

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

**TO:** Principals and Administrators

**DATE:** June 1, 2018

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

**SUBJECT:** **JUNE 2018 UPDATE AND REMINDERS**

**IMPORTANT DATES:**

- June 11, 2018** Last day to upload documents to the legacy Certificated Performance Evaluation System
- June 11, 2018** Last day to upload documents to the EDST performance evaluation system
- June 11, 2018** Last day to upload documents to the EDSNCT performance evaluation system
- June 11, 2018** Last day to upload documents for EEC Teachers to the EDST performance evaluation system
- June 16, 2018** Last day to upload documents to the EDSSL performance evaluation system for Assistant Principals
- June 25, 2018** Last day to upload documents to the EDSSL performance evaluation system for Principals

**GENERAL INFORMATION:**

**1. 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 a copy of the mandatory coverage, please contact your Staff Relations Field Director or Michael Koo at [michael.koo@lausd.net](mailto:michael.koo@lausd.net) (Attachment #1)

**2. CONTACTS FROM OUTSIDE ATTORNEYS**

Whenever you receive a phone call or any written correspondence from any outside attorney representing a District employee at your site, **DO NOT RESPOND**. Please call the Office of General Counsel for assistance with the matter at (213) 241- 7600.

**3. VACATION CAP**

It is important that supervisors work with employees to have them take vacation to ensure that employees' vacation balances will not be over their cap. Scheduling employees' vacation time now for the coming months will provide the most flexibility and will ensure sufficient staffing of schools and offices. Contact your timekeeper and/or approver to find out which employees are over the vacation cap. They can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

#### **4. LETTERS OF RECOMMENDATION**

If you receive a request to provide a letter of recommendation/reference or to complete a reference form, you may choose to complete it, but you are not required to do so. You may simply provide dates of employment, position, and salary information (*i.e.*, a neutral letter of reference), or a letter of recommendation/reference with additional information pursuant to the guidelines below.

##### **Reminders:**

- Follow the 15 guidelines outlined in this bulletin.
- Individuals who violate this policy may be subject to discipline.

Refer to **BUL-6495.1, Responding to Requests for Letters of Recommendation.**

#### **CERTIFICATED INFORMATION:**

##### **1. RETURN RIGHTS**

Deans, Coordinators and Coaches at your school longer than one year and one day who were not reelected or confirmed for the coming year have return rights to your school and can displace using seniority on the matrix if they were in a teaching position at your school before the non-classroom assignment. If they came from another school they may return to that school if there is an opening. **ARTICLE XI, SECTION 12.0, Section b, (See Attachment # 2 for more details)**

##### **2. CHANGE OF TEACHING ASSIGNMENT AFTER THE INITIAL TENTATIVE ASSIGNMENT**

Teachers shall be notified as soon as feasible of a change in tentative assignment. If a teacher is notified within 5 calendar days prior to the beginning of the school year (August 6, 2018 for single track) that there will be a change of assignment, **upon request**, the teacher shall receive the equivalent of two days of preparation time. The change of assignment must affect the majority of courses taught in a secondary assignment and must require a preparation for a course not in the previous assignment. If the change of assignment does not affect the majority of courses taught but requires a new preparation, the teacher may request the equivalent of up to one day of preparation time. **ARTICLE IX-A, SECTION 2.0, Section a**

##### **3. END OF YEAR PROCEDURES**

It is always a good practice to notify staff in writing of the procedures and deadlines for turning in roll books/registers, assessments, keys, and other items. It is also advisable to inform the staff of the expectations for securing equipment and preparing their rooms for summer cleaning. For secondary schools, many administrators schedule a date prior to the last day to review roll books for completeness and correctness.

##### **4. PREPARATION FOR 2018/2019 SCHOOL YEAR OPENING**

Principals should consider making a list of issues and concerns that have emerged over the past year and plan how they will be addressed during the opening staff meeting. Topics may include:

- Staff attendance for past year
- Absences preceding and following holidays
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Teacher hours
- Substitute Lesson Plans/Folders
- Instructional Expectations
- Other identified areas for improvement

## **5. ROSTERING TEACHERS FOR EVALUATION IN 2018-2019**

In preparation for the upcoming school year, determine the evaluation status of current teachers by considering the teachers' employee status, previous final evaluation ratings, and other [recommendations](#) included in MyTeam. Begin the process in July 2018 by listing all teachers by status and adding new hires with their status as they join your staff. To confirm the current employee status of a teacher, contact your Personnel Specialist, at (213) 241-6328. All non-permanent teachers are to be evaluated annually. Per the LAUSD/UTLA Agreement Article X, 3.0 (a-c), evaluations shall be made at least once each academic year for probationary or qualifying teachers, and at least once every other year for permanent teachers.

