

OFFICE OF STAFF RELATIONS
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: Principals and Administrators

DATE: June 2019

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

SUBJECT: **JUNE 2019 - UPDATE AND REMINDERS**

For additional resources and information, please visit our website at: <http://achieve.lausd.net/staffrelations>

IMPORTANT DATES:

- June 14, 2019 Last day to upload documents to the EDST performance evaluation system
- June 14, 2019 Last day to upload documents to the EDSNCT performance evaluation system
- June 14, 2019 Last day to upload documents for EEC Teachers to the EDST performance evaluation system
- June 14, 2019 Last day to upload documents for Instructional and Services Stull Evaluations to the MyPGS platform
- June 18, 2019 Last day to upload documents to the EDSSL performance evaluation system for Assistant Principals.
- June 26, 2019 Last day to upload documents to the EDSSL performance evaluation system for Principals.
- June 26, 2019 Last day to upload documents for Management Stull evaluations to MyGPS platform

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 Dr. Virginia Austin at virginia.austin@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 contact your designated Staff Relations Field Director for certificated employees or your designated Staff Relations Sr. Human Resources Representative for classified employees for guidance and assistance when to seek legal assistance from the Office of General Counsel in matters of concern. Office of General Counsel may be reached at (213) 241-7600.

3. CONTACTS FROM UNION REPRESENTATIVES

Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, **DO NOT RESPOND**. Please email details to your

designated Staff Relations Sr. Human Resources Representative for representation, guidance, and assistance with the matter.

4. VACATION FOR “A” BASIS STAFF

There is a procedure in the bargaining agreements for scheduling vacation for vacation-earning employees to help avoid employees exceeding their annual vacation cap (A-basis administrators, all classified employees, excluding Teacher Assistants). The process begins with a communication by March 15 from the administrator with guidelines to affected staff, which should list:

- Dates when employees must take vacation (for most certificated employees, this includes winter and spring breaks, and for C-basis classified employees, this will utilize most of their vacation accrual).
- Dates when no employee may take vacation (e.g., you may not want employees on vacation at the beginning or end of the school year).
- Dates when employees may or may not take vacation, including limits on number of days or the number of employees who will be approved at the same time.

The second step is by April 15, employees shall respond to the administrator with requested vacation dates, taking into account the administrator’s guidelines and their own vacation availability as well as the need to stay below their vacation cap. Within 15 calendar days after that, the administrator shall provide a written acknowledgment either approving or disapproving the requested days. The basis for any denial shall be included on the explanation line of the request form. Request for Absence – Non-Illness

5. 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.

6. LETTERS OF RECOMMENDATION

If you receive a request for reference information, 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 reference provided that 1) you make clear that you are doing so as an individual and not on behalf of the District or 2) you to obtain the express permission of the head of your division to use District and School Letterhead for an official recommendation.

Refer to [BUL-6495.0, Responding to Requests for Letters of Recommendation.](#)

Reminders:

- Avoid “off-the-record” telephone conversations with prospective employers regarding a person’s performance. There is no such thing as “off-the-record.”
- Provide accurate factual information, based upon personal knowledge/observation of the person through direct contact with the person or obtained from the employee’s personnel record. Providing inaccurate information may expose you to risk of liability and/or jeopardize your credential(s).

- Do not make any misrepresentations of fact in describing the performance, qualifications and/or character of the applicant. You should not provide “half-truths.” For example, if you only provide positive aspects and completely ignore the negative aspects, you may give an inaccurate impression. This may subject you to potential discipline by the District, and/or individual liability for harm arising from the statement(s).
- If you make subjective statements or give opinions because they are requested, clearly identify them as opinions and not as fact. If you give an opinion, explain the incident or circumstances upon which you base the opinion.

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 12, 2019 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 2019/2020 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 2019-2020

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 2019 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 10, 2019.

