

INTER- OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: December 2017

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

SUBJECT: DECEMBER 2017 - UPDATE & REMINDERS

IMPORTANT DATES:

December 1, 2017:	<u>Deadline for Principals and Supervising Administrators</u> to submit endorsement decisions for Probationary 2 employees to Local District Directors/Supervising Administrators.
December 8, 2017:	<u>Deadline for Directors and Supervising Administrators</u> to submit Probationary 2 endorsement decisions to Staff Relations.
December 18, 2017 through January 5, 2018:	Winter Recess – Schools Closed
December 26, 27, and 28, 2017:	District-wide Winter Shutdown

CERTIFICATED INFORMATION:

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

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

The Board of Education must approve or deny the recommendation for non-re-election prior to March 15, 2018. All principals and certificated administrators will be required to decide if they will provide “Affirmative Endorsement” to the probationary and provisional certificated employees assigned to their site.

- For Probationary 2 teachers (or equivalent), on a form provided by the Human Resource Division, Principals and Local District Superintendent Designee will either endorse the employee allowing them to progress to the next level or status **or not re-elect** the employee from employment of current assignment. Endorsement decisions for Probationary 2 employees will need to be submitted by December 1, 2017 to the Local District Instructional Directors. See Attachment 1 for Frequently Asked Questions.
- For Probationary 1 and Provisional employees, you may access your Probationary 1 employee roster online through the Certificated Performance Evaluation System (CPES) portal via the regular login process at: <https://stulls.lausd.net/stulls/index.jsp> and once logged-in, you can click on the link labeled “Probationary 1 Roster”. If you are unable to log into CPES, the Workforce Data Unit will send you a copy of your roster. Endorsement decisions for Probationary 1 employees will need to be submitted mid-January (dates to follow).

2. 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.

3. 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)**

4. 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).**

5. 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. 2017 – 2018 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 additional information you may reference MEMO-043382.0 – 2017-2018 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. If they have enough time accrued, TAs 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

A Teacher Assistant Portal has been created for the purposes of logging and tracking the eligibility requirement outlined in the Unit F Collective Bargaining Agreement. At the beginning of the Fall and Spring terms, Teacher Assistants will log in to provide proof of enrollment (i.e. class schedule, enrollment verification, etc.) for all courses enrolled. At the end of each term, Teacher Assistants will log back in to indicate which courses were successfully completed and provide verification through transcripts or grade reports.

The Teacher Assistants Portal is near completion and will soon be ready for roll-out. During the initial roll-out, Teacher Assistants will be requested to register course enrollment for all of the 2017-2018 school year. In addition, any courses already completed for the 2017-2018 school year will need to be indicated with uploaded documentation. A notification from Certificated Human Resources will be sent to all schools once the Teacher Assistant Portal is ready.

3. CLASSIFIED PERSONNEL PERFORMANCE

We recommend that classified employees receive a written warning prior to receiving a performance evaluation with ratings lower than “meets standards” and be provided a reasonable opportunity to improve. Please review time cards for attendance and obtain feedback regarding employee performance now. This will assist you in documenting problem areas for employees so that you may provide the necessary assistance and guidance. 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.

4. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

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

5. My PLN – NEW TRAINING RESOURCE AVAILABLE ONLINE

District employees have access to many training courses online courtesy of Organizational Excellence. Employees may access the training at <https://achieve.lausd.net/mypln#spn-content>. This online service is available to all of your Classified employees and can assist you in providing assistance and guidance, support and skill enhancement for your employees. Employees are also encouraged to visit the site on their own.

6. CLASSIFIED EVALUATIONS AVAILABLE ONLINE

Classified Evaluations are now online! Please visit <https://achieve.lausd.net/Page/11130> to access the evaluations for the classified staff assigned to your school. In addition to the actual evaluations, this link will direct you to tutorials and other related information that may be helpful. For questions regarding the online Classified Evaluation system, please contact Classified Growth and Development at (213) 241-4943 or PC-Evaluation@lausd.net.

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.

3. EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS)

It is the responsibility of the school-site administrator to follow up on any employee leave, whether Workers' Compensation or Illness. For Workers' Comp, you should be in contact with the Workers' Comp Specialist to keep apprised of the employee's claim status, any work restrictions and/or possible return to work date. The Workers' Comp Specialist assigned to your Local District is noted below.

If an employee reports to work after a work related injury or surgery with medical restrictions, you can speak to a Return to Work Specialist to assist you with the Interactive Process. The Return to Work Specialist assigned to your Local District is noted below.

Questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves should be referred to the FMLA main line at **(213) 241-3954**. Employees who are hospitalized or off work for three or more days should have an FMLA packet mailed to them within two days of the event.

Employees who are on an Illness leave of more than twenty (20) working days, must complete and submit formal leave of absence papers to the respective assignment office. Employees who have not submitted leave of absence paperwork should not be time-reported after twenty days of absence. Your SAA can mail an employee leave paperwork if it is anticipated an employee will be off longer than twenty (20) working days.

The Leave of Absence Packet for **Classified Employees** can be found on Personnel Commission web site under the "Forms" link. **Certificated employees** can find Leave of Absence paperwork under the "Forms" link on the Human Resources web site.