Please be aware that if a teacher evaluation was mutually extended in the past and the current administrator no longer agrees with that extension, the teacher needs to be informed that he/she will be evaluated before the end of the school year prior to the evaluation year. In this case, before June 8, 2018.

## **6. NEW TEACHER GROUPS INCLUDED IN THE EDS PROCESSES IN 2018-2019**

Beginning in 2018-2019, Adult and Career Education teachers and Teacher Librarians will be evaluated using Educator Development and Support: Teachers (EDST) process. Deans and various non-school, non-classroom teacher groups (advisors, experts, and facilitators based in the local districts and central office) will now be included in the Educator Development and Support: Non-Classroom Teachers process. For additional questions contact Nancy Concha, Professional Learning and Leadership Development, at (213) 241-3444.

## **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 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
- D. Also send in any previous Conference Memos that the employee might have received, particularly if the concerns/allegations are similar to the ones being investigated.

After holding the conference with the employee, issuing the written conference memo (within four days of the meeting), and giving him/her 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

## **8. SURPLUS TEACHERS (FORMERLY CONTRACT POOL TEACHERS) CONFERENCE MEMOS**

Regular employees assigned to the Surplus 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 surplus 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.

## **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, 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](mailto:fserrato@lausd.net) or 213-241-8243.

### **CLASSIFIED INFORMATION:**

#### **1. CLOSING OF CLASSIFIED POSITIONS (Office Staff, Instructional Aides, Campus Aides, et al.)**

If during budget development, you closed any Classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a clerical position), the employee's official notice will come from the Personnel Commission (PC). Unit G employees are the exception (see #2 below). The PC will mail letters to affected employees giving them a 60-day notice and an effective date of the lay-off or new assignment, as applicable. 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 or end of their basis). It has not been announced when the notices will be sent this year, however, you will be a copy recipient of any letter sent to one of your employees.

#### **2. UNIT G EMPLOYEES (SCHOOL SUPERVISION AIDES AND COMMUNITY REPRESENTATIVES - CLASS CODE BEGINS 008...)**

Unit G employees are at-will employees. If you release a Unit G employee, please provide the employee with a reason for the release. The reason may be provided in writing or an oral response. Please contact your Senior Human Resources Representative with questions or concerns.

#### **3. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR**

The Unit F Contract must be followed when you close any Teacher Assistant positions (NOT Classified positions). There is an order of lay-off which is not based primarily on seniority. You are not able to retain Degree Track TAs over Non-Degree Track TAs. Order of layoff is determined by total number of completed college units and years of service. You may request your TA's to provide you with a copy of their official transcripts that were uploaded to the TA Portal in order to establish a TA seniority list. Report **HR085 TA Seniority** in BTS can assist with determining a TA's date of hire/years of service. This report is located on the School tab, seniority folder. Contact your Senior Human Resources Representative for assistance. **See Attachment #3, Reduction in Force for Teacher Assistants.**

#### **4. APPROPRIATE FUNDING FOR DEGREE TRACK VS. NON-DEGREE TRACK TEACHER ASSISTANT POSITIONS**

Please note there is a salary difference between Degree Track and Non-Degree Track Teacher Assistant positions. If you need to close any TA positions due to reduction in force, you must follow the RIF procedures summarized above and outlined in Attachment #3. TA seniority is based on the total number of overall units **and** years of service. Non-Degree Track TAs generally have enough years of service to retain their position, provided they have maintained continuous enrollment in college courses. You are not able to select Degree Track over Non-Degree Track TAs because of non-availability of funding or

different funding source, as this will constitute a violation of the Unit F contract. Therefore, it is imperative that you maintain appropriate funding for your Non-Degree Track TAs.

**5. TEACHER ASSISTANT REDUCTION IN HOURS**

If you need to reduce the hours for any of your TA positions, there is a process that must be followed in accordance with the Unit F contract. The process is outlined in **Attachment #4. (Article IX, Section 7.0)**

**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).**

# School Files Project Instructions

## 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) 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. Users must also select the “Conduct Type” associated with the document using the drop-down list.

