

**INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS**

TO: Principals and Administrators **DATE:** January 1, 2017
FROM: Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations
SUBJECT: **JANUARY 2017 UPDATE & REMINDERS**

IMPORTANT DATES:

December 19, 2016 through January 6, 2017: Winter Recess
March 3, 2017: Probationary 1 Recommendation form due to District Superintendent

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- 6600.

2. 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 help managers coordinate for the sufficient staffing of schools and offices.

To find out which employees are over the vacation cap, your timekeeper and/or approver can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

3. 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) 241-7637**, so that we can ensure that all proper steps have been taken.

4. EXTENDED LEAVES OF ABSENCE (FMLA, WORKERS COMP OR ILLNESS)

It is the responsibility of the school-site administrator to follow up on any leave, whether Workers Compensation or Illness. For Workers Comp, you should be in contact with the Claims Adjuster at

Sedgwick (866) 247-2287 to keep apprised of the employee's status and return date. If you need additional assistance with any particular employee, a current claim or procedure, contact Linda Cass, LAUSD Office of **Risk Management and Insurance Services** at **(213) 241-3139**. For questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves please contact Marty Russel at **(213) 241-2204**, Mary Delahanty at **(213) 241-1159**, or you may also call the FMLA main line at **(213) 241-3954**.

For employees on an illness leave of longer than twenty (20) days, formal leave of absence papers must be completed. Employees who have not submitted those should not be time-reported after twenty days of absence. After 5 days, until the 20th day, an employee must submit a doctor's note with their illness Absence Certification Form in order to remain on paid status.

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.

CERTIFICATED INFORMATION:

- 1. PROBATIONARY 1 TEACHERS:** The Human Resources Division will be distributing Probationary 1 forms in late January. **As a yearly key component in these efforts, 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, or 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.

Please make sure that after you sign the document, you forward the document to the Instructional Director or designee for their signature by March 3, 2017. The instructional Director will collect all forms and submit them to your Staff Relations Field Director by March 10, 2017. (See Attachment 1 for Frequently Asked Questions)

The following are the due dates for the final Affirmative Decisions:

- | | |
|---|---------------|
| 1. Probationary 1 and other non-permanent employees | March 3, 2017 |
| 2. Non-Permanent Certificated Administrators | March 3, 2017 |

2. STATUS OF TEACHERS

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

3. MID-YEAR WARNING

Employees who may receive an Overall Below Standard Evaluation should be given a mid-year warning notice via a Conference Memo following a classroom observation between December 2016 and February 2017. 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 employee to implement the assistance provided. Please forward this conference memo with the mid-year warning to your Staff Relations Field Director. If you need assistance, please contact your Staff Relations Field Director ASAP. **(Article X, Section 5.0)**

4. CONTRACT POOL TEACHER EVALUATIONS

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

5. SUBSTITUTE TEACHER EVALUATIONS

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

6. EVALUATION FOR PROVISIONAL CONTRACT EMPLOYEE AND SUBSTITUTE REPORT (1022)

The evaluation for Provisional Contract Employee and Substitute Report (1022) is now available on the Employee Relations forms website: Link: <http://achieve.lausd.net/Page/1545>

7. INADEQUATE SERVICE BY SUBSTITUTES (Form 1080-14, rev. 11/06)

The site administrator may issue for cause, a notice of inadequate service to a day-to-day substitute. **(Please note that this does not include contract pool teachers, as they are permanent employees who may not have a permanent assignment at this time.)** Such notice shall be issued within ten 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 issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations. 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 representative of another employee organization. If you choose to file this report, please be sure to complete the entire form, including noting that a conference was held with the employee either by phone or in person and that the employee was sent a copy of the report by certified mail.

Reminder—the site administrator should interview all connected parties as soon as possible and gather witness statements regarding the incident that triggered the ISR if they have been cleared to do so by law enforcement.

Please note that there is a separate form available for commendations for day-to-day substitutes. Both forms are available via the Human Relations home page, under forms (<http://achieve.lausd.net/Page/1550>). Please contact your Staff Relations Field Director if you need further assistance. **(Article X, Section 7.0)**

8. 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 and for a copy of the mandatory coverage, please contact your Staff Relations Field Director or Mark Callier at (213) 241-5467 or through email mark.callier@lausd.net. (**Attachment #3**)

9. ITINERANT CERTIFICATED EMPLOYEES- CONFERENCE MEMOS

Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these administrators who bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, PSW Counselors, and a host of other staff members. If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Dr. Frank Serrato, Field Director, at fserrato@lausd.net or (213) 241-8243.

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
- E. Upload conference memo document as PDF files to: <https://bes7.lausd.net/schoolfiles/login.aspx>.

11. CONTRACT POOL TEACHERS- CONFERENCE MEMOS

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

CLASSIFIED INFORMATION:

1. WINTER RECESS WORK AND TIME-REPORTING FOR CLASSIFIED STAFF

Ensure that clerical staff (except for those A-Basis employees who chose to work during the shutdown period), and classified paraprofessional staff **were time-reported for vacation for the winter recess/shutdown period**. Refer to the employee's time card in BTS as it displays holidays and vacation time according to the school calendar and track of the employee.

Teacher Assistants **are not** entitled to work during any of the recess period, nor do they receive vacation pay. In accordance with the Unit F contract, Teacher Assistants may request to receive their earned "paid non-work time" for holidays. They must notify the SAA of their desire to receive payment of these days.

2. 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.

3. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES

All Teacher Assistants must be notified that they must submit the following by January 31, 2017:

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

Below are the contractual requirements for Teacher Assistants

For Degree Track Teacher Assistants:

1. Maintain continuous enrollment in college courses.
2. Successfully complete 12 qualifying college semester/quarter units each school year (July 1-June 30).
3. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
4. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter

For Non Degree Track Teacher Assistant:

1. Maintain continuous enrollment in and successfully complete college courses directly related to the employee's service to the District. These courses must be for the purpose of increasing the employee's knowledge, understanding and skills related to the employee's employment by the District.
2. Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
3. Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter.