6. NEW TEACHER GROUPS INCLUDED IN THE EDS PROCESSES IN 2019-2020

Beginning in 2019-2020, Early Childhood Special Education teachers (PAL, PCC, PSC programs) will be evaluated using the Educator Development and Support: Teachers (EDST) process. Secondary Counselors will be evaluated with the EDS: Counselors (EDSC) 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. POOL TEACHERS (CONFERENCE MEMOS)

Regular employees assigned to the Contract Pool are to be treated as contracted teachers; they are not to be issued an Inadequate Service Report. Always confirm whether a substitute is a contract pool

teacher or a day-to-day substitute. They are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Field Director for questions.

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 Ms. Veronica Moscoso, Field Director, at vxm6767@lausd.net or (213) 241-8257.

CLASSIFIED INFORMATION:

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

If during budget development, you closed any of your Classified positions (such as Special Education Assistant/Trainee, Campus Aide, or a clerical position) or reduced their assigned hours, official notices to affected employees will come directly from the Personnel Commission (PC). Unit G employees (Community Representatives and School Supervision Aides) 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 their lay-off, reduced hours, or new assignment, as applicable. You may advise an affected employee informally that his/her position is being cut, but you must not propose to them an effective date (such as the end of this school year or end of their basis). Notices are expected to be mailed to affected employees on June 18, 2019 with an effective date of August 19, 2019. You will be a copy recipient of any letter sent to one of your affected employees.

2. CLOSING OF SCHOOL SUPERVISION AIDE AND COMMUNITY REPRESENTATIVE POSITIONS

Community Representative and School Supervision Aides whose positions were closed during Budget Development for the 2019-2020 fiscal year will **not** receive notices before June 30, 2019. As such, they are to remain at their same schools/locations until they receive official notification from the Personnel Commission. Notices for employees in these job classifications will be presented to the Board at the earliest possible date and if approved, will be sent to the affected employees and their locations.

As previously announced, effective January 1, 2019 all Community Service Representatives and School Supervision Aides became part of the Classified service and are permanent employees. They are no longer At-Will employees, which means they are now afforded the same rights and set protections as set forth in their updated Unit G Collective Bargaining Unit Agreement.

3. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

The Unit F Collective Bargaining Agreement must be followed when closing any Teacher Assistant (TA) position, which process differs from for them as Temporary Status employees from ~~the~~ other Classified employee positions. The TA layoff is handled on site by the site Administrator. The order

of Teacher Assistant layoffs is not based primarily on seniority like Classified employee positions. Also, Site Administrators may not choose to retain Degree Track TAs over Non-Degree Track TAs.

The order of layoff for Teacher Assistant positions is determined by two (2) layoff criteria:

- a) total number of completed college units, and
- b) accrued TA years of service.

Site Administrators shall request their TA's to provide them with a copy of their official transcripts to establish the total number of overall units. 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 (RIF), 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

The Unit F Collective Bargaining Agreement must be followed if you need to reduce the hours for any of your TA positions. The process is outlined in Attachment #4. (Article IX, Section 7.0)

6. TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS

Per the Unit F Collective Bargaining Agreement, between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, required to enroll and successfully complete college courses (see, Article VIII, section 1.0).

For the 2018-2019 school year, Teacher Assistants must show complete at least three (3) units. Those who fail to submit proof of passage of at least three (3) units will not be eligible for employment beyond June 30, 2019. Therefore, Teacher Assistants are required to upload all transcripts into the TA Portal on or before June 30, 2019. To upload transcripts, TAs must access the Portal (<http://go.teachinla.com/taportal>), using their single sign-on and password. In the "Certification" section, select "Teacher Assistant"

For the 2019-2020 school year, Teacher Assistants must resume meeting the course unit requirements as set forth in their Unit F Collective Bargaining Agreement (Degree Track, Article VIII, 2.1, "Units required are twelve semester units or quarter unit equivalent"; Non-Degree Track, Article VIII, 3.1, "to maintain enrollment and passage of a college course at all times during the traditional school year.").

If you have any questions about these items or other contract or discipline issues, please contact your Field Director 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?