INTEGRATED DISABILITY MANAGEMENT ASSIGNMENTS

LOCATION	PROTECTED LEAVES & STAFF ATTENDANCE*	REASONABLE ACCOMMODATIONS	WORKERS' COMPENSATION
Adult Education	Georgina Falcon (213) 241-0673	Based on worksite location	Linda Bayless (213) 241-7641
Beaudry Building	Georgina Falcon (213) 241-0673	Raul Noe (213) 241-3996	Sara Ortiz (213) 241-3967
Central (LD)	Cindy Loaney (213) 241-3079	Rima Vosghanian (213) 241-2213	Sandra Hornback (213) 241-3966
Early Education	Based on Local District Locations	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
East (LD)	Cindy Loaney (213) 241-3079	Raul Noe (213) 241-3996	Sandra Hornback (213) 241-3966
Facilities	Contact Facilities Human Resources	Based on worksite location	Linda Bayless (213) 241-7641
Food Services	Contact Food Services Human Resources	Based on worksite location	Sandra Hornback (213) 241-3966
Northeast (LD)	Georgina Falcon (213) 241-0673	Based on worksite location	Sara Ortiz (213) 241-3967
Northwest (LD)	Georgina Falcon (213) 241-0673	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
Nursing	Georgina Falcon (213) 241-0673	Based on worksite location	Based on worksite location
School Police	Georgina Falcon (213) 241-0673	Dina Bobadilla-Aguilar (213) 241-2668	Sara Ortiz (213) 241-3967
South (LD)	Cindy Loaney (213) 241-3079	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
Transportation	Contact Transportation Human Resources	Dina Bobadilla-Aguilar (213) 241-2668	Sandra Hornback (213) 241-3966
Warehouse & Truck Operations/Pico Rivera	Georgina Falcon (213) 241-0673	Patty Prince (213) 241-3978	Linda Bayless (213) 241-7641
West (LD)	Cindy Loaney (213) 241-3079	Dina Bobadilla-Aguilar (213) 241-2668	Linda Bayless (213) 241-7641

Absence Management*

Marty Russell, Absence Coordinator

Phone: (213) 241-2204

Vondradee Courtenay, Absence Coordinator

Phone: (213) 241-1159

Reasonable Accommodations

Latasha Lewis, Disability Coordinator (Interim)

Phone: (213) 241-7630

Workers' Compensation

Linda Cass, Workers' Compensation Manager

Phone: (213) 241-3839

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).

ATTACHMENT #1**Probationary Teacher Frequently Asked Questions (FAQ's)**

I did not receive my roster, who should I contact?

First, check the Junk and Clutter folders in your email.

I did not find the email with the roster in my Inbox, Junk or Clutter folder, how can I get a copy of my roster?

The Workforce Data Analysis Unit will send you a copy of your roster. Please email: affirmdecision@lausd.net

I have questions regarding the status of teachers on my roster and/or did not receive a roster.

Please contact your LD specialist.

NORTHEAST	Debra Dillard	(213) 241-4950	debra.dillard@lausd.net
	Carolyn Chang	(213) 241-4547	cchang@lausd.net
NORTHWEST	Miguel Garza	(213) 241-6102	miguel.garza@lausd.net
	Carolyn Chang	(213) 241-4547	cchang@lausd.net
SOUTH	Darvina Bradley	(213) 241-2091	darvina.bradley@lausd.net
	Kevin Trapp	(213) 241-4550	kmt8614@lausd.net
EAST	Elise Cho	(213) 241-4193	esc8642@lausd.net
	Edward Salazar	(213) 241-4580	exs3827@lausd.net
WEST	Karen Castro	(213) 241-5436	karen.castro@lausd.net
	Michael Thompson	(213) 241-2533	michael.a.thompson@lausd.net
CENTRAL	Carol Shimizu	(213) 241-4580	cms6440@lausd.net
	William Masis	(213) 241-4549	william.masis@lausd.net
SPECIAL ED & ITINERANTS	Neena Agnihotri	(213)241-2505	neena.agnihotri@lausd.net
SUPPORT SERVICES	Oscar Hernandez	(213) 241-6923	oherna2@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 Local District Superintendent for input and concurring signature.**

Once you have both signatures, please submit the signed roster via email to affirmdecision@lausd.net.

See section below.

I am a Local District Superintendent/Designee and I have signed the roster. Where do I send it?

- **Ensure both signatures are on the roster.**
- Scan the signed roster and email it to [Email: affirmdecision@lausd.net](mailto:Email:affirmdecision@lausd.net).

I believe I have employees who should be in the 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.

EARLY CHILDHOOD EDUCATION TEACHERS	Felicia Torrence	(213) 241-2404	FTORRENC@LAUSD.NET
ADULT EDUCATION TEACHERS	Alonzo Cienfuegos	(213)241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES, K-12 TEACHERS	Leanne Hannah	(213) 241-2538	LEANNE.HANNAH@LAUSD.NET
	Maria Salazar	(213) 241-5103	MARIA.SALAZAR@LAUSD.NET

ATTACHMENT #2**ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2017-2018****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)
Basis A	07/03/17	08/11/17	08/25/17	05/18/18
Basis E	07/20/17	08/31/17	09/15/17	05/18/18
Basis B	07/31/17	09/08/17	09/22/17	05/18/18

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	08/04/17	08/11/17	08/25/17	02/09/18	05/30/18
Single Track	09/15/17	09/22/17	10/06/17	02/16/18	05/08/18
B Basis Option 4	08/18/17	08/25/17	09/08/17	02/16/18	05/15/18
B Basis Option 6	08/18/17	08/25/17	09/08/17	02/15/18	05/16/18
B Basis Option 7	08/25/17	08/31/17	09/15/17	02/16/18	05/11/18
B Basis Special Calendar GB_06SPE	08/25/17	08/31/17	09/15/17	02/16/18	05/30/18
B Basis Special Calendar GB_08SPE	08/18/17	08/25/17	09/08/17	02/16/18	05/30/18
B-Basis Single- Track Calendar	08/31/17	09/08/17	09/22/17	02/15/18	05/15/18

*** 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 18, 2018 (Article VII, Section 4).**