

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: February 1, 2017

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

SUBJECT: **FEBRUARY 2017 - UPDATE AND REMINDERS**

IMPORTANT DATES:

March 3, 2017 Probationary 1: Recommendation form due to District Superintendent or Designee

GENERAL INFORMATION:

1. ABSENCES PRECEDING OR FOLLOWING A VACATON OR HOLIDAY WEEKEND

Consistent staff attendance is extremely important to the integrity of the instructional program and the safety of students. Please be aware that any absences immediately preceding or following a holiday weekend or school vacation will require acceptable verification in order to be paid. As a reminder, employees are not permitted to take unauthorized, unpaid time off. Please call your Staff Relations Field Director or Senior HR Representative for support regarding employee attendance.

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. 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.

4. UNION RELEASE TIME FOR EMPLOYEES

The Office of Labor Relations will contact you if the District receives a union's request to release an employee for the purpose of conducting union business. If you receive a request directly from the union or employee, please contact the Office of Labor Relations **at (213) 241-7664**, so they can ensure that all proper steps have been taken.

5. 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.
- 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.
- Questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves should be referred to the FMLA Specialist assigned to your Local District.
- For general questions regarding FMLA and District Policy, call the 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) days, must complete and submit formal leave of absence papers to the respective assignment office and approved. 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 a leave and (when and if) it is anticipated an employee may be off longer than twenty (20) 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.

Please see attachment #5 for a list of support personnel assigned to your Local District or Unit to advise you on Leaves of Absence, Reasonable Accommodations, and Worker's Compensation.

6. 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 1 TEACHERS (see attachment #1)

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

The Board of Education must approve or deny the recommendation for non-re-election prior to March 15, 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 1 and Provisional employees, 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 1 employees will need to be submitted by **March 3, 2017** to the Local District Instructional Directors. The instructional Director will collect all forms and submit them to your Staff Relations Field Director by March 10, 2017.

2. 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.

3. 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. 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 (end of December for multi-track schools, January for single track schools). Please forward this conference memo with the mid-year warning to your Staff Relations Field Director. **(Article X, Section 5.0)**

4. 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)**

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)**

5. SUBSTITUTE TEACHER –PROFESSIONAL DEVELOPMENT TUESDAYS

Substitute teachers have the right to work a full day on Professional Development Tuesdays. They are expected to be time reported for the same number of hours as the employee for whom they are substituting. Schools are encouraged to include substitutes in staff meetings and professional developments.

6. STULL EVALUATION - OBSERVATIONS, RECORDS, AND ASSISTANCE

Employees being evaluated shall receive one (1) formal Observation during the academic year, no later than the last workday of the sixth week of the second semester, February 17, 2017. The post-observation conference shall occur no later than ten (10) workdays after the formal observation. **(Article X, Section 5.0)**

7. FINAL STULL EVALUATION COMPLETION DATES

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

A-Basis Deadline:	May 31, 2017
Single Track Deadline:	May 09, 2017

Four-Track

Track A Deadline:	May 30, 2017
Track B Deadline:	May 30, 2017
Track C Deadline:	May 30, 2017
Track D Deadline:	April 14, 2017

Remember that a teacher receiving a “Below Standard” evaluation must have received a **mid-year notification**. Teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance.

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.

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 10, 2017**. **(Article VII, Section 4.0)**

8. ASSIGNMENT OF CLASSES (MATRIX)

The 2017-2018 “Suggested Time Sequence for Staffing” is attached. 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 tracks and grade levels. Please review the timelines appropriate to your school schedule and begin the necessary preparations. (See Attachment #2) **(Article IX –A)**

9. 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 or 72 hours in a multi-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 two years – except if it is the first term of the confirmed coordinator. **(Article IX-A)**

10. 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 and giving them 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

11. 2014-2017 LAUSD/UTLA Collective Bargaining Agreement

The 2014-2017 LAUSD/UTLA Collective Bargaining Agreement (CBA) is now available in PDF format on the Staff Relations Website. To download the agreement:

1. Visit the LASUD "Offices" site
2. Sign-in on the top-right corner by using your SSO
3. Once signed in, under the letter "S," select "Staff Relations"
4. On the left side of the screen, under the column labeled "Staff Relations," select "Union Contracts"
5. Select the UTLA (United Teachers Los Angeles)
6. Once it opens, select the top option: "LAUSD – UTLA Collective Bargaining Agreement"
7. A new window will open, you select it again and the contract will open as a PDF

CLASSIFIED INFORMATION:

1. 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, Ed Aides, Campus Aides, EEC Aides), 5 work day notice must be given.
- Unit S (School Admin. Asst., Plant Manager & Cafeteria Manager) "reasonable" notice must be given.

2. ANNUAL PERFORMANCE EVALUATION DATES

Due dates for annual performance evaluations of permanent employees are listed on Attachment 3. Failure to meet specified timelines may invalidate an evaluation. Evaluation forms are available on the Personnel Commission website. (See Attachment #3)

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. Please contact your Senior Human Resources Representative for assistance.

4. TEACHER ASSISTANT: VERIFICATION OF ENROLLMENT AND UNITS COMPLETED IN COLLEGE COURSES

This is a bi-annual reminder that as a condition of employment, your Teacher Assistants must be continuously enrolled in and successfully pass college coursework. TAs should submit verification of

enrollment in the current (Spring) semester/quarter, as well as confirmation of units completed and passed in the Fall semester/quarter.

Those who do not submit the required verification by January 31, 2017, should be given a final reminder in writing. (See PC Form 5330.) Per the Unit F contract, if verification is not submitted after the final reminder, the TA must be terminated.

