

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

TO: Principals and Administrators

DATE: February 2019

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

SUBJECT: FEBRUARY 2019 - UPDATE & REMINDERS

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

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

IMPORTANT DATES:

<i>February 14, 2019:</i>	Deadline to complete Formal Evaluation for UTLA Represented Employees on B Basis Option 6 and B Basis Single Track Calendar
<i>February 15, 2019:</i>	Deadline to complete Formal Evaluation for all UTLA Represented employees on Single Track except B Basis Track Option 6 and B Basis Single Track Calendar
<i>March 1, 2019:</i>	Deadline for Principals and Supervising Administrators to submit Probationary 1 Affirmative Decisions to Local District Directors and Supervising Administrators
<i>March 8, 2019:</i>	Deadline for Directors and Supervising Administrators to submit Probationary 1 Affirmative Decisions to Staff Relations

GENERAL INFORMATION:

1. ABSENCES PRECEDING OR FOLLOWING A VACATION 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 principals have the right to request 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. STAFF RELATIONS REMINDER

Please take a moment to complete our customer service survey and provide us with your feedback. Look for the following icon on your email communication with a representative from Staff Relations then click on the image to complete the survey.



6. 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	Andrea Bolden (213) 241-0673	Dina Bobadilla-Aguilar (213) 241-2820	Linda Bayless (213) 241-7641
Beaudry Building	Andrea Bolden (213) 241-0673	Raul Noe (213) 241-3996	Sara Ortiz (213) 241-3967
Central (LD)	Wanda Davis (213) 241-3079	Rima Vosghanian (213) 241-2213	Sandra Hornback (213) 241-3966

LOCATION	PROTECTED LEAVES & STAFF ATTENDANCE*	REASONABLE ACCOMMODATIONS	WORKERS' COMPENSATION
Early Education	Based on Local District Locations	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
East (LD)	Wanda Davis (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
IDM	Vondradee Courtenay (PL) (213) 241-1159 Marty Russell (SA) (213) 241-22044	Latasha Lewis (213) 241-7630	Juan Gonzalez Jr. (213) 241-3839
Northeast (LD)	Andrea Bolden (213) 241-0673	Dina Bobadilla-Aguilar (213) 241-2820	Sara Ortiz (213) 241-3967
Northwest (LD)	Wanda Davis (213) 241-3079	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
Nursing	Andrea Bolden (213) 241-0673	Based on worksite location	Based on worksite location
School Police	Andrea Bolden (213) 241-0673	Dina Bobadilla-Aguilar (213) 241-2820	Sara Ortiz (213) 241-3967
South (LD)	Andrea Bolden (213) 241-0673	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
Transportation	Contact Transportation Human Resources	Dina Bobadilla-Aguilar (213) 241-2820	Sandra Hornback (213) 241-3966
Warehouse & Truck Operations/Pico Rivera	Contact Procurement Human Resources	Patty Prince (213) 241-3978	Linda Bayless (213) 241-7641
West (LD)	Wanda Davis (213) 241-3079	Cindy Looney (213) 241-2668	Linda Bayless (213) 241-7641

Program Email Addresses	Program Phone Numbers
Absence Management: absencemanagement@lausd.net	FMLA: (213) 241-3954
Donations for Catastrophic Illness: dci@lausd.net	IDM: (213) 241-3138
Family Medical Leave Act: fmla@lausd.net	IDM Fax#: (213) 241-6778
Reasonable Accommodations/Stay-at-Work: disabilitymanagement@lausd.net	

CERTIFICATED INFORMATION:

1. AFFIRMATIVE DECISION PROCESS FOR PROBATIONARY 1 TEACHERS (OR EQUIVALENT)

(See Attachment 1 for Frequently Asked Questions)

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, 2019. 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, the Workforce Data Analysis Unit will email rosters to Principals. To obtain a copy of your roster, please email: affirmdecision@lausd.net. The deadline for submittal of decisions for Probationary 1 employees is **March 1, 2019**. Affirmative Decision Roster will need to be submitted to Local District Instructional Directors on or before the due date.

