

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

**TO:** Principals and Administrators

**DATE:** April 2019

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

**SUBJECT:** **APRIL 2019 - UPDATE AND REMINDERS**

For additional resources and information, please visit our website at: <http://achieve.lausd.net/staffrelations>

**IMPORTANT DATES:**

<b>March 2019</b>	<b>Prior to Posting Matrix</b> – Coordinator and Dean Selection
<b>April 15, 2019</b>	Deadline to Apply for (permissive) leaves of absence
<b>April 20, 2019</b>	<b>Matrix must be posted</b>
<b>May 7, 2019</b>	Evaluations Issuance Deadline for Single Track UTLA Represented Employees
<b>May 10, 2019</b>	<b>Notification of Teacher Tentative Assignments</b>
<b>May 17, 2019</b>	Evaluations Issuance Deadline for AALA Represented Employees
<b>May 10, 2019</b>	Displacement Notices due to HR

**GENERAL INFORMATION:**

**1. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT**

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director.

**2. CONTACTS FROM OUTSIDE ATTORNEYS**

Whenever you receive a phone call or any written correspondence from any outside attorney representing a District employee at your site, **DO NOT RESPOND**. Please call the Office of General Counsel for assistance with the matter at (213) 241- 7600.

**3. 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 designated Staff Relations Sr. Human Resources Representative for representation, guidance, and assistance with the matter.

#### **4. VACATION FOR “A” BASIS STAFF**

There is a procedure in the bargaining agreements for scheduling vacation for vacation-earning employees (A-basis administrators and all classified employees but not Teacher Assistants). The process begins with a communication from the administrator to affected staff, by March 15, which should list:

- Dates when employees must take vacation (for most employees, this includes winter and spring breaks, and for C-basis classified employees, this will utilize most of their vacation accrual).
- Dates when no employee may take vacation. [e.g., you may not want employees on vacation at the beginning or end of the school year]
- Dates when employees may or may not take vacation, including limits on number of days or the number of employees who will be approved at the same time.

The second step is that by April 15, employees shall respond to the administrator with requested vacation dates, taking into account the administrator’s guidelines and their own vacation availability as well as the need to stay below their vacation cap. Within 15 calendar days after that, the administrator shall provide a written acknowledgment either approving or disapproving the requested days. The basis for any denial shall be included on the explanation line of the request form. Request for Absence - Non Illness

#### **5. VACATION CAP**

It is important that supervisors work with employees to have them take vacation to ensure that employees’ vacation balances will not be over their cap. Scheduling employees’ vacation time now for the coming months will provide the most flexibility and will ensure sufficient staffing of schools and offices. Contact your timekeeper and/or approver to find out which employees are over the vacation cap. They can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

### **CERTIFICATED INFORMATION:**

#### **1. TENTATIVE ASSIGNMENT OF CLASSES (MATRIX)**

The tentative matrix shall be posted approximately four weeks before selection of classes and teachers shall be notified of tentative assignments as soon as feasible, but not later than twenty-one (21) calendar days prior to the teacher’s last scheduled work day (Waiver to Amend Article IX-A, Section 2.0 (a)). As part of the matrix process, you must assess the percentage of permanent and non-permanent teachers at your site in order to equitably spread permanent and non-permanent teachers across grade levels. Please review the “Suggested Time Sequence for Staffing” (attached) appropriate to your school schedule and continue with all necessary preparations (**Attachments #2 and #3**) (**Article IX –A, Section 2.0**).

#### **2. FULL TIME COORDINATOR SELECTION PROCEDURE**

The selection process must be conducted in the Spring semester prior to the preparation of the matrix of classes. If the candidate that the site administrator puts forward for confirmation is not confirmed by a majority vote, the site administrator and chapter chair shall immediately inform the faculty members that the coordinator position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes, that candidate and the other interested candidates may submit statements of interest within 24 hours in a single-track school. The site administrator and chapter chair shall seek to mutually agree upon the coordinator selection from among those candidates who submitted statements of interest. If no agreement is reached mutually, a two-member team from the District/UTLA Dispute Resolution Panel will resolve the issue. Also, all coordinators are elected for up to two years – except if it is the first term of the confirmed coordinator (**Article IX-A**).

