

OFFICE OF STAFF RELATIONS
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: Principals and Administrators **DATE:** July/August 2018
FROM: Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations
SUBJECT: **JULY/AUGUST 2018 - UPDATE & REMINDERS**

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

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

IMPORTANT DATES:

July 2, 2018	Notification to A Basis Administrators of evaluation.
July 2 - August 3, 2018	Notify UTLA-represented A-basis employees of evaluation.
July 19, 2018	Notification to E Basis Administrators of evaluation.
July 30, 2018	Notification to B Basis Administrators of evaluation.
August 24, 2018	Final date to establish objectives for UTLA-represented employees on A Basis.
August 13, 2018	Notification to C Basis UTLA represented employees of evaluation.
<u>September 14, 2018</u>	<u>Last day to notify C Basis UTLA represented employees that they will be evaluated during the 2018-2019 school year.</u>
October 5, 2018	Final date to establish objectives for UTLA-represented C-basis employees. *(See Attachment #2 to review contractual deadlines for evaluation of B Basis UTLA represented employees)

CERTIFICATED INFORMATION:

1. NEW TEACHER GROUPS INCLUDED IN THE EDST AND EDSNCT PROCESSES FOR THE 2018-2019 SCHOOL YEAR

Adult Education Teachers, including ROP, Teacher Librarians, and Special Education Itinerant Teachers (not Related Services) will start being evaluated using the Educator Development and Support: Teachers (EDST) process this year. Deans and non-school based, non-classroom teachers including Teacher Advisors, Teacher Experts, Teacher Facilitators and Teachers-Special Education Transition Services will now be evaluated following the Educator Development and Support: Non-Classroom Teachers (EDSNCT) process located at the following site: <https://lausd.truenorthlogic.com>. For additional questions, contact Professional Learning and Leadership Development at (213) 241-3444.

2. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have a certificated employee who is currently in Probationary 2 status, monitor his/her performance closely - particularly if the employee had performance problems last year and continues to exhibit performance problems in the first semester of the 2018-2019 school year. It is recommended that you document those concerns around performance and the assistance and guidance provided in several conference memoranda. Decisions regarding re-election and non-reelection of these employees will be made prior to the end of the first semester via the Affirmative Decision form. For assistance with this process, contact your Staff Relations Field Director.
3. **STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Human Resources Personnel Specialist as soon as possible.
4. **2018-2019 CERTIFICATED EVALUATIONS:** As per UTLA-LAUSD Collective Bargaining Agreement, all evaluation timelines are fixed (see attachment #2). Before the school year starts, determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last work day of the fifth week of school (9-14-18)**. The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school (10-5-18) are to be notified that they are to be evaluated within ten (10) work days of reporting to the school. All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually. Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement (see next item).
5. **EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, the period between evaluations for permanent teachers with ten (10) years or more as a full-time teacher, may be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period. The extension must be **mutually** agreed upon by the evaluator and the employee. **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause. Such notice should be given before the end of the school year preceding the next intended evaluation, but shall not be given later than the commencement of the evaluation process. (**Article X, Section 3.0**)
6. **ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The Collective Bargaining Agreement with UTLA requires that the employee's objectives be established **no later than the last work day of the 8th week of school: October 5, 2018**. For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 2, 2018. **If a teacher fails to complete an Initial Planning Sheet, the administrator should schedule the Initial Planning Conference and provide the teacher with the objectives upon which their evaluation will be based. (Article X, Section 4.0 – 4.3)** See attachment #2 for timelines.
7. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall complete one formal observation during the academic year, **no later than the last work day of the sixth week of the second semester – February 15, 2019**. The observation shall be followed by a post-observation conference. The post-observation conference shall occur **no later than ten (10) work days after the formal observation.** (**Article X, Section 5.0(a)**) See attachment # 2 for timelines.