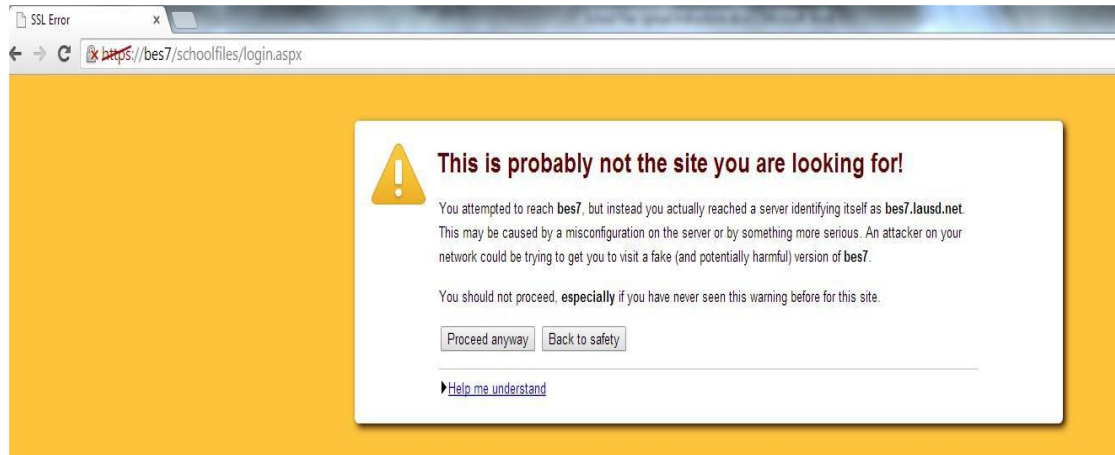
The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

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

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

The screenshot shows the login page for the School File Application. At the top is the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a grey header with the text "Login to School File Application". The main form has two input fields: "Username:" and "Password:". The "Username:" field is followed by instructions: "-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)". The "Password:" field has a "Login" button next to it. Below the form, there is a note: "Session times out after 30 minutes. Note: Your Single Sign-On username and password is the same as your email username and password". At the bottom, there is a link for help: "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.

The screenshot shows the search page for the School File Application. At the top is the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a grey header with the text "Please enter Employee Number of School File". The main form has three input fields: "Employee Number", "Employee Name", and "Cost Center". The "Employee Number" field is highlighted with a red box. To the right of the "Employee Number" field is a "Find Employee" button. The "Employee Name" field has a dropdown menu with "All" selected. The "Cost Center" field has a dropdown menu with "All" selected.

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.

The screenshot shows the search page for the School File Application after a successful search. At the top is the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a grey header with the text "Please enter Employee Number of School File". The main form has three input fields: "Employee Number", "Employee Name", and "Cost Center". The "Employee Number" field contains "00000000" and is highlighted with a red box. To the right of the "Employee Number" field is a "Find Employee" button. The "Employee Name" field contains "JOHN DOE". The "Cost Center" field contains "ZONE OF CHOICE (1032801)". Below the form, there is a green message: "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 highlighted.

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 now closed and shows 'Inappropriate language' selected. The 'Select School File to Upload' section shows the 'Browse...' button highlighted with a red box, and the text 'No file selected.' is displayed next to it.

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 'Select School File to Upload' section now displays the file name 'cc4988.PDF' next to the 'Browse...' button. The 'Upload' button is highlighted with a red box. A red arrow points to the file name with a text box that says '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 form and a table header. The search criteria form includes fields for District, School List, Conduct Type (set to All), Employee No, and Date Range. Below the form is a table header with columns: File, Location, Uploaded By and Time, and Conduct Type.

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

Returning To	Time in Current Position	Dean (See XI, 12.0 b)	Coordinator or Locally Selected Coach (See XI, 12.0 b)	Counselor With Credential (See XI, 12.0 b)	Counselor Without Credential (XI, 12.0 b)	Centrally Selected Coach (See IX-C, 4.0 d)
Same School	<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
Same School	> 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
Former School	<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
Former School	> 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.

Office of Employee Performance Accountability

May 1, 2013

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).