## How to upload a document

1. Log-in to the application using your SSO account at: <https://schoolfiling.lausd.net>. The application is compatible with all major web browsers.
2. Enter **8-digit** employee ID number (add preceding zeros) for the individual who is the subject of the document being uploaded. Then click on the “Find Employee” button. Under “Employee Info” the employee name and currently assigned cost center will populate. Under “Upload Location” your cost center will populate. A message will appear in green below the search boxes validating the employee selection.
3. Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.
4. Click the “Browse...” button to attach PDF document. Choose the document to upload. Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF.
5. After document is selected, the file name will appear. Select “Upload”. You should receive a message in green at the bottom that says “File was uploaded successfully”
6. Documents you have uploaded will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents from your cost center.

## Helpful Tips

### 1. Which Internet browser is preferred?

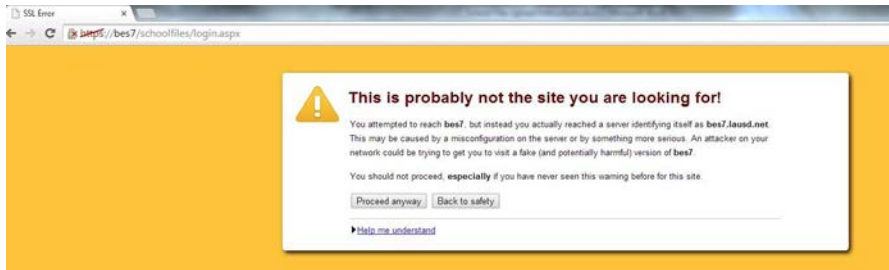
The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

## ***ATTACHMENT #1 Continued***

### **2. I entered the Employee Number, but the application was unable to find the Employee Name**

Verify the Employee Number is correct and contains 8- digits. (If required, precede less than 8- digits with leading zeroes)

### **3. I received the following messages. What should I do?**



Click **Proceed anyway**. The computer server that hosts the application does not have a certificate installed. The application resides on a computer located within ITD.

## School File Application – June 2018 Update

- 1) Log in with your single sign-on at: <https://schoolfiling.lausd.net/> using Internet Explorer as your browser.

Los Angeles Unified School District  
SCHOOL FILE APPLICATION

Login to School File Application

Username:

•Enter your Single Sign-On (email) username and password to Log In.  
e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net)  
•Do not add domain name (@lausd.k12.ca.us @lausd.net)

Password:

Session times out after 30 minutes.  
Note: Your Single Sign-On username and password is the same as your email username and password  
Having login or account creation problems?  
Please call the ITD Helpdesk at (213) 241-5200 for assistance  
[Need Help? Click here for FAQ](#)

- 2) Enter **8-digit** employee ID number (add preceding zeros if necessary) for the individual who is the subject of the document being uploaded. Then click on the “Find Employee” button.

Los Angeles Unified School District  
SCHOOL FILE APPLICATION

Please enter Employee Number of School File

Employee Number

Employee Name  All

Cost Center  All

- 3) For “Employee Name” the employee and assigned cost center will appear. Under “Cost Center” your cost center should appear as the default, but you can change these selections if needed. A message will appear in green below the search boxes validating the employee selection.

Los Angeles Unified School District  
SCHOOL FILE APPLICATION

Please enter Employee Number of School File

Employee Number

Employee Name  ZONE OF CHOICE (1032801)

Cost Center

Employee No. [00000000] is Valid. You can Upload the Document Now



4) Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is open, displaying a list of options: Select, Sexual Misconduct involving minor, Sexual Misconduct involving adult, Violence, Attendance, Fraud, Alcohol/Drugs, Inappropriate language, Arrest/Conviction, Failure to Report Child Abuse, and Other Inappropriate Behavior. The 'Select' option is currently selected.

5) Click the “Browse...” button to locate the document on your computer to upload. NOTE: all documents must be PDFs.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is set to 'Inappropriate language'. The 'Browse...' button is highlighted with a red box, and the text 'No file selected.' is visible next to it. The 'Upload' button is also visible below the 'Browse...' button.

6) After document is selected, the file name will appear. Select “Upload.” Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF. You should receive a message in green at the bottom that says “File was uploaded successfully”

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is set to 'Inappropriate language'. The 'Browse...' button is now replaced by the file name 'cc4988.PDF'. The 'Upload' button is highlighted with a red box. A red callout box with an arrow points to the file name, containing the text 'File name will appear here'.

7) All documents uploaded for your school will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents.

The screenshot shows the search criteria section of the application. It includes fields for District, School List, Conduct Type, Employee No, and Date Range. The 'Search' and 'Export' buttons are visible at the bottom right. Below the search criteria is a table header with columns for File, Location, Uploaded By and Time, and Conduct Type.