8. **STAFFING PROCEDURES AFTER INITIAL SELECTION THROUGH THE FIFTH WEEK OF SCHOOL:** Staffing procedures, for openings which occur after the completion of the initial spring assignments and before norm day (usually the end of the 5th week of school), are to be made by the principal and department or grade level chair working together to determine who will fill the opening or vacancy. In doing so, the principal and department or grade level chair shall utilize the teacher preference forms and shall take into account seniority and educational program needs. If agreement is not reached or if the parties prefer, the openings and vacancies shall be filled by a new hire, transferee, substitute, or auxiliary assignment. (**Article IX-A, Section 2.1**)
9. **CHANGE OF TEACHER ASSIGNMENTS:** Teachers are to be notified, as soon as feasible, of a change in their tentative assignment. If a teacher is notified of a change of assignment within five (5) calendar days prior to the assignment (first student instructional day), upon request, the teacher shall receive the equivalent of up to two (2) days in paid status as preparation time for the assignment. In order to receive the equivalent of two days preparation time, the change of assignment must affect the majority of courses taught in a secondary assignment and require a preparation for a course not in the previous assignment. (**Article IX-A, Section 2.0 (a)**)
10. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance & Review (PAR) Program provides service to referred teachers, non-permanent teachers, and teachers who volunteer to participate. If you have a teacher who received a Below Standard Evaluation for the 2017-2018 school year, he/she will be considered a referred teacher with mandatory participation in the PAR Program. For more information, visit the website at <http://achieve.lausd.net/par>. You may also contact the program coordinator, **Susan Masero, at (213) 241-5501 or by email at susan.masero@lausd.net.**
11. **NOTIFICATION TO TEACHERS REGARDING PAST MISCONDUCT BY A STUDENT:** When a teacher is regularly assigned a student who has engaged in or is reasonably suspected to have engaged in certain acts, as described in BUL No. 3927.2, dated September 3, 2010, the District shall make a good faith effort to inform the teacher of that misconduct. Information encompassing all such incidents during the previous three years shall be maintained by the principal and provided to the teacher. Each school principal shall establish an E.C. 49079 file with all available confidential information regarding each student. (**Article XXIV, Section 4.0**)
12. **OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten (10) consecutive days to an unfilled position in which the substitute teacher opens a class at the beginning of the school year shall be paid at the extended substitute rate. (**Article XIX, Section 4.2**)
13. **SUBSTITUTE FOLDERS:** Make sure that you have a substitute folder for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, a map of the school, appropriate keys and security/emergency information (including how use the class phone & how to contact the office in case of an emergency). (**Article XIX, Section 10.0**) It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
14. **CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether the teaching substituting is a surplus teacher or a day-to-day substitute.** If the employee is a day-to-day substitute, the site administrator may, for cause,

issue 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 conference with the substitute regarding the allegations, **informing the employee that he/she 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)**

15. **SURPLUS TEACHERS (FORMERLY CONTRACT POOL TEACHERS):** 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 an employee is a surplus teacher or a day-to-day substitute**. Surplus Teachers are full time 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 Staff Relations Field Director for questions.
16. **ITINERANT EMPLOYEES:** 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, and a host of other staff members. **Please make sure that a time card is created for them at the beginning of their assignment and regularly monitored**. 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. Francisco Serrato, Staff Relations Field Director, at fserrato@lausd.net or (213) 241-8243.
17. **INFORMAL GRIEVANCE PROCEDURES:** Prior to filing a formal grievance, the grievant shall attempt to resolve a grievance by an informal conference with the employee's immediate supervisor. The request for the informal grievance meeting should be made in writing. If you receive such a request, contact your Staff Relations Field Director for assistance. The informal grievance conference has to be scheduled within five days of receiving the written request and a written response is required within five days following the informal conference. **(Article V-Section 7.0)**

CLASSIFIED INFORMATION:

1. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:** During the first week of school, hold a meeting to discuss duties, requirements and work schedules with your Classified Aides (i.e. Special Ed Assistants/Trainees, Campus Aides, Health Care Assistants). Attached is a list of recommended subjects and bulletins to be discussed at the meeting (**Attachment #1**). This material may also be used for a handbook to be distributed to your paraprofessionals. Please ensure you keep a copy of the agenda, the

related material discussed, and sign in sheet for this and future meetings as documentation that employees have received the information.

