

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

**TO:** Principals and Administrators **DATE:** January 1, 2018  
**FROM:** Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations  
**SUBJECT:** **JANUARY 2018 - UPDATE & REMINDERS**

**IMPORTANT DATES:**

**January 1, 2018 through January 5, 2018:** Winter Recess – School Closed

**March 2, 2018:** Deadline for Principals and Supervising Administrators to submit Probationary 1 Affirmative Decisions to Local District Directors and Supervising Administrators

**March 9, 2018:** Deadline for Directors and Supervising Administrators to submit Probationary 1 Affirmative Decisions to Staff Relations

**CERTIFICATED INFORMATION:**

**1. PROBATIONARY 1 TEACHERS:**

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. The Affirmative Decision process will determine if a non-permanent certificated staff member will receive permanent/regular status, will be retained in their position for the subsequent year, released from their current position and reassigned to a former class, or will be non-reelected and released from employment with the District.

The Human Resources Division will be distributing Probationary 1 forms to schools in late January 2018. **Please make sure that after the document is signed, it is sent to the Local District Director or designee for their review and signature by March 2, 2018.** Local District Directors will then submit Probationary 1 forms to the Office of Staff Relations by March 9, 2018. **(See Attachment 1 for Frequently Asked Questions)**

**2. STATUS OF TEACHERS:**

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

## CERTIFICATED FREQUENTLY USED STATUS CODES

SAP EMPLOYEE SUBGROUP CODE	STATUS CODES	STATUS DESCRIPTION
B1	Probationary, 1 <sup>st</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
B2	Probationary, 2 <sup>nd</sup> Year	Employee is serving the required probationary period necessary to attain permanent status with the District.
F1	University Intern, 1 <sup>st</sup> Year	Employee is completing credential requirements by participating in a University Internship Program.
F2	University Intern, 2 <sup>nd</sup> Year or More	Employee is completing credential requirements by participating in a University Internship Program.
G1	District Intern, 1 <sup>st</sup> Year	Employee is teaching under a valid District Intern Certificate.
G2	District Intern, 2 <sup>nd</sup> Year of More	Employee is teaching under a valid District Intern Certificate.
K1	Temporary Contract	Employee is teaching under a temporary contract of up to one year.

### **3. MID-YEAR WARNING:**

Employees who may receive an overall Below Standard Evaluation should be given a mid-year warning notice via a conference memorandum following a classroom observation between December 2017 and February 2018. 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 employees 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 or other certificated staff member who may receive a Below Standard Evaluation. **(Article X, Section 5.0)**

### **4. CONTRACT POOL 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)**

### **5. SUBSTITUTE TEACHER EVALUATIONS:**

Substitute teachers who are 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. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):**

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. 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. If you choose to file an ISR, 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.

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 the forms section (<http://achieve.lausd.net/Page/1550>). Please contact your Staff Relations Field Director if you need further assistance. **(Article X, Section 7.0)**

### **7. 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 in an email 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)

After holding the conference with the employee and providing 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 the conference memo for employee misconduct as a PDF file to the School Files Project database at <http://schoolfiling.lausd.net>.

### **8. ITINERANT CERTIFICATED EMPLOYEES - CONFERENCE MEMOS:**

Itinerant employees are assigned and supervised by either a Central or Local District Administrator. 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 and PSW Counselors. If performance or conduct issues arise regarding itinerant employees, contact the direct supervisor to coordinate a plan to address identified concerns. If you have additional questions regarding itinerant employees, contact Dr. Frank Serrato, Field Director, at [fserrato@lausd.net](mailto:fserrato@lausd.net) or 213-241-8243.

### **9. CONTRACT POOL TEACHERS - CONFERENCE MEMOS**

Regular employees assigned to the Contract Pool are 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. Contract Pool teachers are regular employees and should be invited to a conference to discuss concerns. After the conference, issue a conference memorandum as you would any other teacher on your staff in the same situation. Please contact your Field Director for questions.

## **10. 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 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. (Article X, Section 9.0)

### **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 requirements per contracts are:

- 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 are required to submit the following:

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

Below are the contractual requirements for Teacher Assistants

##### **Degree Track Teacher Assistants:**

- Maintain continuous enrollment in college courses.
- 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.
- Submit a certified transcript or valid certificate from the college verifying completed courses from the previous semester/quarter.

### **Non-Degree Track Teacher Assistant:**

- 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.
- Submit acceptable evidence of enrollment at the beginning of each semester/quarter.
- 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.

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.