Status of Teacher:

If you have any questions regarding the status of a certificated staff member, contact your Personnel Specialist as soon as possible.

SAP EMPLOYEE SUBGROUP CODE	STATUS CODES	STATUS DESCRIPTION
B1	Probationary, 1 st Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 nd Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Inter, 1 st Year	Employee is completing credential requirements by participating in a University Intern Program.
F2	University Intern, 2 nd Year	Employee is completing credential requirements by participating in a University Intern Program.
G1	District Inter, 1 st Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 nd Year	Employee is teaching under a valid District Intern Certificate.
K1	Temporary Contract	Employee is teaching under a temporary contract of up to one year.
V1	Provisional Contract	Employee is teaching under a one-year Short Term Staff Permit or Provisional Intern Permit. (Usually in special education, but not exclusively.)

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. CONTRACT POOL (SURPLUS) TEACHER EVALUATIONS

Evaluations **must** be completed for **all** pool teachers assigned to your site. If a pool teacher was transferred to your site, the evaluation should be completed in conjunction with input from the previous school(s). It is 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)**

4. ASSIGNMENT OF CLASSES (MATRIX)

The 2019-2020 “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. **(Article IX –A)** (See Attachment #3)

5. 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)**

6. 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 in *Word* format
- 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

CLASSIFIED INFORMATION:

1. 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.

2. PERFORMANCE OF CLERICAL DUTIES BY OTHER STAFF

Please ensure that clerical work is only performed by Unit D employees. Paraprofessionals should not be allowed to perform clerical duties. The only non-Unit D employee who should perform any clerical duties on a regular basis is an Ed Aide II. Please make sure paraprofessionals are only performing the duties within their class description. Class descriptions are available on the Personnel Commission's website.

3. 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 were required to log into the Portal at the beginning of the Fall semester to provide proof of enrollment. Now TAs must log back into the Portal to indicate which courses were successfully completed and provide verification through transcripts or grade report. TAs that have enrolled in the spring semester should upload proof of enrollment.

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.

4. 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. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs. 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.

5. TEACHER ASSISTANTS ON PREGNANCY DISABILITY LEAVE

If you have a Teacher Assistant who is going on a Pregnancy Disability Leave, or who is currently on a Pregnancy Disability Leave, please forward the leave of absence paperwork to Certificated HR for processing. If you have a TA who is currently enrolled in District health benefits, their Pregnancy Disability Leave must be processed by Certificated HR in order to retain those benefits.

6. CLASSIFIED PERSONNEL PERFORMANCE

It is never too early to start preparing for Classified employees annual performance evaluations due May 3, 2019. 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. The warning should be issued no later than March 29, 2019 to give at least 30 days 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. (See Attachment #4)

7. MY PROFESSIONAL LEARNING NETWORK (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>. 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.

8. 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 My PLN. To log on, visit <https://achieve.lausd.net/mypln>. Search by Class Offerings and then a Keyword from the titles above. We encourage any of your staff who manages or reviews classified employees to attend these two informative training sessions.

Upcoming Training Dates:

Evaluation Process	2/05/2019	3/05/2019
Discipline Process	2/12/2019	3/12/2019

9. SUMMER FINANCIAL ASSISTANCE FOR CLASSIFIED EMPLOYEES WHO WORK LESS THAN 12 MONTHS A YEAR

The Board of Education approved the District’s participation in a state-funded program that allows Classified employees who work less than 12 months a year to be eligible for financial assistance over the summer break. Qualified employees will be able to withhold up to 10 percent of their monthly paycheck during the 2019-20 school year to be paid out during the 2020 summer vacation. The California Department of Education will match each \$1 with up to \$1 in supplemental income. More information regarding enrollment will be published as soon as it is available.

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).