**3. DISPUTE RESOLUTION PROCEDURE FOR GRADE (ELEMENTARY) AND CLASS (SECONDARY)**

**ASSIGNMENTS FOR PERMANENT TEACHERS**

If differences arise as the result of the site administrator's assignments of permanent teachers to grade (elementary) or class (secondary), the determination whether the assignment was inappropriate should be handled under the procedures of **Article V-A** (Alternate Grievance Procedure). If the matter needs to be submitted to an Alternate Grievance Panel, contact your Staff Relations Field Director who can provide you with the appropriate form(s) (**Article IX-A, Section 2(e) and (f)**).

**4. ELECTION OF CERTIFICATED EMPLOYEE REPRESENTATIVES TO LOCAL SCHOOL LEADERSHIP COUNCIL**

**Secondary** teachers' elections are to be in April before the secondary master schedule is established; **Elementary** teacher elections are to be in late spring after assignments for the next year have been tentatively set (**Article XXVII, 2.8**).

**5. NON RE-ELECTION OF PROBATIONARY 1 AND DISTRICT INTERN TEACHERS**

If you have determined that you will not re-elect any probationary teachers, you are required to meet with them face-to-face and provide notice of the decision. You will receive notification from Human Resources regarding this process. Contact your Field Director if you have questions or need additional support.

**6. ASSISTANCE AND GUIDANCE FOR TEACHERS**

If you are anticipating that a permanent teacher will be receiving a "Below Standard" evaluation, please contact your Staff Relations Field Director as soon as possible.

**7. CONTRACT POOL TEACHER EVALUATIONS**

Evaluations must be done for contract pool teachers who have been assigned to your site for one semester or more. If a pool teacher was transferred to your site, the evaluation should be done in conjunction with input from the previous school(s). Pool teachers defaulted to a school site to meet reasonable accommodations may be evaluated at the principal's discretion, in consultation with your Instructional Director. It is especially critical to issue an evaluation for those probationary pool teachers who will be eligible for permanent status. Call your Staff Relations Field Director if you are unsure about this process (**Article X, Section 5.0**).

**8. MID-YEAR WARNING**

Employees who will be receiving an Overall "Below Standard" evaluation should be given notice mid-year via a Conference Memo following a classroom observation (end of December or January). Administrators are to provide written recommendations and assistance for improvement, and must also give warning as to the consequences of failure to improve. This notice is to be given with sufficient time for the employee to implement the assistance provided. **However, if you have concerns regarding an employee and you did not give the mid-year warning, issue the mid-year warning immediately or as soon as possible in a conference memo following an observation.** Please forward this conference memo with the mid-year warning to your Staff Relations Field Director (**Article X, Section 5.0**).

**9. SUBSTITUTE TEACHER EVALUATIONS**

Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on a 1022 form (**Article X, Section 8.0**).

## **10. FINAL EVALUATION COMPLETION DATES**

Be sure to take note of the following ***deadlines for issuance of final evaluations***:

A-Basis Deadline:	May 29, 2019
Single Track Deadline:	May 07, 2019
B-Basis Deadlines:	
B-Basis Option 4	May 14, 2019
B-Basis Option 6	May 17, 2019
B-Basis Option 7	May 10, 2019
B-Basis Special Calendar GB_06SPE	May 29, 2019
B-Basis Special Calendar GB_08SPE	May 29, 2019
B-Basis Single Track Calendar	May 14, 2019

Remember that a teacher receiving a “Below Standard” evaluation (BSE) must have received a **mid-year warning and must receive the BSE attachments as part of their final evaluation**. Teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance (**Article X- 6.0**). If you plan to issue a BSE, remember to notify the person in writing and inform them of their right to have a representative attend the meeting.

