substitute.** If the employee is a day-to-day substitute, the site administrator may, for cause, issue 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, by email, 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 conference with the substitute regarding the allegations, **informing the employee that he/she 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. **INFORMAL CONFERENCE PROVISION:** 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 **contact your Staff Relations Field Director immediately.** **(Article X, Section 7.0)**
10. **CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS:** The Chapter Chair shall have the right to propose agenda items 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. Please make sure that UTLA announcements are included in the Faculty meeting agenda, not in the professional development agenda, which should be a separate agenda and sign in. **(Article X, Section 8.0-i)**
11. **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. **(Article X-A, Section 1.0)**

12. ALLOCATION FOR SUPPORT OF SPECIAL EDUCATION PROGRAMS (PROGRAM 12817): The Special Allocation for Support of Special Education Compliance (program 12817) is provided as a supplement to the school budget to be used in conjunction with all available resources at a school site. Funds in program 12817 are allocated primarily to provide substitute coverage for special education and general education teachers to attend IEP team meetings. Allocated funding also includes one day of release time per semester for each special education teacher at a school site to complete federally mandated assessments for students on their caseload. If there is increased enrollment of students with IEPs, additional 12817 funds may be requested via <https://tinyurl.com/2817RF>. For additional information contact Oscar Rodriguez, Special Education Coordinator, at (213) 241-6701 or at oscar.x.rodriguez@lausd.net.

CLASSIFIED INFORMATION:

- 1. SEIU EMPLOYEE JOB TRAINING:** If an employee is directed to attend any job-related workshop, MyPLN in-service training session, including but not limited to **Child Abuse Awareness Training, Suicide Prevention Training, Workplace Harassment Training**, or other similar activity as a condition of continued employment, employee's participation during workday hours shall be considered as time worked and shall be compensated at the appropriate rate of pay. This provision does not apply toward the obtainment or renewal of professional degrees, licenses, or certificates (including driver licenses, CPR or first aid certificates) or in meeting employment requirements established at the time of initial entry into the job class. **(Article IX Hours and Overtime Section 7.0)**
- 2. VACATION SCHEDULING AND VACATION CAP:** Principals should continuously inform Classified employees about their vacation balances including warning those that might have insufficient vacation days left to avoid going unpaid during Winter and Spring Recesses. 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.

GENERAL INFORMATION:

- 1. TESTING/VACCINATION UPDATES:** In order to both protect the health and safety of all students and employees, the latest updates to the vaccine mandate should be adhered to:
 - Allow employees with one dose of the vaccine by October 15, 2021, to continue to report to work, and not be subject to separation from District service as long as they receive the 2nd dose by

November 15, 2021. Employees who get a dose of the vaccine after October 15, 2021 will be allowed to return to work but must have the 2nd dose by November 15, 2021 or face disciplinary action. Employees receiving the singular Johnson & Johnson vaccine will meet the requirements if completed by November 15.

- The effective date of separation for employees without record of any vaccine will not be prior to November 1, 2021. Employees will remain in paid status through October 31, 2021 using code MS. Unvaccinated employees without a reasonable accommodation will be unpaid using code UPVX as of November 1.

Non-school based employees will be allowed a window of up to two hours for testing during their workday, including travel time to the testing location. Time will be coded as Miscellaneous Natural Disaster (MSND).

Employees utilizing this paid time off are to complete and submit a Certification/Request of Absence for Non-Illness (Form No. 60.NON-ILL; Reissued 4/8/2021). Under Reason for Absence, select Option “M” for Other Absences and identify MSND (Miscellaneous Natural Disaster) with explanation as “Self-and/or Dependent COVID-19 vaccination.” An absence due to natural disaster does not get deducted from the employees’ illness balance.

2. **VACCINATION ACCOMMODATION REQUESTS:** Employees may request a COVID-19 vaccination exemption for either 1) Qualified Medical Reason, or 2) Sincerely Held Religious Belief exemption. Accommodations through the 2021-2022 school year include the following four (4) possible options:
- A. Use of available benefit time – please ensure the employee turns in the benefit forms to you for processing.
 - B. Unpaid Permissive (non-medical) leave – please make sure the employee turns in the leave forms in order for the leave to be processed.
 - C. Upon availability and if feasible, assess temporary remote working options based on operational needs (remote options for school sites must be handled through the RA Committees since there are no remote schooling options at each individual school site) or
 - D. Resignation

Steps and mentions during the Interactive Process Meeting to discuss sincerely held religious beliefs may include the following:

- A. A temporary reasonable accommodation for sincerely held religious belief(s) is an accommodation that eliminates the conflict between a person’s religious beliefs and LAUSD’s COVID policies and procedures which comply with federal, state, and county health mandates.
- B. No letter from a rabbi, imam, pastor, religious entity, etc., is required to certify legitimacy of a request for accommodations due to sincerely held religious belief.
- C. The District is a public entity entrusted with a duty to maintain health and safety of students and staff.
- D. California Fair Employment Act requires the District to reasonably accommodate sincerely held religious beliefs.
- E. We must go through the exercise of conducting an interactive process meeting (IP Meeting) respectfully. District administrators and supervisors shall avoid making value judgements about an employee’s sincerely held religious belief(s) when engaging them in an IP Meeting. Use the attached Attachment A of BUL-4569.1 form when conducting an IP Meeting. Submit

Attachment A to Employeevaccines@lausd.net and provide a copy to the employee.

