

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: December 1, 2016

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

SUBJECT: **DECEMBER 2016 MONTHLY UPDATE & REMINDERS**

IMPORTANT DATES:

- December 2, 2016:** Deadline for Principals and Supervising Administrators to submit endorsement decisions for Probationary 2 employees to Local District Directors/Supervising Administrators.
- December 9, 2016:** Deadline for Directors and Supervising Administrators to submit Probationary 2 endorsement decisions to Staff Relations.
- December 19, 2016 through January 6, 2017:** Winter Recess – Schools Closed
- December 27, 28, and 29, 2016:** District-wide Winter Shutdown

GENERAL INFORMATION:

1. 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 (213) 241-7600.

2. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process, please contact your Staff Relations Field Director.

CERTIFICATED INFORMATION:

1. PROBATIONARY TEACHERS

In early November, you should have received an Affirmative Decision roster of your Probationary 2 teachers. If you have not received the roster, please contact Inocencia Cordova at (213) 241-5632 or via email at inocencia.cordova@lausd.net. You will receive a similar roster for your Probationary 1

employees in February 2017. See Attachment 1 for Frequently Asked Questions.

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

As a yearly key component, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an “Affirmative Decision” regarding each non-permanent certificated employee. This Affirmative Decision process will determine if a non-permanent certificated staff member will receive permanent/regular status, if they will be retained in their position for the subsequent year, if they will be released from their current position and reassigned to a former class, or if they will be non-reelected and released from employment with the District.

The Board of Education must approve or deny the recommendation for non-re-election prior to March 15, 2017. 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 in early November, Principals/Supervising Administrators and Local District Superintendent Designees will either endorse the employee allowing them to progress to the next level or status or not re-elect the employee from employment of current assignment. Endorsement decisions for Probationary 2 employees will need to be submitted by **December 2, 2016** to the Local District Instructional Directors/Supervising Administrators.

3. WARNING OF POSSIBLE BELOW STANDARD EVALUATION (MID YEAR WARNING)

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 #2, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.

4. 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).**

5. 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)**.

6. 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.

CLASSIFIED INFORMATION:

1. 2016 – 2017 WINTER RECESS AND DISTRICT SHUTDOWN DAYS

Please ensure that classified staff is properly time-reported for vacation during the winter recess/shutdown period. There are some exceptions depending on your school calendar and the classification and assignment basis of the employee. (Refer to your payroll calendars). For more information please refer to Mem-6792.0 dated November 21, 2016 titled "2016-2017 Winter Recess and District Shutdown Days".

Teacher Assistants (Unit F) are not entitled to work during any of the winter shutdown period, nor do they receive vacation pay. They are entitled to "paid non-work time" during the shutdown by notifying the SAA of their desire to receive such.

Degree Track Teacher Assistants accrue .0445 hours of "paid non-work time" for each hour of paid Teacher Assistant service. Non-Degree Track Teacher Assistants accrue .167 hours of "paid non-work time" for each hour of paid Teacher Assistant service. Accrual excludes hours for which overtime premium is paid. (Unit F, Article XIII, Section 17.0)

2. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES

All Teacher Assistants must be notified by December 16, 2016 that they must submit the following by January 30, 2017:

1. Verification of passage of the courses enrolled in for the Fall Semester
2. Proof of enrollment in the Spring Semester.

Additional information will be provided in the January Update. Please contact your Senior Human Resources Representative if you have any questions.

3. 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 contact your Senior Human Resources Representative for assistance

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).

**2016-2017 STAFF RELATIONS
FIELD DIRECTOR and SR HR REP ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405**

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	FIGUEROA, Leticia	213-241-6056 213-241-5313	lcerv3@lausd.net
Administrator - AALA	Murphy, Kristen	213-241-8233	kristen.murphy@lausd.net
Field Director	Serrato, Frank	213-241-8243	fserrato@lausd.net
HR-SR Manager	Le Duff, Melinda	213-241-8253	melinda.leduff@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Luna, Maribel	818-654-3641	maribel.luna@lausd.net
Shared Field Director	Foote, Jack Mon/Tues	818-654-3619	djf2378@lausd.net
Sr. HR Rep	Houston, Sarah	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	Olortegui, Brenda	818-252-5435	bolorteg@lausd.net
Shared Field Director	Foote, Jack Wed/Thurs	818-252-5436	djf2378@lausd.net
Sr. HR Rep	Nunnally, Krishna	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Martinez, Isaias	213-241-0184	isaias.martinez@lausd.net
Shared Field Director	Moscoso, Veronica Mon/Tue	213-241-8257	vxm6767@lausd.net
Sr. HR Rep	Smith, Stacey	213-241 8227	stacey.smith@lausd.net

LOCAL DISTRICT EAST

Field Director	Cuevas, Susana	323-224-3353	scontr6@lausd.net
Shared Field Director	Moscoso, Veronica Wed/Thurs	323-224-3120	vxm6767@lausd.net
Sr. HR Rep	Kelly, Cathy	213-241-8248	cathy.kelly@lausd.net

