

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

TO: Principals and Administrators

DATE: January 2020

FROM: Leticia Figueroa, Assistant Chief Human Resources Officer

SUBJECT: STAFF RELATIONS JANUARY 2020 MONTHLY UPDATES AND REMINDERS

For additional resources and information, please visit our website at

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

IMPORTANT DATES:

December 23, 2019 – January 10, 2020: Winter Recess – Schools Closed

March 2, 2020 Deadline to Submit Prob 1 Affirmative Decision Forms to District Superintendent and/or Supervising Administrator.

March 9, 2020 Deadline for Director and Supervising Administrators to submit Prob 1 Affirmative Decision Forms to affirmdecision@lausd.net

CERTIFICATED INFORMATION:

**1. NON-REELECTION PROCESS FOR PROBATIONARY 2 AND 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 annually prior to March 15. 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
- Endorsement decisions for Probationary 1 employees will need to be submitted to the Local District Superintendent and/or Supervising Administrator by March 2, 2019.

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 #3, 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. PREPARATION TIME FOR CTE TEACHERS ASSIGNED TO SECONDARY SCHOOLS (FORMERLY KNOWN AS ROC/ROP)

Effective for the 2019-2020 school year, teachers serving under a regional Occupation Center/Regional Occupational Program (ROC/ROP) Contract in a Secondary School **and** teaching classes six (6) periods during the instructional day shall be assigned ten (10) additional hours per month for professional duties. These duties include preparation for class, collaborative planning and conferences with parents, students and staff members. This allocation of ten (10) additional hours is intended only to be assigned to ROC/ROP teachers who **do not have** a conference period during the instructional day.

4. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR)

Before issuing an ISR, **always confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee a notice of inadequate service. Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, **informing the employee that s/he has the right to have representation during that meeting.** Upon employee request, a meeting will be held to discuss the matter. **The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a member of another bargaining unit.** The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. **Please be aware that another form available on the Human Resources Website may be used to provide commendations for exemplary service by a substitute (Article X, Section 7.0).**

5. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS

When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District's receipt of the document. The document shall not be either placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable **(LAUSD/UTLA CBA, Article X, Section 9.0).**

6. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS

The Chapter Chair shall have the right to propose agenda item and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length. **(LAUSD/UTLA CBA, Article IV, Section 8.0-i).** Please make sure that UTLA announcements are included in the Faculty meeting agenda, not in the professional development agenda which should be a separate one with a separate sign-in.

CLASSIFIED INFORMATION:

1. 2019 – 2020 WINTER RECESS AND DISTRICT SHUTDOWN DAYS

Please ensure that classified staff is properly time-reported for vacation during the winter recess/shutdown period. There are some exceptions depending on your school calendar and the classification and assignment basis of the employee. (Refer to your payroll calendars). For additional information, you may reference MEM-061107.1 – 2019-2020 Winter Recess and District Shutdown Days.

Teacher Assistants (Unit F) are not entitled to work during any of the winter shutdown period, nor do they receive vacation pay. If they have enough time accrued, TAs are entitled to “paid non-work time” during the shutdown by notifying the SAA of their desire to receive such.

Degree Track Teacher Assistants accrue .0445 hours of “paid non-work time” for each hour of paid Teacher Assistant service. Non-Degree Track Teacher Assistants accrue .167 hours of “paid non-work time” for each hour of paid Teacher Assistant service. Accrual excludes hours for which overtime premium is paid. (Unit F, Article XIII, Section 17.0)

2. ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS – REF-6632.1

The California Education Code (EC) Section 49414, as amended by Senate Bill 1266 (SB 1266), effective January 1, 2015, requires school districts to provide emergency epinephrine auto-injectors to school nurses or **trained personnel who have volunteered**, and authorizes school nurses and trained personnel to use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction.

School administrators are responsible to distribute a notice at least once per school year to all staff requesting volunteers to be trained to administer epinephrine auto-injectors. Staff training must be conducted by a credential school nurse.

Please refer to Reference 6632.1 for guidelines for complying with the provisions of SB 1266. For assistance or further information, please contact Director, Student Medical Services at (213) 202-7584 or Director, Nursing Services at (213) 202-7580.

3. CLASSIFIED PERSONNEL PERFORMANCE

We recommend that classified employees receive documented assistance (minimally a conference memo) advising of the specific deficiencies prior to receiving a performance evaluation with ratings lower than “meets standards” and be provided a reasonable opportunity to improve. Please review timecards for attendance and obtain feedback regarding employee performance now. This will assist you in documenting problem areas for employees so that you may provide the necessary assistance and guidance. Providing a midyear evaluation can allow employees the opportunities to improve their performances or to acknowledge your high performers. Please contact your Senior Human Resources Representative for assistance.