**FINAL**

**Return Rights, Displacement, and Seniority Guidelines  
for  
Deans, Coordinators, Counselors, and Coaches Returning to the Classroom**

<b>Returning To</b>	<b>Time in Current Position</b>	<b>Dean  (See XI, 12.0 b)</b>	<b>Coordinator or Locally Selected Coach  (See XI, 12.0 b)</b>	<b>Counselor With Credential  (See XI, 12.0 b)</b>	<b>Counselor Without Credential  (XI, 12.0 b)</b>	<b>Centrally Selected Coach  (See IX-C, 4.0 d)</b>
<b>Same School</b>	<1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Remain at same school Can displace No seniority on matrix
<b>Same School</b>	> 1 Year	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school Can displace using seniority on matrix*	Remain at same school unless RIF	Return rights if vacancy No displacement No seniority on matrix
<b>Former School</b>	<1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return to former school Can displace No seniority on matrix
<b>Former School</b>	> 1 Year	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Return to former school if opening or within same geographic area No displacement No seniority on matrix	Remain at current school unless RIF	Return rights if vacancy No displacement No seniority on matrix

\* Secondary- considered for classes in the department in which the teacher has taught for the major portion of teaching time during the most recent 6 semesters.

**REDUCTION IN FORCE for TEACHER ASSISTANTS (Unit F, Article X)**

Reduction in force for Teacher Assistants (TAs) is school-based, and based primarily on college units achieved rather than seniority. (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Services Branch and based on District seniority.)

**Definition** Reduction in force is when a TA position is eliminated entirely, as opposed to merely a reduction in hours for one or more positions

**Seniority List HR085 TA Seniority** is a report of TA Seniority available through BTS  
(print out, add each employee's total number of completed college units next to his/her name, and post)

**Reasons for Reduction in force**

- Loss of budgetary support
- Changes in educational program
- Changes in services offered to student
- Changes in student population
- Returns from leave of absence

**Order of layoff**

- Possible termination of employees with less than one year seniority (administrative discretion)
- All employees with up to 5 years seniority are ranked by number of qualified college units achieved; employees with lowest number of units are laid off first
- If necessary, follow same procedure for employees with 5-10 years seniority, and then for those with more than 10 years seniority

**Exemptions**

TAs with special instructional skills or qualifications (such as computer, music, library, bilingual) may be exempted (See Article X, Section 2.3)

**Written Notice**

School must provide a written notice to employee at least **ten (10)** working days prior to effective date of layoff. Contact your Sr. HR Representative for assistance.

**Recall Rights**

- TAs with less than one year of service are considered terminated rather than laid off, and have no recall rights
- TAs with greater than one year seniority are reemployed to any open TA position at the school they were released from, in reverse order of the layoff within 12 months of the layoff \*\*

**Grievances**

Only a violation of the procedure may be grieved, not the decision to lay off

- \* Prior service as a TA, IA, or Education Aide elsewhere can be given credit if it occurred immediately prior to date of hire in current classification of Teacher Assistant.
- \*\* School must develop and maintain recall list

**REDUCTION IN HOURS FOR TEACHER ASSISTANTS  
(Unit F, Article IX, Section 7.0)**

**1. FACTORS FOR CONSIDERATION**

- Program needs
- Budget constraints
- District policy encouraging degree track personnel retention/advancement
- Seniority of employees
- Special skills, qualifications

**2. WRITTEN NOTICE**

- Five days prior to meeting with TAs, **make available to TAs (post or distribute) the school's Units/seniority list.** Report **HR085 TA Seniority** in BTS can assist with determining a TA's seniority.
- Copy of seniority list and budget information to Job Steward (if known) and if requested.

**3. TA MEETING**

- **Give all TAs a five (5) day written notice of a scheduled meeting to discuss the tentative plan.** Two copies of the TA meeting notice to Job Steward, if known
- Hold meeting on TA work time (TAs not on duty may voluntarily attend)
- Local 99 representative may attend by giving Principal 24 hours notice
- Principal (or designee) outlines tentative plans
- Input from TAs; TAs may ask questions, raise objections, offer suggestions and make recommendations

**4. ANNOUNCE FINAL DECISION**

**5. GRIEVANCE – TA MAY GRIEVE PROCEDURES, NOT THE DECISION**

**6. LIMITED PREFERENCE FOR ADDITIONAL HOURS**

- For one year from reduction
- If qualified and available, and if remaining at site
- If not in conflict with present assignment

**7. NOTICE TO HEALTH INSURANCE SECTION**

- Send written notice (memo) when reduction of hours affects medical benefits eligibility (i.e., assignment goes from 80 or more hours to less than 80 hours per pay period).