When a Final Evaluation Report is marked “Below Standard Performance,” the evaluator shall specifically describe in writing (BSE “Attachment”) the area(s) of below standard performance, together with recommendations for improvement, the assistance given, and assistance to be given. Your Staff Relations Field Director will provide you with a template for the “attachment” to the BSE.

For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than 30 calendar days prior to the employee’s last regularly scheduled school day. The dates are noted above for your reference. (**Article X, Section 6.0**)

For AALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 17, 2019**. (**Article VII, Section 4.0**)

## **11. EVALUATION OF NON-CLASSROOM TEACHERS:**

Non-classroom Teachers (school based instructional coaches and instructional coaches and coordinators) will be evaluated using the Educator Development and Support Non-Classroom Teacher (EDSNCT) evaluation process and the Teaching and Learning Framework (TLF). Additional information regarding the EDSNCT process is available on the *MyPGS* platform in the Resource Tab at <http://lausd.truenorthlogic.com>.

## **12. HALF-TIME LEAVE REQUESTS**

Teachers on half time leaves must work half of each working day. Exceptions and variations on the “half of each working day” requirement for half-time leaves must have the recommendation of the immediate administrator and the approval of the Local District Superintendent. Teachers must submit half time leave applications to the Human Resources Specialist by **April 15, 2019 (Article XII, Section 21.0)**.

## **13. TRANSITIONAL KINDERGARTEN (TK)**

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

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

Current credentialed teachers who taught TK or TK/K combination classes for 75% or more of any academic school year on or before July 1, 2015, can teach without the added additional requirements.

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

#### **14. TK TEACHER SELECTION**

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

#### **15. EXPANDED TRANSITIONAL KINDERGARTEN (ETK)**

Students who have their fifth birthday after December 2 **do not** qualify for TK but may be enrolled in ETK. ETK classes may not be combined with TK or Kindergarten classes.

#### **16. ETK TEACHER SELECTION**

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

#### **17. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES**

When holding a conference with an employee to discuss his/her conduct, administrators should first consult with their Staff Relations Field Director *prior* to inviting the employee to the conference. If you intend to issue a conference memorandum to memorialize the conference, include the following when sending the draft conference memo to your Staff Relations Field Director:

- A. Draft conference memo
- B. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
- C. The most recent performance evaluation, including signatures and all of its attachments

After holding the conference with the employee, issuing the written conference memo (within four days of the meeting), and giving him/her time to respond in writing, send your Staff Relations Field Director a PDF copy of the memorandum that includes the following:

- A. Issuing administrator's initials by his/her name on the memo
- B. All attachments that were provided to the employee.
- C. Any written response that the employee submits in response to the conference memo
- D. When you send it, in the email, inform your Field Director what discipline, if any, you wish to pursue

#### **18. CONTRACT POOL TEACHERS CONFERENCE MEMOS**

Regular employees assigned to the Contract Pool are to be treated as contracted teachers; they are not to be issued an Inadequate Service Report. Always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. They are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Field Director for questions.

## **19. ITINERANT CERTIFICATED EMPLOYEES - CONFERENCE MEMOS**

Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these administrators who bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Veronica Moscoso, Field Director, at [vxm6767@lausd.net](mailto:vxm6767@lausd.net) or 213-241-8257.

### **CLASSIFIED INFORMATION:**

#### **1. ANNUAL PERFORMANCE EVALUATION DATES**

Due dates for annual performance evaluations of permanent employees are listed on **Attachment 4**. Failure to meet specified timelines may invalidate an evaluation. Automated evaluation forms are available on the Personnel Commission website. These forms auto populate the attendance section based on data entered in SAP. If you anticipate issuing an employee a below standard rating in any area, prior documentation (e.g. Conference Memo or higher) must be issued no later than March 29, 2019 (30 workdays **before** the annual performance evaluation is due). It is recommended that you issue the evaluations for this school year by Friday, May 3, 2019. More detailed information on this topic will follow next month (**Attachment 4**).