4. MyPLN – NEW TRAINING RESOURCE AVAILABLE ONLINE

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

5. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence as well as offering training at meetings for Principals/Assistant Principals, SAAs, and other supervisors relative to District policy and classified contract interpretation. The classes are titled, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees." These 3-hour interactive sessions are held at the Beaudry building. Supervisors of classified staff may enroll in either of these classes through [MyPLN](#). **We encourage any of your staff that manages or reviews classified employees to attend these two informative training sessions.**

6. VACATION

Each year, in accordance with District policies and applicable collective bargaining agreements, Administrators are required to issue an annual vacation calendar by March 15th, for the next school year. Consistent with the 18-pay period vacation cap amount set forth in the contract, the following procedures for scheduling vacation time are provided by March 15 of each school year.

Administrators shall issue an annual vacation calendar for the next school year. The calendar will include the following:

- 1) A list of all dates when vacation cannot be taken due to operational needs.
- 2) A list of all dates when vacation may be taken by all employees.
- 3) A list of all dates when a part of the staff may take vacation indicating any limits on the number of employees who may take vacation or on the amount of vacation that may be taken.
- 4) During periods within the employee's assignment basis when the District is closed, when the employee's work site is closed, or when there is a lack of work (unless the employee and the appropriate administrator agree that the employee may go unpaid during such a period). Where assignment of mandatory vacation is necessary due to lack of work as determined by management, volunteers shall be considered first; preference shall be given to employees in the affected classification at the site with the highest site seniority in classification. If the number of volunteers is insufficient, assignment of mandatory vacation shall be to those employees with the highest vacation balance. Exception to the foregoing may be made considering special needs, attendance records, the individual employee's vacation balance, and/or previously approved scheduled vacation.
- 5) By April 15 of each school year or two weeks after the adoption of school calendars, whichever occurs last, each employee shall provide to his/her appropriate administrator or designee a proposed written vacation usage schedule for the following school year, which schedules vacation for the school year in amount necessary to assure the employee will not exceed the vacation cap amount.

Approval for vacation will be made in compliance with the applicable collective bargaining unit and District policy including:

- Dates when vacation cannot be taken: (for example, enter first two weeks of school, last two weeks of school, typically time around the norming period).
- Dates when vacation must be taken (for example, enter winter shutdown, spring shutdown).

GENERAL INFORMATION:

1. MANDATORY POSTING OF REGULATORY NOTICES – BUL-4991.11

The law requires that all mandatory State and Federal employment notices/posters are placed in highly visible areas that are frequented by employees and may be easily read during the workday. BUL 4991.11 dated July 29, 2019 replaces BUL 4991.10 of the same title. Due to the frequency of updates and revisions to the employment notices issued by regulatory agencies, District printing and distribution of the "Mandatory Employment Notices 1-3" (mega-posters) were discontinued in September 2016. Each worksite must print and post the mandatory notices. Please remove old notices/posters prior to posting new ones. For more information, please contact the Division of Risk Management.

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 (213) 241- 7600.

3. 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://schoolfiling.lausd.net>. For specific instructions on completing this process, please contact your Staff Relations Field Director.

4. 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 ABSENCES/LEAVES	REASONABLE ACCOMODATIONS	WORKER'S COMPENSATION
Adult Education	Karmina McCarthy (213) 241-0673	Rima Vosghanian (213) 241-2213	Linda Bayless (213) 241-7641
Beaudry Building	Karmina McCarthy (213) 241-0673	Raul Noe (213) 241-3996	Sara Ortiz (213) 241-3967
Central (LD)	Marty Russell (213) 241-3954	Maria Lemus (213) 241-2820	Sandra Hornback (213) 241-3966
Early Education	Based on Local District Locations	Patricia Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
East (LD)	Marty Russell (213) 241-3954	Raul Noe (213) 241-3996	Sandra Hornback (213) 241-3966
Facilities	Contact Facilities Human Resources	Based on worksite location	Linda Bayless (213) 241-7641

LOCATION	PROTECTED ABSENCES/LEAVES	REASONABLE ACCOMODATIONS	WORKER'S COMPENSATION
Food Services	Contact Food Services Human Resources	Based on worksite location	Sandra Hornback (213) 241-3966
Northeast (LD)	Karmina McCarthy (213) 241-0673	Maria Lemus (213) 241-2820	Sara Ortiz (213) 241-3967
Northwest (LD)	Karmina McCarthy (213) 241-0673	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
Nursing	Karmina McCarthy (213) 241-0673	Based on worksite location	Based on worksite location
School Police	Karmina McCarthy (213) 241-0673	Patricia Prince (213) 241-3978	Sara Ortiz (213) 241-3967
South (LD)	Marty Russell (213) 241-3954	Patricia Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
Transportation	Contact Transportation Human Resources	Maria Lemus (213) 241-2820	Sandra Hornback (213) 241-3966
Warehouse & Truck Operations/Pico Rivera	Contact Procurement Human Resources	Rima Vosghanian (213) 241-2213	Linda Bayless (213) 241-7641
West (LD)	Karmina McCarthy (213) 241-0673	Cynthia Looney (213) 241-2668	Linda Bayless (213) 241-7641
IDM COORDINATORS BY PROGRAM			
Staff Attendance	Protected Absences/Leaves	Reasonable Accommodations Return-To-Work	Workers' Compensation
Marty Russell (SA) (213) 241-2204	Vondradee Courtenay (PL) (213) 241-1159	Latasha Lewis (RA/RTW) (213) 241-7630	Juan R. Gonzalez Jr. (WC) (213) 241-3839