- F. Do not email or FAX a copy of the completed Attachment A form to the Integrated Disability Management Group because they handle physical disability accommodations, not religious accommodations.

3. **HIPAA CONFIDENTIALITY:** Given the potential for positive COVID cases on campus, please remind all staff that they are to maintain the confidentiality of individuals in accordance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), privacy expectations and the ADA. All communication is to follow the District's COVID-19 Response and Communication Protocols. Violations of the Information Protection Policy (BUL-1077.2) may result in discipline, up to and including dismissal.
4. **SCHOOL FILES PROJECT:** The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related conference memos 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>. See attachments 3 and 4 for specific instructions on completing this process and for a copy of the required cover page.
5. **STAFF RELATIONS WEBSITE:** Visit the Staff Relations website at <http://achieve.lausd.net/staffrelations> for important resources, including Contracts, Monthly Updates, District Policies, and important links. Only Administrators will have access to the actual website.
6. **UNION RELEASE TIME FOR EMPLOYEES:** The Office of Labor Relations will contact you if the District receives a request from a union to release an employee for the purpose of conducting union business. If you receive a request directly from the union or an employee, please contact the Office of Labor Relations at (213) 241-8322 to ensure the proper steps have been taken.
7. **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.
8. **CONTACTS FROM UNION REPRESENTATIVES:** Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, DO NOT RESPOND. Please email details to your Staff Relations Field Director for certificated employees or your designated Staff Relations Sr. Human Resources Representative for classified employees for representation, guidance, and assistance with the matter.
9. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor's policy. Reasonable union 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. While prior appointments are not required of Union Representatives, advance notice of intended purpose and estimated length of visits are helpful due to strict COVID-19 protocols, which have necessarily become a critical and inflexible part of safe school operations.

- B. Upon arriving at a campus or worksite, Union Representative shall first report to the office of the site administrator and state:
 - a. Their intended purpose, and
 - b. Their estimated length of visit.
- C. As is expected of all Visitors, Union Representatives shall present proper identification, and comply with the School site's posted Visitor policy.
- D. Union Representatives along with all other visitors to campus are expected to conduct themselves in a professional, non-disruptive and non-abusive manner while visiting campus and worksite locations.
- E. Before entering campus or a worksite, Union Representatives shall comply with the same LAUSD COVID-19 protocols established in the District school site's Visitor's Policy.
- F. After being cleared to enter campus, Union Representatives may contact employees during duty-free lunch periods, before and after employees' hours of service, or when the employee is not engaged in duties.
- G. Union Representatives may be relocated to a new location on campus or worksite, depending upon school operational necessity.
- H. Union Representatives shall not interrupt any employee's duties or assignments.
- I. Union Representatives may meet and confer with their members during members' duty-free time such as before or after their assigned work hours and/or during duty-free rest periods (breaks, lunch).

10. EXTENDED LEAVES OF ABSENCE (WORKERS' COMP OR ILLNESS): It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Comp coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee's status and return date. If you need additional assistance with an employee, a current claim, or return to work procedures, contact the Integrated Disability Management office, at WorkersCompensation@lausd.net . For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted. Employees who have not submitted required doctor-approved leave documentation should be time-reported as unpaid after their 20th consecutive workday absence. However, should the required doctor-approved leave documentation be submitted late, payroll adjustments from unpaid should be strongly considered. **(Article XII, Section 12.9)**

Attachment #1**2021-2022 STAFF RELATIONS DIRECTORY****FIELD DIRECTOR and SENIOR HR REPRESENTATIVE ASSIGNMENTS**

Tel: (213) 241-6056 Fax: (213) 241-8405

BEAUDRY

Title	Name	Extension	Email
Assistant Chief Human Resources Officer	BEETS, GIFTY	213-241-6056	gifty.beets@lausd.net
		213-241-5313	
Administrator-AALA	MARTINEZ, ISAIAS	213-241-8233	isaias.martinez@lausd.net
HR-SR Manager	GOSSETT, LORRI	323-489-8469	lorri.gossett@lausd.net
Field Director	HAYNES, ERIN	818-746-3662	edh0788@lausd.net
Admin Secretary	SANCHEZ, LETICIA	213-241-8109	leticia.sanchez@lausd.net
Senior Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Field Director	ADAN MARTINEZ (.5 FTE)	818-654-3641	adan.martinez@lausd.net
Senior HR Rep	DAVTYAN, ZHANNA	818-943-8973	zhanna.davtyan@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	BUTLER, MARIA	818-252-5435	murbin2@lausd.net
Field Director	ADAN MARTINEZ (.5 FTE)	818-252-5436	adan.martinez@lausd.net
Senior HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	ALFAYATE, JUAN	213-766-7345	jalfayat@lausd.net
Field Director	GONZALEZ, CARLOS (.5 FTE)	213-766-7347	cxg0564@lausd.net
Senior HR Rep	GORDEN-CAVE, CONNIE	818-209-9303	connie.gorden-cave@lausd.net

LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Field Director	GONZALEZ, CARLOS (.5 FTE)	323-224-3119	cxg0564@lausd.net
Senior HR Rep	VACANT	323-489-8469	

LOCAL DISTRICT SOUTH

Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Field Director	STEVENS, JEANETTE	310-354-3419	ils6008@lausd.net
Senior HR Rep	ALLWOOD, TANASHA	310-354-3204 213-241-8248	tanasha.allwood@lausd.net

LOCAL DISTRICT WEST

Field Director	MOSCOSO, VERONICA	310-914-2153	vxm6767@lausd.net
Field Director	BUCK, LATASHA	310-914 2150	lnb4534@lausd.net
Senior HR Rep	VACANT	323-489-8469	

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	213-241-3725	djf2378@lausd.net
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Attachment #2

**OFFICE OF STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2021-2022**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
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Basis A	07/01/21	08/06/21	08/20/21	05/10/2022 – Assistant Principals
Basis E	07/21/21	08/27/21	09/10/21	05/17/2022 – Principals
Basis B	07/30/21	09/10/21	09/24/21	05/24/2022 – Principal Supervisors
				05/10/2022 – All Others

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation no later than (contractual)	II Submit Initial Planning Sheet by (recommended)	III + Establishment of Objectives Conference by (contractual)	IV ++ Formal Observation Deadline (contractual)	V** Evaluations Issuance Deadline (contractual)
A Basis	07/30/21	08/06/21	08/20/21	02/11/22	05/31/22
Single Track	09/17/21	09/24/21	10/08/21	02/18/22	05/11/22
B-Basis Single-Track Calendar	08/27/21	09/02/21	09/17/21	02/18/22	05/18/22
E Basis Option 4	08/06/21	08/13/22	08/27/21	02/18/22	05/16/22
B Basis Option 6	08/20/21	08/27/21	09/10/21	02/17/22	05/18/22
B Basis Option 7	08/13/21	08/20/21	09/02/21	02/17/22	05/31/22
B Basis Special Calendar GB_06SPE	08/13/21	08/20/21	09/02/21	02/18/22	05/31/22
B Basis Special Calendar GB_08SPE	08/13/21	08/20/21	09/02/21	02/18/22	05/31/22

*** 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 workday of the eighth week of school, in which case, the notification of evaluation must be given**

within ten workdays of the employee reporting to the school. Employees that report later than the last workday 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 workday of the eighth week. For employees newly assigned within ten workdays prior to Norm Day, the objectives must be established no later than the last workday of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last workday 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).**

ATTACHMENT #2

Attachment #3

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) 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. Users must also select the “Conduct Type” associated with the document using the drop-down list.

How to upload a document

1. Log-in to the application using your SSO account at: <https://schoolfiling.lausd.net>. The application is compatible with all major web browsers.
2. Enter **8-digit** employee ID number (add preceding zeros) for the individual who is the subject of the document being uploaded. Then click on the “Find Employee” button. Under “Employee Info” the employee name and currently assigned cost center will populate. Under “Upload Location” your cost center will populate. A message will appear in green below the search boxes validating the employee selection.
3. Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.
4. Click the “Browse...” button to attach PDF document. Choose the document to upload. Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF.
5. After document is selected, the file name will appear. Select “Upload”. You should receive a message in green at the bottom that says “File was uploaded successfully”
6. Documents you have uploaded will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents from your cost center.

Helpful Tips

1. Which Internet browser is preferred?

The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

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).

Attachment #4



Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal/Supervisor

_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name & 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

LIBRARY AIDE MODIFIED JOB DUTIES (REVISED 10/12/2020)

The Personnel Commission Office has received questions regarding work duties for Library Aides. The following are some of the duties and support services that are appropriate:

- Storytime reading for students using online resources such as ZOOM and YouTube and sharing pre-recorded self-made Storytime videos which teachers may access at their convenience.
- Share the ILTSS WebPath Express tutorial with teachers.
- Introduce and remind students of all grade levels to search for books at their reading level, and to put books on hold for designated pick-up at the school sites.
- Create suggested reading lists for teachers from books that are available in the local school libraries to support subjects in their curriculum.
- Utilizing Destiny, create a list of suggested books for leisure reading to encourage students of different levels to read.
- Update and maintain the database catalog, including changing incorrect call numbers, changing prices on book to reflect the actual replacement cost, flagging books to be weeded, and finding errors.

Other related work includes creating a Destiny Library home page by adding graphics and links, and updating current links; creating a perpetual link to the school library for easy access; creating suggested book lists for future purposes; sending out emails and calling parents of students with outstanding books; researching grants for library books; completing inventory; and cataloging books that have been donated.