#### **2. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES**

Last year, a Teacher Assistant Portal was created for the purposes of logging and tracking the contractual requirements needed for this position (please see below). TAs are now required to log into the Portal twice a semester. At the beginning of each semester TAs must provide proof of enrollment in college courses by uploading enrollment information into the Portal. At the end of each semester, TAs must log back into the Portal to indicate which courses were successfully completed by uploading verification through transcripts or a grade report. If TAs do not log their coursework into the Portal, they are subject to being separated for failing to meet their contractual obligation.

As a reminder, the District treated the 2017-2018 year as a grace period for those who failed to meet their contractual requirements. The expectation for the 2018-2019 school year is that all Degree Track TAs will enroll in and successfully complete 12 units and all Non-Degree Track TAs will enroll in and successfully complete a college course each semester. If a TA does not meet the 12-unit requirement or successfully complete college coursework for the 2018- 2019 school year, the District will send notification to the TA that he/she will be released as of June 30, 2019.

For additional information regarding the education requirement for TAs, please refer to Article VIII, Sections 2.1 and 3.1. For additional questions, please contact your Sr. Human Resources Representative. For assistance with the TA Portal, please email [teacherassistantassignments@lausd.net](mailto:teacherassistantassignments@lausd.net).

#### **3. TEACHER ASSISTANT PORTAL**

To access the Teacher Assistant Portal, TAs will need to log into <http://go.teachinla.com/taportal>. Access to the Portal requires TA to use their LAUSD single sign-on and password. Principals retain the right to request transcripts for the purposes of verifying eligibility and/or establishing the site seniority list. Units completed and uploaded since the implementation of the Teacher Assistant Portal can be viewed within the Principal's Portal.

**4. TEACHER ASSISTANT REDUCTION IN FORCE (RIF)**

The Unit F Contract must be followed when you close any Teacher Assistant position (NOT Classified positions). The order of lay-off is not based primarily on date of hire, and you are not able to eliminate a Non-Degree Track TA over Degree Track TA. Please refer to Attachment 5 for more information on the Reduction in Force process. Contact your Sr. Human Resources Representative for assistance (**Unit F, Article X (Reduction in Force). (Attachment 5, Reduction in Force for Teacher Assistants)**).

**5. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES**

Classified employees must be given advance notice before their schedule can be changed. The different contracts state different requirements:

- Unit D (Office Technicians, clerks and Library Aides), unless the schedule change is mutually agreed to, 14 calendar day notice must be given.
- Unit B (Special Ed Aides, Campus Aides, EEC Aides), 5 work day notice must be given.
- Unit S (School Admin. Asst., Plant Manager & Food Service Manager) “reasonable” notice must be given.

**6. COMMUNITY SERVICE REPRESENTATIVES & SCHOOL SUPERVISION AIDES (UNIT G) ARE NOW PERMANENT EMPLOYEES**

All Community Service Representatives and School Supervision Aides who were active employees prior to January 1, 2019, were grandfathered-in and now are part of the Classified Service as permanent employees (no longer At-Will employees). Any Community Rep or School Supervision Aide hired after January 1, 2019 will go through a probationary period before becoming permanent.

Community Service Representatives and School Supervision Aides who have attained permanent status shall be afforded the same rights and protections that other Classified employees receive under the Education Code. Some of those rights and protections include:

- The right to serve a probationary period and attain permanency
- The right to due process, including but not limited to progressive counseling-discipline, prior to being terminated
- Reemployment rights following a layoff
- Paid leaves of absence (illness, vacation, bereavement 60 days of worker’s comp)

If you have any performance concerns with any of your Community Reps or School Supervision Aides, please contact your Sr. Human Resources Representative.