LOCAL DISTRICT SOUTH

Field Director	Alfayate, Juan	310-354-3419	jalfayat@lausd.net
Shared Field Director	Oh, Sharon Wed/Thurs	310-354-3472	sharon.oh@lausd.net
Sr. HR Rep	Lyons, Terri Mon/Tue at LD Wed/Thurs/Fri at Beaudry	310-354-3400 213-241-2563	terri.lyons@lausd.net

LOCAL DISTRICT WEST

Field Director	Maxey, Eric	310-914 2153	ejm9800@lausd.net
Shared Field Director	Latham-Wilson, Madeline	310-914-2150	madeline.latham@lausd.net
Sr. HR Rep	Romero, Maria	213-241-6896	maria.romero@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director (Interim)	Good, Irma/ Gamboa, John	213-241-3725	irma.good@lausd.net john.gamboa@lausd.net
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Probationary Teacher Frequently Asked Questions (FAQ's)

I have questions regarding the status of teachers on my roster

- Please contact your Local District Personnel Specialist

NORTHWEST	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
NORTHEAST	William Masis	(213) 241-4552	william.masis@lausd.net
	Debra Dillard	(213) 241-4950	debra.dillard@lausd.net
SOUTH	Darvina Bradley	(213) 241-2091	darvina.bradley@lausd.net
	Wade Hayashida	(213) 241-4550	wade.hayashida@lausd.net
EAST	Elise Cho	(213) 241-8126	esc8642@lausd.net
	Edward Salazar	(213) 241-4580	exs3827@lausd.net
WEST	Karen Castro	(213) 241-5436	karen.castro@lausd.net
	Brig Tratar	(213) 241-4547	brig.tratar@lausd.net
CENTRAL	Wing Fung	(213) 241-4549	wing.fung@lausd.net
	Michael A. Thompson	(213) 241-5100	michael.a.thompson@lausd.net
INVESTMENT/ PARTNERSHIP/ PILOT	Karol Mills-Marbury	(213) 241-6384	karol.marbury@lausd.net
SPECIAL EDUCATION & ITINERANT STAFF	Carol Shimizu	(213) 241-2505	cms6440@lausd.net
SUPPORT SERVICES	Vanessa Franklin	(213) 241-6923	vanessa.franklin@lausd.net
EARLY CHILDHOOD	Felicia Torrence	(213) 241-2404	ftorrenc@lausd.net
ADULT EDUCATION	Alonzo Cienfuegos	(213) 241-4898	alonzo.cienfuegos@lausd.net

I am a Principal and I have signed my roster. Where do I send it?

- Meet with your Director for input and concurring signature. The Director/Supervising Administrator will submit the roster to Staff Relations

I am a Director and I have signed the roster. Where do I send it?

- **Ensure both signatures are on the roster.**
- Submit the roster to Staff Relations
- You may scan the signed roster and fax/email a copy to

Staff Relations Contact person:

Arlene Lyew-teba

Phone: (213) 241-6056

Fax: (213) 241-8405

Email: arlene.lyew-teba@lausd.net

I believe I have employees who should be on the Non-Perm roster, should I add them?

No, your decision is based on the employee's status. Please contact the appropriate HR office below. HR will research the status of the employee and, if needed, will provide you with an updated roster.

- Felicia Torrence, Specialist, Early Childhood Education
Teachers Phone: 213-241-2404

Email: ftorrenc@lausd.net

- Alonzo Cienfuegos, Coordinator, Adult Education
Teachers Phone: 213-241-4898

Email: alonzo.cienfuegos@lausd.net

- Leanne Hannah, Assistant Director, Certificated Human Resources,
K-12 Teachers Phone: 213-241-2538

Email: leanne.hannah@lausd.net

- Maria Salazar, Assistant Director, Certificated Human Resources,
K-12 Teachers Phone: 213-241-5103

Email: maria.salazar@lausd.net

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2016-2017**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet	II Return Initial Planning Sheet	III Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/16	08/12/16	08/26/16	05/10/17
Basis E	07/21/16	09/02/16	09/16/16	05/10/17
Basis B	08/01/16	09/09/16	09/23/16	05/10/17

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
A Basis	08/05/2016	08/12/16	08/26/16	02/10/17	05/31/17
Single Track	09/16/2016	09/23/16	10/07/16	02/17/17	05/09/17
B Basis Option 4	08/19/2016	08/26/16	09/09/16	02/17/17	05/16/17
B Basis Option 6	08/19/2016	08/26/16	09/09/16	02/16/17	05/17/17
B Basis Option 7	08/26/2016	09/01/16	09/16/16	02/17/17	05/12/17
B Basis Special Calendar GB_06SPE	08/26/2016	09/01/16	09/16/16	02/17/17	05/31/17
B Basis Special Calendar GB_08SPE	08/19/2016	08/26/16	09/09/16	02/17/17	05/31/17

FOUR TRACK (BELL HIGH SCHOOL ONLY)

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
Track A	09/16/16	09/23/16	10/07/16	03/24/17	05/30/17
Track B	08/05/16	08/12/16	08/26/16	02/10/17	05/30/17
Track C	08/05/16	09/30/16	10/07/16	02/10/17	05/30/17
Track D	08/05/16	08/12/16	08/26/16	02/10/17	04/14/17

* 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 12th 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 10, 2017 (Article VII, Section 4).