Verify Fall credits and Spring enrollment *	January 31, 2017
TA Enrollment Confirmation Form to Local District Director	January 31, 2017
Send Final TA Enrollment Reminder	February 1, 2017
Collect any/all outstanding documentation	February 8, 2017
Issue TA Termination Letter and Release	February 28, 2017

*TAs not enrolled during the prior fall semester must be released immediately.

Please note that course units for Non-Degree Track Teacher Assistants must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding, and skills related to the employee's employment by the District.

5. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence. The courses are titled, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees." Supervisors of classified staff may enroll in one or both of these courses 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 recommend all staff who manage or review classified employees attend these two informative training sessions.**

Upcoming Training Dates

Evaluation Process 2/18/17 and 3/16/17
Discipline Process 3/23/17 and 5/18/17

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

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Frequently Asked Questions (FAQ's)

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
NORTHWEST	Miguel Garza	(213) 241-6102	MIGUEL.GARZA@LAUSD.NET
SOUTH	Darvina Bradley	(213) 241-2091	DARVINA.BRADLEY@LAUSD.NET
	Carolyn Chang	(213) 241-4550	CCHANG@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
	Brig Tratar	(213) 241-4547	BRIG.TRATAR@LAUSD.NET
CENTRAL Gen. (213) 241-4580	Michael Thompson	(213) 241-5109	MICHAEL.A.THOMPSON@LAUSD.NET
	William Masis	(213) 241-4549	WILLIAM.MASIS@LAUSD.NET
SPECIAL ED/ ITINERANTS/PSA	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
REED/INVESTMENT PARTNERSHIP SCHOOLS	Karol Mills-Marbury	(213) 241-6384	KAROL.MARBURY@LAUSD.NET

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Frequently Asked Questions (FAQ's)

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 roster to Staff Relations. 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 Staff Relations **Email: affirmdecision@lausd.net**

I believe I have employees who should be in the B1/G1 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.

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
CERTIFICATED HUMAN RESOURCES, K-12 TEACHERS	Maria Salazar	(213) 241-5103	MARIA.SALAZAR@LAUSD.NET

**SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2017-2018**

TASKS	SINGLE-TRACK	FOUR-TRACK
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	Month of March or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of April	Month of April
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 19	Not later than May 19 for Tracks A, B, C Not later than April 27 for Track D

+ 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.

**OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2016-17 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 5, 2017** 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 17, 2017**. 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, Early Education Center Attendants, Microcomputer Support Assistants, et al.

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, 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 Representatives

Note: It is recommended that employee's performance evaluations be consistent with the Districts timeline as referenced above.

COLLEGE COURSE REQUIREMENTS FOR TAs

References: Unit F Collective Bargaining Agreement
(On-line at LAUSD web site, under Offices, then Union Contracts)

TA's Responsibility:

➤ Degree-track:

- Maintain continuous enrollment in college courses, completing at least one (1) course per semester/quarter.
- Successfully complete 12 qualifying college semester/quarter units each school year (July 1 – June 30).
- Submit acceptable evidence of enrollment at the beginning of each semester/quarter. **(Article VIII, Section 2.1)**

Or

Non-degree track:

- Maintain continuous enrollment in a college course at all times during the school year (Aug. – June). Course units must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding, and skills related to the employee's employment by the District. **(Article VIII, Section 3.1)**
- Submit documentation at the beginning of each semester, but no later than each September 30 and February 28, including:
 1. a. Form 503-103 "[Application for Issuance of TA Certificate](#)" completed by the college/university and the employee as evidence of enrollment for current semester/quarter.

Or

- b. Other acceptable evidence of registration/enrollment.

AND

2. Evidence of successful completion of courses (e.g. transcript) from the previous semester/quarter.

Administrator's Responsibility:

- Advise TAs at the beginning of each semester (i.e., in August and January) of the September 30/February 28 deadlines.
- Keep completed forms or other verification of enrollment and completion of units on file at school.
- Track completion of the qualifying units or course requirements.
- Track total # of units completed by each TA.
- Post TA Seniority list with the number of qualifying college units for each TA by October 1/March 1. (Article X, Section 2.1)
- To release TAs who are out of compliance use the "[TA Notice of Failure to Meet Employment Standards](#)" form.

ATTACHMENT #5

LOCATION	PROTECTED LEAVES & STAFF ATTENDANCE*	REASONABLE ACCOMMODATIONS	WORKERS' COMPENSATION
Adult Education	Raul Paniagua (213) 241-0673	Latasha Lewis (213) 241-2820	Linda Bayless (213) 241-7641
Beaudry Building	Raul Paniagua (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)	Raul Paniagua (213) 241-0673	Latasha Lewis (213) 241-2820	Sara Ortiz (213) 241-3967
Northwest (LD)	Raul Paniagua (213) 241-0673	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
Nursing	Raul Paniagua (213) 241-0673	Based on worksite location	Based on worksite location
School Police	Raul Paniagua (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	Latasha Lewis (213) 241-2820	Sandra Hornback (213) 241-3966
Warehouse & Truck Operations/Pico Rivera	Raul Paniagua (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

ATTACHMENT #6

**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
Sr. HR Rep	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Luna, Maribel	818-654-3641	maribel.luna@lausd.net
Shared Field Director	Good, Irma (Thur/Fri) (interim)	818-654-3619	irma.good@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	Good, Irma (Mon/Wed) (interim)	818-252-5436	irma.good@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	Foote, Jack	213-241-3725	djf2378@lausd.net
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