**If you have any questions about these items, or other contract or discipline issues, please contact your Field Director assigned to your Local District regarding UTLA or Senior Human Resources Representative for Unit D (clerical staff) and for Units B, F, G and S (paraprofessional, campus supervision employees, and the SAA).**



**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

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



# School Files Project Instructions

## 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

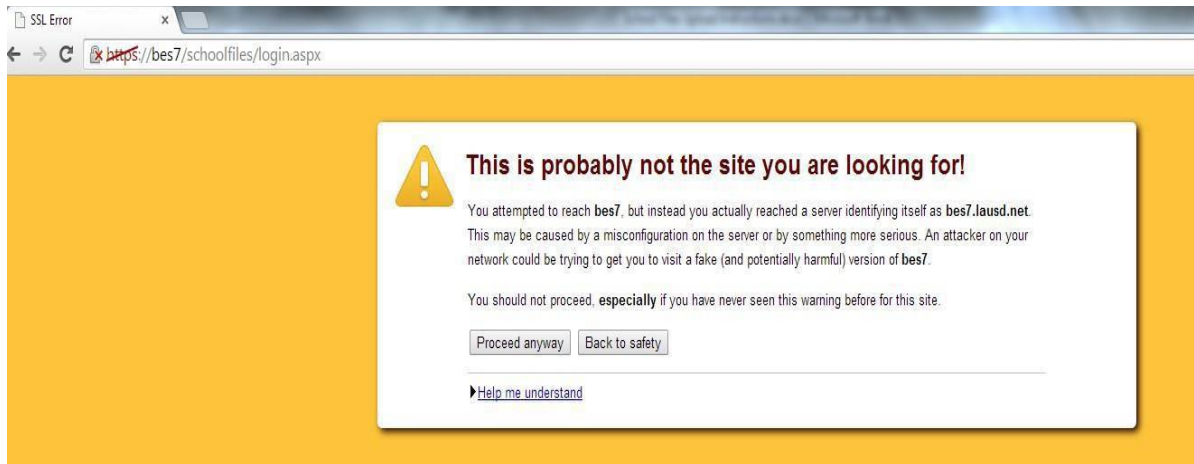
#### 1. Which Internet browser is preferred?

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).

#### 3. I received the following messages. What should I do?



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

## School File Application

1) Log in with your single sign-on at: <https://schoolfiling.lausd.net/> using Internet Explorer as your browser.

The screenshot shows the top header with the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a grey box titled "Login to School File Application". It contains two input fields: "Username:" and "Password:". The "Username:" field has a note: "Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.k12-ca.us, mary.smith@lausd.net) Do not add domain name (@lausd.k12.ca.us @lausd.net)". The "Password:" field has a "Login" button next to it. Below the input fields, there is a note: "Session times out after 30 minutes. Note: Your Single Sign-On username and password is the same as your email username and password. Having login or account creation problems? Please call the ITD Helpdesk at (213) 241-5200 for assistance. Need Help? Click here for FAQ".

2) Enter **8-digit** employee ID number (add preceding zeros if necessary) for the individual who is the subject of the document being uploaded. Then click on the "Find Employee" button.

The screenshot shows the top header with the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a grey box titled "Please enter Employee Number of School File". It contains three input fields: "Employee Number" (with a red box around it), "Employee Name" (with a dropdown menu set to "All"), and "Cost Center" (with a dropdown menu set to "All"). There is a "Find Employee" button next to the "Employee Number" field.

3) For "Employee Name" the employee and assigned cost center will appear. Under "Cost Center" your cost center should appear as the default, but you can change these selections if needed. A message will appear in green below the search boxes validating the employee selection.

The screenshot shows the top header with the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a grey box titled "Please enter Employee Number of School File". It contains three input fields: "Employee Number" (with the value "00000000"), "Employee Name" (with the value "JOHN DOE" and a dropdown menu set to "ZONE OF CHOICE (1032801)"), and "Cost Center" (with the value "ZONE OF CHOICE (1032801)"). There is a "Find Employee" button next to the "Employee Number" field. Below the input fields, there is a green message: "Employee No. [00000000] is Valid. You can Upload the Document Now".