#### **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 written 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 will provide information to assist you when counseling employees with concerns prior to their end-of-year evaluations. Please contact your Senior Human Resources Representative for assistance.

## **GENERAL INFORMATION:**

### **1. 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 for the coming months will assist in maintaining 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.

### **2. UNION RELEASE TIME FOR EMPLOYEES**

The Office of Labor Relations will contact you if the District receives a union 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.

### **3. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT**

The School Files Project is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files Project 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 a PDF file at <http://schoolfiling.lausd.net>. For specific instructions on completing this process, please contact your Staff Relations Field Director.

### **4. STAFF RELATIONS CUSTOMER SERVICE SURVEY**

An online survey has been created for your use in providing feedback regarding support and services offered through the Human Resources Division. More information regarding access to the survey is forthcoming.

### **5. 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' Compensation, you should be in contact with the Workers' Compensation Specialist to keep apprised of the employee's status and/or possible return to work date.

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

The Leave of Absence Packet for **Classified Employees** can be found on the 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
<b>Adult Education</b>	Georgina Falcon (213) 241-0673	Trudy Aldridge (213) 241-2820	Linda Bayless (213) 241-7641
<b>Beaudry Building</b>	Georgina Falcon (213) 241-0673	Raul Noe (213) 241-3996	Sara Ortiz (213) 241-3967
<b>Central (LD)</b>	Vacant (213) 241-3954	Rima Vosghanian (213) 241-2213	Sandra Hornback (213) 241-3966
<b>Early Education</b>	Based on Local District Locations	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
<b>East (LD)</b>	Vacant (213) 241-3954	Raul Noe (213) 241-3996	Sandra Hornback (213) 241-3966
<b>Facilities</b>	Contact Facilities Human Resources	Based on worksite location	Linda Bayless (213) 241-7641
<b>Food Services</b>	Contact Food Services Human Resources	Based on worksite location	Sandra Hornback (213) 241-3966
<b>Northeast (LD)</b>	Georgina Falcon (213) 241-0673	Trudy Aldridge (213) 241-2820	Sara Ortiz (213) 241-3967
<b>Northwest (LD)</b>	Georgina Falcon (213) 241-0673	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
<b>Nursing</b>	Georgina Falcon (213) 241-0673	Based on worksite location	Based on worksite location
<b>School Police</b>	Georgina Falcon (213) 241-0673	Cindy Looney (213) 241-2668	Sara Ortiz (213) 241-3967
<b>South (LD)</b>	Vacant (213) 241-3954	Patty Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
<b>Transportation</b>	Contact Transportation Human Resources	Trudy Aldridge (213) 241-2668	Sandra Hornback (213) 241-3966
<b>Warehouse &amp; Truck Operations/Pico Rivera</b>	Georgina Falcon (213) 241-0673	Patty Prince (213) 241-3978	Linda Bayless (213) 241-7641
<b>West (LD)</b>	Vacant (213) 241-3954	Cindy Looney (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

Phone: (213) 241-7630

**Workers' Compensation**

Don Hughes, 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).**



**2017-2018 STAFF RELATIONS  
FIELD DIRECTOR and SR HR REP ASSIGNMENTS  
Tel: (213) 241-6056 Fax: (213) 241-8405**

**BEAUDRY**

	Name	Extension	EMAIL
<b>Asst. Chief Human Resource Officer</b>	<b>FIGUEROA, Leticia</b>	<b>213-241-6056 213-241-5313</b>	<a href="mailto:lcerv3@lausd.net">lcerv3@lausd.net</a>
Administrator-AALA	Murphy, Kristen	213-241-8233	<a href="mailto:kristen.murphy@lausd.net">kristen.murphy@lausd.net</a>
Field Director	Serrato, Frank	213-241-8243	<a href="mailto:fserrato@lausd.net">fserrato@lausd.net</a>
HR-SR Manager	Le Duff, Melinda	213-241-8253	<a href="mailto:melinda.leduff@lausd.net">melinda.leduff@lausd.net</a>
Sr. HR Representative	Gossett, Lorri	213-241-6864	<a href="mailto:lorri.gossett@lausd.net">lorri.gossett@lausd.net</a>

**LOCAL DISTRICT NORTHWEST**

Field Director	Olortegui, Brenda	818-654-3641	<a href="mailto:bolorteg@lausd.net">bolorteg@lausd.net</a>
Shared Field Director	Delisle, Carrie <b>Wed/Thur</b>	818-654-3619	<a href="mailto:Carrie.delisle@lausd.net">Carrie.delisle@lausd.net</a>
Sr. HR Rep	Houston, Sarah	213-241-8240	<a href="mailto:sarah.houston@lausd.net">sarah.houston@lausd.net</a>