2. **BUS RIDING AIDES:** Special Education Trainees/Assistants and Health Care Assistants assigned to ride the bus with Special Education students should be instructed to notify the appropriate administrator immediately if, due to bus schedule, they worked less than or more than their scheduled hours. This will allow for adjustments of the bus schedule to minimize unscheduled overtime. Additionally, administrators should monitor time cards to determine if employees are working their scheduled work hours.
3. **LIBRARY AIDES:** If your school site did not purchase a Library Aide for this school year, please be advised parents, volunteers and/or other job classifications (i.e. Special Education Assistants, Teacher Assistants, etc.) *cannot operate the library in place of a Library Aide*. Doing so would be a violation of the Unit D Collective Bargaining Agreement. In accordance with **BUL-6040.2 Library Staffing–Student Access Clarifications**, employees with a classification of Education Aide II or III, Instructional Aide I or II, or Teacher Assistants, who accompany their teachers and classes to the library may assist the students in locating and shelving books. This provision should not be misused to supplant the work of library personnel. For additional information, please refer to BUL-6040.2. Please contact your Senior HR Representative if you have any questions.
4. **ADDITIONAL TEACHER ASSISTANT LAY-OFF:** If your school will need to close additional Teacher Assistant positions due to Budget cuts, please remember that Teacher Assistant lay-offs are handled at the school site and guided by Article X of the Unit F contract. The lay-off order is determined partially by the employee’s seniority, but primarily by the number of college units he/she has attained. If you have questions, please contact your Senior HR Representative.
5. **BREAK/LUNCH TIMES FOR UNITS B, C, D, AND F:**

HOURS OF ASSIGNMENT	BREAK(S)	LUNCH
3 or fewer	None	None
4	One - 10 minutes paid	None
5	One - 10 minutes paid	*Minimum 30 minutes unpaid **(except Unit D)
6 to 8	Two - 10 minutes or One - 20 minutes paid	Minimum 30 minutes unpaid

***Units B (Spec Ed Assts, Campus Aides, Instr Aides) or F (Teacher Assts):**

Rest periods cannot lengthen lunch period or shorten work day.

****Unit D (clerical staff except SAA, Library Aides):**

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

6. **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). At the beginning of the Fall and Spring semesters, 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 semester, TAs will be required to log back in to indicate which courses were successfully completed and provide verification through transcripts or grade reports.

The Unit F Collective Bargaining Agreement (CBA) makes clear that satisfying units is “a condition of continued employment.” However, the CBA does provide a one semester grace period once in a Degree Track or Non-Degree Track employee’s career for those who fall short of the annual requirement for a given year (Degree Track) or for those who enroll in but were unable to successfully complete the course (Non-Degree Track). Article VIII, Section 2.2 & 3.2 respectively.

The District intends to enforce these provisions more consistently. However, the District also wants to ensure that current TAs have fair warning and an opportunity to become compliant. **With this in mind, the District plans to treat the 2017-2018 year as a grace period for those who failed to meet their contractual requirements. No TA will be released for failure to meet the contractual requirement unless there is a documented performance issue on file.** 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.)

TAs will be sent an email to their LAUSD email account requesting them to register their course enrollment for the Fall 2018 and Spring 2019 semesters. In addition, any courses already successfully completed for the Spring 2018 semester will need to be verified with uploaded documentation (if applicable). Final certification of completed courses for the Fall 2018 and/or Spring 2019 semester will need to be uploaded by June 30, 2019. Teacher Assistants who have not submitted their enrollment verification and verification of completion by the deadline indicated in the email will be separated from the District.