4) 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.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is open, displaying the following options: Select, Sexual Misconduct involving minor, Sexual Misconduct involving adult, Violence, Attendance, Fraud, Alcohol/Drugs, Inappropriate language, Arrest/Conviction, Failure to Report Child Abuse, and Other Inappropriate Behavior. The 'Select' option is currently selected.

5) Click the “Browse...” button to locate the document on your computer to upload. NOTE: all documents must be PDFs.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is now set to 'Inappropriate language'. The 'Select School File to Upload' section shows 'No file selected.' and the 'Browse...' button is highlighted with a red box. The 'Upload' button is also visible below the file selection area.

6) After document is selected, the file name will appear. Select “Upload.” Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF. You should receive a message in green at the bottom that says “File was uploaded successfully”

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is set to 'Inappropriate language'. The 'Select School File to Upload' section now displays the file name 'cc4988.PDF' next to the 'Browse...' button. The 'Upload' button is highlighted with a red box. A red arrow points to the file name with a text box that says 'File name will appear here'.

7) All documents uploaded for your school will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents.

The screenshot shows the search criteria and a table of uploaded documents. The search criteria include: District, School List, Conduct Type (set to All), Employee No, and Date Range. There are 'Search' and 'Export' buttons. Below the search criteria is a table with the following columns: File, Location, Uploaded By and Time, and Conduct Type.

File	Location	Uploaded By and Time	Conduct Type
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**SUGGESTED TIME SEQUENCE  
Elementary/Secondary Staffing  
For 2019-2020**

<b>TASKS</b>	<b>SINGLE-TRACK</b>
I. (a) +*Decision: Coordinator Position(s) in your School Plan  (b) Selection of Coordinator(s) Election of Dean(s)	Month of March or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of April
III. @ + ***Post Matrix:  Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than <b>May 10</b>

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

\* Refer to Article IX-A, Sections 4.0-9.0

\*\* Chapter Chair elections are to be conducted by UTLA. Any dispute should be referred directly to UTLA.

\*\*\* Refer to Article IX-A. Matrix must be posted approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks prior to requesting classes.

@ "In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable), but not later than June 1." (Article IX-A, Section 2.0)

# Refer to Article XXVII, Section 2.8 (d) for specific dates of the Local School Leadership Council elections

**MATRIX****STRATEGIC ASSIGNMENT OF TEACHERS TO MEET STUDENT INSTRUCTIONAL NEEDS**

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

**Elementary School Assignments**

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

**Secondary School Assignments**

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

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

**OFFICE OF STAFF RELATIONS  
ANNUAL PERFORMANCE EVALUATION DUE DATES  
SCHOOL BASED CLASSIFIED EMPLOYEES  
2018-2019 SCHOOL YEAR**

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. It is recommended you issue the evaluation by **Friday, May 3, 2019** to meet the deadline. If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than **March 29, 2019**. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand and should pertain to the specific area in need of improvement.

**Unit B** – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al

**Unit C** – Building and Grounds Workers, Food Service Workers, Housekeepers, Microcomputer Support Assistants, et al

**Unit F** – Teacher Assistants

**Unit S** – School Administrative Assistants, Food Service Managers, Plant Managers

*Employees in the bargaining Units below must have a performance evaluation at least once a year.*

**Unit D** – Office Technicians, Clerks, Library Aides

**Unit G** – School Supervision Aides, Community Representative

*Note: It is recommended that employees' performance evaluations be consistent with the District's timeline as referenced in the above.*

**REDUCTION IN FORCE for TEACHER ASSISTANTS (Unit F, Article X)**

Reduction in force for Teacher Assistants (TAs) is school-based, and based primarily on college units achieved rather than seniority. (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Services Branch and based on District seniority.)