**LOCAL DISTRICT NORTHEAST**

Field Director	Luna, Maribel	818-252-5435	<a href="mailto:maribel.luna@lausd.net">maribel.luna@lausd.net</a>
Shared Field Director	Delisle, Carrie <b>Mon/Tue</b>	818-252-5436	<a href="mailto:carrie.delisle@lausd.net">carrie.delisle@lausd.net</a>
Sr. HR Rep	Nunnally, Krishna	213-241-8242	<a href="mailto:Krishna.nunnally@lausd.net">Krishna.nunnally@lausd.net</a>

**LOCAL DISTRICT CENTRAL**

Field Director	Martinez, Isaias	213-241-0184	<a href="mailto:isaias.martinez@lausd.net">isaias.martinez@lausd.net</a>
Shared Field Director	Moscoso, Veronica <b>Mon/Tue</b>	213-241-8257	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Sr. HR Rep	Nguyen, Chrys	213-241-8227	<a href="mailto:c.nguyen@lausd.net">c.nguyen@lausd.net</a>

**LOCAL DISTRICT EAST**

Field Director	Cuevas, Susana	323-224-3353	<a href="mailto:scontr6@lausd.net">scontr6@lausd.net</a>
Shared Field Director	Moscoso, Veronica <b>Wed/Thurs</b>	323-224-3120	<a href="mailto:vxm6767@lausd.net">vxm6767@lausd.net</a>
Sr. HR Rep	Kelly, Cathy	213-241-8248	<a href="mailto:cathy.kelly@lausd.net">cathy.kelly@lausd.net</a>

**LOCAL DISTRICT SOUTH**

Field Director	Alfayate, Juan	310-354-3419	<a href="mailto:jalfayat@lausd.net">jalfayat@lausd.net</a>
Field Director	Lenon, Damian	310-354-3472	<a href="mailto:dlenon@lausd.net">dlenon@lausd.net</a>
Sr. HR Rep	Lyons, Terri <b>Mon/Tue at LD</b>	310-354-3400 213-241-2563	<a href="mailto:terri.lyons@lausd.net">terri.lyons@lausd.net</a>

**LOCAL DISTRICT WEST**

Field Director	Maxey, Eric	310-914-2153	<a href="mailto:ejm9800@lausd.net">ejm9800@lausd.net</a>
Field Director	Sanchez, Alejandra	310-914-2150	<a href="mailto:alejandra.sanchez@lausd.net">alejandra.sanchez@lausd.net</a>
Sr. HR Rep	Johnson-Moore, Toya	213-241-6896	<a href="mailto:toya.johnsonmoore@lausd.net">toya.johnsonmoore@lausd.net</a>

**DIVISION OF ADULT & CAREER EDUCATION**

Field Director	Foote, Jack	213-241-3725	<a href="mailto:djf2378@lausd.net">djf2378@lausd.net</a>
Office Tech	Easley, Sandra	213-241-3818	<a href="mailto:sandra.easley@lausd.net">sandra.easley@lausd.net</a>

**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 to: [affirmdecision@lausd.net](mailto: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.

<b>NORTHEAST</b>	Debra Dillard	(213) 241-4950	<a href="mailto:debra.dillard@lausd.net">debra.dillard@lausd.net</a>
	Carolyn Chang	(213) 241-4547	<a href="mailto:cchang@lausd.net">cchang@lausd.net</a>
<b>NORTHWEST</b>	Miguel Garza	(213) 241-6102	<a href="mailto:miguel.garza@lausd.net">miguel.garza@lausd.net</a>
	Carolyn Chang	(213) 241-4547	<a href="mailto:cchang@lausd.net">cchang@lausd.net</a>
<b>SOUTH</b>	Darvina Bradley	(213) 241-2091	<a href="mailto:darvina.bradley@lausd.net">darvina.bradley@lausd.net</a>
	Kevin Trapp	(213) 241-4550	<a href="mailto:kmt8614@lausd.net">kmt8614@lausd.net</a>
<b>EAST</b>	Elise Cho	(213) 241-4193	<a href="mailto:esc8642@lausd.net">esc8642@lausd.net</a>
	Edward Salazar	(213) 241-4580	<a href="mailto:exs3827@lausd.net">exs3827@lausd.net</a>
<b>WEST</b>	Karen Castro	(213) 241-5436	<a href="mailto:karen.castro@lausd.net">karen.castro@lausd.net</a>
	Michael Thompson	(213) 241-2533	<a href="mailto:michael.a.thompson@lausd.net">michael.a.thompson@lausd.net</a>
<b>CENTRAL</b>	Carol Shimizu	(213) 241-4580	<a href="mailto:cms6440@lausd.net">cms6440@lausd.net</a>
	William Masis	(213) 241-4549	<a href="mailto:william.masis@lausd.net">william.masis@lausd.net</a>
<b>SPECIAL ED &amp; ITINERANTS</b>	Neena Agnihotri	(213)2412505	<a href="mailto:neena.agnihotri@lausd.net">neena.agnihotri@lausd.net</a>
<b>SUPPORT SERVICES</b>	Oscar Hernandez	(213) 241-6923	<a href="mailto:oherna2@lausd.net">oherna2@lausd.net</a>
<b>EARLY CHILDHOOD</b>	Felicia Torrence	(213)241-2404	<a href="mailto:ftorrenc@lausd.net">ftorrenc@lausd.net</a>
<b>ADULT EDUCATION</b>	Alonzo Cienfuegos	(213)241-4898	<a href="mailto:alonzo.cienfuegos@lausd.net">alonzo.cienfuegos@lausd.net</a>