Probationary Teacher Frequently Asked Questions (FAQs)

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
	Elise Cho	(213) 241-6102	esc8642@lausd.net
NORTHWEST	Elise Cho	(213) 241-6102	esc8642@lausd.net
	Carolyn Chang	(213) 241-4547	cchang@lausd.net
SOUTH	Lachanee Thompson	(213) 241-2091	ldt7275@lausd.net
	Kevin Trapp	(213) 241-4550	kmt8614@lausd.net
EAST	Ann Cho-Lim	(213) 241-4193	ann.cho-lim@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
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ADULT EDUCATION TEACHERS	Alonzo Cienfuegos	(213) 241-4898	alonzo.cienfuegos@lausd.net
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CERTIFICATED ASSIGNMENTS & SUPPORT SERVICES, K-12 TEACHERS	Leanne Hannah	(213) 241-2538	leanne.hannah@lausd.net
	Maria Salazar	(213) 241-5103	maria.salazar@lausd.net

**ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2018-2019**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV Formative Conference and Formative Rating (contractual per MOU)	V** Evaluations Issuance Deadline (contractual)
Basis A	07/02/18	08/10/18	08/24/18	02/01/19	05/17/19
Basis E	07/19/18	08/30/18	09/14/18	02/01/19	05/17/19
Basis B	07/30/18	09/07/18	09/21/18	02/01/19	05/17/19

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	08/03/18	08/10/18	08/24/18	02/08/19	05/29/19
Single Track	09/14/18	09/21/18	10/05/18	02/15/19	05/07/19
B Basis Option 4	08/17/18	08/24/18	09/07/18	02/15/19	05/14/19
B Basis Option 6	08/17/18	08/24/18	09/07/18	02/14/19	05/17/19
B Basis Option 7	08/24/18	08/30/18	09/14/18	02/15/19	05/10/19
B Basis Special Calendar GB_06SPE	08/24/18	08/30/18	09/14/18	02/15/19	05/29/19
	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)
B Basis Special Calendar GB_08SPE	08/17/18	08/24/18	09/07/18	02/15/19	05/29/19
B-Basis Single- Track Calendar	08/30/18	09/07/18	09/21/18	02/14/19	05/14/19

*** 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 17, 2019 (Article VII, Section 4).**

**Elementary/Secondary Staffing
For 2019-2020**

TASKS		SINGLE-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
II.	** Election of Chapter Chair	Month of April
III.	(a) +***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 May 17

+ 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
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, 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.

2018-2019 STAFF RELATIONS DIRECTORY
FIELD DIRECTOR and SR HR REP ASSIGNMENTS
 Tel: (213) 241-6056 Fax: (213) 241-8405

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resources Officer	FIGUEROA, LETICIA	213-241-6056 213-241-5313	leticia.figueroa@lausd.net
Administrator-AALA	DR. SERRATO, FRANK	213-241-8233	fserrato@lausd.net
HR-SR Manager	LE DUFF, MELINDA	213-241-8253	melinda.leduff@lausd.net
Field Director	MOSCOSO, VERONICA	213-241-8257	vxm6767@lausd.net
Sr. HR Representative	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
HR Specialist II	LYEW-TEBA, ARLENE	213-241-8231	arlene.lyew-teba@lausd.net
Admin Secretary	GONZALEZ, MAYRA	213-241-8109	mayra.l.gonzalez@lausd.net
Sr. Office Technician	USHER, STALIN	213-241-8239	stalin.usher@lausd.net
Clerk	HAYNES, ROCHELLE	EXT. 29036	rochelle.haynes@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	OLORTEGUI, BRENDA	818-654-3641	bolorteg@lausd.net
Field Director	DELISLE, CARRIE Wed/Thur	818-654-3619	carrie.delisle@lausd.net
Sr. HR Rep	HOUSTON, SARAH	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	DR. LUNA, MARIBEL	818-252-5435	maribel.luna@lausd.net
Field Director	DELISLE, CARRIE Mon/Tue	818-252-5436	carrie.delisle@lausd.net
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