IDM Email Addresses and Phone Numbers by Program:

Absence Management: absencemanagement@lausd.net FMLA Unit: (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: disabilitymanagement@lausd.net
Staff Attendance: staffattendance@lausd.net

Division of Risk Management and Insurance Services, Integrated Disability Management (IDM)

12/11/2019

Probationary Teacher Frequently Asked Questions (FAQ's)

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

First, check the "Junk" and/or "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.

LOCAL DISTRICT/ DIVISION	PERSONNEL SPECIALIST	TELEPHONE NO.	E-MAIL ADDRESS
CENTRAL	William Masis	(213) 241-4580	WILLIAM.MASIS@LAUSD.NET
	Carol Shimizu	(213) 241-4580	CMS6440@LAUSD.NET
EAST	Edward Salazar	(213) 241-4193	EXS3827@LAUSD.NET
	Carol Shimizu	(213) 241-4193	CMS6440@LAUSD.NET
NORTHEAST	Elise Cho	(213) 241-6102	ESC8642@LAUSD.NET
	Debra Dillard	(213) 241-4950	DEBRA.DILLARD@LAUSD.NET
NORTHWEST	Carolyn Chang	(213) 241-4547	CCHANG@LAUSD.NET
	Elise Cho	(213) 241-6102	ESC8642@LAUSD.NET
SOUTH	Andres Equihua	(213) 241-8091	ANDRES.EQUIHUA@LAUSD.NET
	Michael Thompson	(213) 241-2533	MICHAEL.A.THOMPSON@LAUSD.NET
WEST	Karen Castro	(213) 241-5436	KAREN.CASTRO@LAUSD.NET
	Michael Thompson	(213) 241-2533	MICHAEL.A.THOMPSON@LAUSD.NET
SPECIAL EDUCATION & ITINERANTS/SUPPORT SERVICES	Oscar Hernandez	(213) 241-6923	OHERNA2@LAUSD.NET
ADULT EDUCATION	Alonzo Cienfuegos	(213) 241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
EARLY CHILDHOOD EDUCATION	Felicia Torrence	(213) 241-2404	FTORRENC@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: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 AND SUPPORT SERVICES, K-12 TEACHERS	Leanne Hannah	(213) 241-2538	leanne.hannah@lausd.net
	Maria Salazar	(213) 241-5103	maria.salazar@lausd.net

STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2019-2020
AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet on (recommended)	II Return Initial Planning Sheet by (contractual)	III Initial Planning Conference by (contractual)	IV** Evaluations Issuance Deadline (contractual)
Basis A	07/01/19	08/09/18	08/23/19	05/15/20
Basis E	07/25/19	09/03/19	09/13/19	05/15/20
Basis B	08/05/19	09/13/19	09/27/19	05/15/20

*****See the notation below for administrators evaluated on the EDSSL and EDSPS platforms currently serving in the capacity of Assistant Principal, Principal, Director or Community of Schools Administrator.**

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	08/02/19	08/09/19	08/23/19	02/07/20	05/29/20
Single Track	09/20/19	09/27/19	10/11/19	02/21/20	05/13/20
B Basis Option 6	08/16/19	08/23/19	09/13/19	02/21/20	05/19/20
B Basis Option 7	08/23/19	08/29/19	09/20/19	02/21/20	05/15/20
B Basis Special Calendar GB_06SPE	08/23/19	08/29/19	09/20/19	02/21/20	05/18/20

	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	08/16/19	08/23/19	09/13/19	02/21/20	05/18/20
B-Basis Single- Track Calendar	09/06/19	09/13/19	09/27/19	02/21/20	05/22/20

* 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 workday 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 workday 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 workday of the eighth week. For employees newly assigned within ten workdays 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 workday 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 15, 2020 (Article VII, Section 4 and pursuant to MOU between AALA/LAUSD signed June 20, 2019), except (per side letter between AALA/LAUSD signed September 9, 2019) for the following who are evaluated on the EDSSL and EDSPS platforms:*

Assistant Principals – May 13, 2020

Principals – May 20, 2020

Directors and Community of Schools Administrator – May 27, 2020