Starting in the 2019-2020 school year, any TA (Degree Track or Non-Degree Track) who does not comply with the requirements of the CBA will be released when the District becomes aware that they are not in compliance. For additional questions, please contact your Sr. Human Resource Representative.

7. **TEACHER ASSISTANT PORTAL:** To access the Teacher Assistant Portal, TAs will need to log into <https://teacherportal.lausd.net> and under “Employee Tools” select Teacher Assistant. They will need 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.
8. **TEACHER ASSISTANTS SENIORITY LIST:** Teacher Assistant Seniority will continue to be handled at the school site. In accordance with Article X of the Unit F contract, site administrators are required to compile and post a list of all assigned Teacher Assistants. The list is compiled as follows:
 1. Review certified transcripts of all Teacher Assistants assigned to your site. (You must request a copy from each TA).
 2. Prepare a list, in descending order, of completed qualified college units.

GENERAL INFORMATION:

1. **OPENING OF SCHOOL MEETING AND BULLETIN:** In anticipation of the opening of school, provide all employees with important information regarding procedures and expectations. This information should be provided verbally and in writing at your opening of school meeting. Sign into the Staff Relations

website at <http://achieve.lausd.net/staffrelations> and then select the link to “Policy/Forms” on the left hand side to view commonly used policies and procedures. A few suggested items to address:

- a. Sign-in / Sign-out procedures
 - b. Absence reporting procedures
 - c. Duties and assignments
 - d. Emergency procedures
 - e. Additional Policies as required by District mandates and referenced in the Principal’s Portal
2. **ON-LINE CHILD ABUSE TRAINING:** The on-line Child Abuse training must be completed by ALL staff by **September 30, 2018**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be completed on work time. You may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.
3. **ADMINISTRATORS RECEIVING UNION CORRESPONDENCE:** If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter/phone call. Contact your Staff Relations Field Director or Senior Human Resources Representative as soon as possible.
4. **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 and for information on the uploading requirements, please contact your Staff Relations Field Director or Michael Koo at michael.koo@lausd.net.
5. **CLOSING OF CLASSIFIED POSITIONS:** (Office Staff, Instructional Aides, Campus Aides, etc.) If during Budget development, you closed any classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a clerical position), remember that the employee’s official notice comes from the Personnel Commission (PC). You may advise an affected employee informally that his/her position is being cut, but you must not give an effective date (such as the end of this school year). A letter to the employee from the PC will give the employee a 60 day notice and an effective date of either his/her layoff or new assignment, if applicable. The notices were sent out on at the end of June, 2018. You are a copy recipient of any letter sent to one of your employees.
6. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES**
Union representatives are permitted to enter school campuses following guidelines addressed in the LAUSD Visitor’s policy. Reasonable access to District facilities includes contacting employees during their duty free lunch period and before or after their hours of service. Representatives shall not interrupt any employee’s duties or assignments.

General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- B. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.

- C. Complete a visitor's permit and obtain the principal/designee's approval before proceeding with your visit.
- D. All visitors are expected to conduct themselves in a non-disruptive or non-abusive manner while visiting a work location.
- E. Please utilize non-duty time or break times to meet with employees.
- F. Please ensure employees are not late returning from breaks or lunch meetings.
- G. Please notify the visiting school main office or department of your departure and return the visitor's permit before leaving the work location.

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).