Teacher Assistants with a Bachelor's Degree

If you have teacher assistants that have completed the requirements for a Bachelor's degree and a teaching credential, they may remain on the degree track provided they meet the minimum non-degree track course requirements and also participate in CBEST preparation classes. If the CBEST class is a college course, it shall satisfy the course requirement for that employee. If they have completed CBEST, they shall remain on the degree track provided they continue to meet the non-degree track requirements.

Site Administrators

- Review the documentation submitted by the Teacher Assistants to ensure compliance with contractual requirements regarding current enrollment and passage/completion of required units (stated above).
- Those who do not submit the required information by January 31, 2017, should be given a final reminder in writing before they are terminated.
- Contact your Senior Human Resources Representative in Staff Relations for guidance with Teacher Assistants who fail to meet the contractual requirements.

4. 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.**

5. 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

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	Figuroa, 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	Good, Irma	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
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	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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**Probationary Teacher
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 Local District Personnel specialist.

NORTHEAST	Debra Dillard	(213) 241-4950	DEBRA.DILLARD@LAUSD.NET
	William Masis	(213) 241-4552	WILLIAM.MASIS@LAUSD.NET
NORTHWEST	Miguel Garza	(213) 241-6102	MIGUEL.GARZA@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) 241-4193	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	Michael Thompson	(213) 241-4580	MICHAEL.A.THOMPSON@LAUSD.NET
	Wing Fung	(213) 241-4549	WING.FUNG@LAUSD.NET
SPECIAL ED & ITINERANTS	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 Local Superintendent and or Instructional Director 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 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
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ADULT EDUCATION TEACHERS	Alonzo Cienfuegos	(213) 241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
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CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES, K-12 TEACHERS	Leanne Hannah	(213) 241-2538	LEANNE.HANNAH@LAUSD.NET
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CERTIFICATED HUMAN RESOURCES, K-12	Maria Salazar	(213) 241-5103	MARIA.SALAZAR@LAUSD.NET
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SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNITS

UNIT	MAJOR JOB CLASSIFICATIONS	WHERE TO CALL FOR ASSISTANCE	EXCLUSIVE REPRESENTATIVE
AALA (Certificated Administrators)	Assistant Principal	Staff Relations	Associated Administrators of Los Angeles (AALA)
UTLA (Teachers)	Teachers, Counselors, School Psychologists, Library Media Teachers, Nurses	Staff Relations Field Director	United Teachers Los Angeles (UTLA)
B (Instructional Aides)	Education Aides, Campus Aides, Special Ed. Assts., Instructional Aides, Early Education Center Aides	Staff Relations Senior Human Resources Representative	SEIU, Local 99
C (Operations Support Services)	Building and Grounds Workers, Cafeteria Workers, Housekeepers	Cafeteria staff- Food Services Branch Custodial staff- M & O - Area Operations Supv. Housekeeper- Microcomputer Support Asst. Staff Relations Senior Human Resources Representative	SEIU, Local 99
D (Office-Technical & Business Services)	Office Technicians, Library Aides, Sr. Office Technicians, Financial Managers	Staff Relations Senior Human Resources Representative	California School Employees Assn. (CSEA)
F (Teacher Assistants)	Teacher Assistants	Staff Relations Senior Human Resources Representative	SEIU, Local 99
G (School Supervision Aides)	School Supervision Aides and Community Representatives	Staff Relations Senior Human Resources Representative	SEIU, Local 99
S (Classified Supervisors)	School Administrative Assistants Cafeteria Managers, Plant Managers.	School Adm. Asst- Staff Relations Senior Human Resources Representative Cafeteria Manager- Food Services Branch Plant Manager- M & O - Area Operations Supv.	Teamsters, Local 572



School Files Submission Form

Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal/Supervisor

_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name and Position: _____ Employee Number: _____

Alleged Victim(s) Name and Age at Time of Alleged Incident: _____

Type of Conduct (check all that apply):

- Sexual Misconduct
- Inappropriate Behavior
- Violence
- Drug-related

Describe Alleged Incident (including dates): [Start typing here.] _____

Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action): Start typing here

Other Comments: [Start typing here.] _____

Signed: _____

Date: _____

CC: Staff Relations

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



School Files Application

Summary

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded.

Document Requirements/Limitations

Users are to upload documents as **pdf** files.

The size of each file selected for uploading is limited to **20MB**. Users must enter the **8-digit** employee number (Entering leading "zeroes as applicable) to verify the correct employee. The Cost Center Code (Current Work Location) will automatically populate once a valid employee number has been entered. The user can manually override the Cost Center (if required). The Cost Center is a 7-digit number and must be entered in order to upload a document.

How to Upload a Document

1. Login to the application using your SSO account at: <https://bes7/schoolfiles/login.aspx>
2. Enter the 8-digit Employee Number and click The **FIND EMPLOYEE** Button. The Employee Name and 7-digit Cost Center Code will display if successful.
 - a. Please verify the accuracy of the Employee Number and Name prior to proceeding to the document upload section
 - b. If the Employee Cost Center requires correction, the user is able to override the application-generated code. Please be sure to use the current 7-digit Cost Center code
3. Click the Browse button to locate the file you would like to upload.
4. Click the Upload button to upload the file
5. Once the file has been successfully uploaded a confirmation message stating that the uploading process has been successfully completed will be displayed. Click OK to proceed with uploading the document. Repeat steps 2 through 5 if additional documents for the employee need uploading. Once completed the user can enter a new Employee Number or simply Log out.