**Definition** Reduction in force is when a TA position is eliminated entirely, as opposed to merely a reduction in hours for one or more positions

**Seniority List** **HR085 TA Seniority** is a report of TA Seniority available through BTS  
(print out, add each employee's total number of completed college units next to his/her name, and post)

**Reasons for Reduction in force**

- Loss of budgetary support
- Changes in educational program
- Changes in services offered to student
- Changes in student population
- Returns from leave of absence

**Order of layoff**

- Possible termination of employees with less than one year seniority (administrative discretion)
- All employees with up to 5 years seniority are ranked by number of qualified college units achieved; employees with lowest number of units are laid off first
- If necessary, follow same procedure for employees with 5-10 years seniority, and then for those with more than 10 years seniority

**Exemptions**

TAs with special instructional skills or qualifications (such as computer, music, library, bilingual) may be exempted (See Article X, Section 2.3)

**Written Notice**

School must provide a written notice to employee at least **ten (10)** working days prior to effective date of layoff. Contact your Sr. HR Representative for assistance.

**Recall Rights**

- TAs with less than one year of service are considered terminated rather than laid off, and have no recall rights
- TAs with greater than one year seniority are reemployed to any open TA position at the school they were released from, in reverse order of the layoff within 12 months of the layoff \*\*

**Grievances**

Only a violation of the procedure may be grieved, not the decision to lay off

\* Prior service as a TA, IA, or Education Aide elsewhere can be given credit if it occurred immediately prior to date of hire in current classification of Teacher Assistant.

\*\* School must develop and maintain recall list



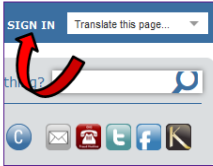
# Visit the Staff Relations Website

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

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Trouble signing on? [Click here.](#)

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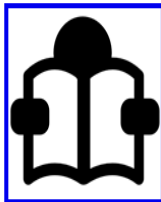
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[Resource Guide](#)



[Academic Year Checklist](#)



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

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

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

If you are unable to access this website using your single sign-on (SSO), please contact Arlene Lyew-Teba in Staff Relations at (213) 241-6056 or [arlene.lyew-teba@lausd.net](mailto:arlene.lyew-teba@lausd.net).

**2018-2019 STAFF RELATIONS  
FIELD DIRECTOR and SR HR REP ASSIGNMENTS**

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

**BEAUDRY**

	<b>Name</b>	<b>Extension</b>	<b>EMAIL</b>
<b>Asst. Chief Human Resource Officer</b>	<b>FIGUEROA, Leticia</b>	<b>213-241-6056 213-241-5313</b>	<a href="mailto:leticia.figueroa@lausd.net">leticia.figueroa@lausd.net</a>
Administrator-AALA	Serrato, Frank J.	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>
Field Director	Olortegui, Brenda	213-241-2563	<a href="mailto:bolorteg@lausd.net">bolorteg@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>
Clerk	Haynes, Rochelle	EXT. 29036	<a href="mailto:rochelle.haynes@lausd.net">rochelle.haynes@lausd.net</a>

**LOCAL DISTRICT NORTHWEST**

Field Director	Delisle, Carrie	818-654-3619	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Shared Field Director		818-654-3641	
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	Luna, Maribel	818-252-5435	<a href="mailto:maribel.luna@lausd.net">maribel.luna@lausd.net</a>
Shared Field Director			
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>
Shared Field Director	Oh, Sharon	213-241-8243	<a href="mailto:sharon.oh@lausd.net">sharon.oh@lausd.net</a>
Sr. HR Rep	Nguyen, Chrys	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>
Shared Field 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	Martinez, Isaias	310-354-3419	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Field Director	Lenon, Damian	310-354-3472	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
Sr. HR Rep	Gorden-Cave, Connie	310-354-3400	<a href="mailto:connie.gorden-cave@lausd.net">connie.gorden-cave@lausd.net</a>

**LOCAL DISTRICT WEST**

Field Director	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	Royla, Letia	213-241-6896	<a href="mailto:letia.royal@lausd.net">letia.royal@lausd.net</a>

**DIVISION OF ADULT & CAREER EDUCATION**

Field Director	Foote, Jack	213-241-3725	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>
Office Tech	Easley, Sandra	213-241-3818	<a href="mailto:sandra.easley@lausd.net">sandra.easley@lausd.net</a>