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 Resource Officer	FIGUEROA, LETICIA	213-241-6056 213-241-5313	leticia.figueroa@lausd.net
Administrator-AALA	DR. MURPHY, KRISTEN	213-241-8233	kristen.murphy@lausd.net
HR-SR Manager	LE DUFF, MELINDA	213-241-8253	melinda.leduff@lausd.net
Field Director	DR. SERRATO, FRANK	213-241-8243	fserrato@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	OSIO, JAMIE	213-241-8239	jamie.osio@lausd.net
Clerk	HAYNES, ROCHELLE	213-241-9036	rochelle.haynes@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	OLORTEGUI, BRENDA	818-654-3641	bolorteg@lausd.net
Shared 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
Shared Field Director	DELISLE, CARRIE Mon/Tue	818-252-5436	carrie.delisle@lausd.net
Sr. HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	ALFAYATE, JUAN	213-241-0184	jalfayat@lausd.net
Shared Field Director	MOSCOSO, VERONICA Wed/Thur	213-241-8257	vxm6767@lausd.net
Sr. HR Rep	NGUYEN, CHRYS	213-241-8227	c.nguyen@lausd.net

LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Shared Field Director	MOSCOSO, VERONICA Mon/Tues	323-224-3120	vxm6767@lausd.net
Sr. HR Rep	KELLY, CATHY	213-241-8248	cathy.kelly@lausd.net

LOCAL DISTRICT SOUTH

Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Field Director	MARTINEZ, ISAIAS	310-354-3419	isaias.martinez@lausd.net
Sr. HR Rep	GORDEN-CAVE, CONNIE	213-241-2563	connie.gorden-cave@lausd.net

LOCAL DISTRICT WEST

Field Director	DR. MAXEY, ERIC	310-914-2153	ejm9800@lausd.net
Field Director	SANCHEZ, ALEJANDRA	310-914-2150	alejandra.sanchez@lausd.net
Sr. HR Rep	Vacant	213-241-6896	

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	213-241-3725	djf2378@lausd.net
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ATTACHMENT #1

**STAFF RELATIONS
PARAPROFESSIONALS
BEGINNING – OF – YEAR REMINDERS**

EXPECTATIONS

- Work hours (including sign-in/sign-out and timecard procedures, absence and call-in procedures)
- Attendance expectations (the instructional program depends on everyone, including part-time aides, being at work every day)
- Daily schedule(s)
- Role of paraprofessional (i.e. to work directly with students)
- Information on supporting the instructional program that would be relevant to all paraprofessionals
- Guidelines for supervision duties during nutrition/recess, lunch, and PE
- Student behavioral standards and expectations (in classroom, on the school yard, and whole campus)

POLICIES

- LAUSD Attendance Policy
- Special Education Paraprofessional Attendance Policy (BUL-6527.1)
- Certification of Absence Forms (BUL-6307.5)
- Dress standards (Board Rule 1906)
- LAUSD Code of Conduct with Students (BUL-5167.0)
- Ethics Policies (BUL-4748.0)
- Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals (REF-6770.2)
- Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL-999.12)
- Social Media Policy for Employees and Associated Persons (BUL-5688.2)
- Administrative Policy Regarding Falsification of Records (BUL-3723.0)
- Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.2)
- Child Abuse and Neglect Reporting Requirements (BUL_1347.2)
- Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.3)
- Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- Classified Employees Handbook
- Special Education Paraprofessional Handbook

TEACHER ASSISTANTS

- Upload verification of enrollment in current semester/quarter into the TA Portal <https://teacherportal.lausd.net>
- Upload a certified transcript from the college verifying completed courses from the previous semester/quarter to the TA Portal.

MISCELLANEOUS

- Staff/Track (including “people to know” and School Committee assignments)
- Map of campus
- School Safety and Emergency Procedures

With all performance expectations, especially attendance, punctuality, course requirements, and work hours, advise on the consequences of failure to perform (i.e. may result in disciplinary action).

**STAFF RELATIONS
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** Evaluations Issuance Deadline (contractual)
Basis A	07/02/18	08/10/18	08/24/18	05/17/19
Basis E	07/19/18	08/30/18	09/14/18	05/17/19
Basis B	07/30/18	09/07/18	09/21/18	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). This date is contingent upon AALA extending for 2018-2019 a side agreement signed in 2017-2018 on this matter. If there is no extension of such agreement, then Final Evaluation Reports will have to be issued no later than May 10, 2019 for all A, E and B Basis administrators.**