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](mailto: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: [affirmdecision@lausd.net](mailto: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.

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

**ATTACHMENT 2**

**STAFF RELATIONS  
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS  
2017-2018**

**AALA REPRESENTED EMPLOYEES**

	<b>I</b> Distribute Initial Planning Sheet on (recommended)	<b>II</b> Return Initial Planning Sheet by (contractual)	<b>III</b> Initial Planning Conference by (contractual)	<b>IV**</b> Evaluations Issuance Deadline (contractual)
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<b>Basis A</b>	<b>07/03/17</b>	<b>08/11/17</b>	<b>08/25/17</b>	<b>05/18/18</b>
<b>Basis E</b>	<b>07/20/17</b>	<b>08/31/17</b>	<b>09/15/17</b>	<b>05/18/18</b>
<b>Basis B</b>	<b>07/31/17</b>	<b>09/08/17</b>	<b>09/22/17</b>	<b>05/18/18</b>

**UTLA REPRESENTED EMPLOYEES**

	<b>I*</b> Notification of Evaluation no later than (contractual)	<b>II</b> Submit Initial Planning Sheet by (recommended)	<b>III +</b> Establishment of Objectives Conference by (contractual)	<b>IV ++</b> Formal Observation Deadline (contractual)	<b>V**</b> Evaluations Issuance Deadline (contractual)
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<b>A Basis</b>	<b>08/04/17</b>	<b>08/11/17</b>	<b>08/25/17</b>	<b>02/09/18</b>	<b>05/30/18</b>
<b>Single Track</b>	<b>09/15/17</b>	<b>09/22/17</b>	<b>10/06/17</b>	<b>02/16/18</b>	<b>05/08/18</b>
<b>B Basis Option 4</b>	<b>08/18/17</b>	<b>08/25/17</b>	<b>09/08/17</b>	<b>02/16/18</b>	<b>05/15/18</b>
<b>B Basis Option 6</b>	<b>08/18/17</b>	<b>08/25/17</b>	<b>09/08/17</b>	<b>02/15/18</b>	<b>05/16/18</b>
<b>B Basis Option 7</b>	<b>08/25/17</b>	<b>08/31/17</b>	<b>09/15/17</b>	<b>02/16/18</b>	<b>05/11/18</b>
<b>B Basis Special Calendar GB_06SPE</b>	<b>08/25/17</b>	<b>08/31/17</b>	<b>09/15/17</b>	<b>02/16/18</b>	<b>05/30/18</b>

	<b>I*</b> Notification of Evaluation no later than (contractual)	<b>II</b> Submit Initial Planning Sheet by (recommended)	<b>III +</b> Establishment of Objectives Conference by (contractual)	<b>IV ++</b> Formal Observation Deadline (contractual)	<b>V**</b> Evaluations Issuance Deadline (contractual)
<b>B Basis Special Calendar GB_08SPE</b>	<b>08/18/17</b>	<b>08/25/17</b>	<b>09/08/17</b>	<b>02/16/18</b>	<b>05/30/18</b>
<b>B-Basis Single-Track Calendar</b>	<b>08/31/17</b>	<b>09/08/17</b>	<b>09/22/17</b>	<b>02/15/18</b>	<b>05/15/18</b>

**\* 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 12<sup>th</sup> 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).**

**ATTACHMENT 3**

**SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNITS**

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