

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT
STAFF RELATIONS

TO: Principals and Administrators

DATE: March, 2017

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

SUBJECT: MARCH 2017 - UPDATE AND REMINDERS **REVISED**

IMPORTANT DATES:

March 3, 2017	Probationary 1 Teachers Affirmative Decision Form due to Directors
March 2017	Coordinator and Dean Selection - <i>Prior to Posting Matrix</i>
April 14, 2017	Last day to issue Final Evaluation for Track D
May 9, 2017	Last day to issue Final Evaluation for Single Track schools
May 19, 2017	Notification of Teacher Tentative Assignments (<i>Post the Matrix four weeks prior</i>)
May 30, 2017	Last day to issue Final Evaluation for Tracks A, B, and C

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://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director.

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. UNION RELEASE TIME FOR EMPLOYEES

The Office of Labor Relations will contact you if the District receives a union's request to release an employee for the purpose of conducting union business. If you receive a request directly from the union or employee, please contact the Office of Labor Relations at **(213) 241-7664**, so they can ensure that all proper steps have been taken.

5. EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS)

It is the responsibility of the school-site administrator to follow up on any employee leave, whether Workers' Compensation or Illness. For Workers' Comp, you should be in contact with the Workers' Comp Specialist to keep apprised of the employee's claim status, any work restrictions and/or possible return to work date. If an employee reports to work after a work related injury or surgery with medical restrictions, you can speak to a Return to Work Specialist to assist you with the Interactive Process. Please see the information below for Protected Leaves & Staff Attendance, Reasonable Accommodations and Workers' Compensation:

Location	Protected Leaves & Staff Attendance	Reasonable Accommodations	Workers' Compensation
Adult Education	Raul Paniagua 213-241-0673	Latasha Lewis 213-241-2820	Linda Bayless 213-241-7641
Beaudry Bldg	Raul Paniagua 213-241-0673	Raul Noe 213-241-3996	Sara Ortiz 213-241-3967
Central (LD)	Cindy Loaney 213-241-3079	Rima Vosghanian 213-241-2213	Sandra Hornback 213-241-3966
Early Education	Based on Local District Locations	Patty Prince 213-241-3978	Margie Topp-San Jose 213-241-3965
East (LD)	Cindy Loaney 213-241-3079	Raul Noe 213-241-3996	Sandra Hornback 213-241-3966
Northeast (LD)	Raul Paniagua 213-241-0673	Latasha Lewis 213-241-2820	Sara Ortiz 213-241-3967
Northwest (LD)	Raul Paniagua 213-241-0673	Rima Vosghanian 213-241-2213	Margie Topp-San Jose 213-241-3965
South (LD)	Cindy Loaney 213-241-3079	Patty Prince 213-241-3978	Margie Topp-San Jose 213-241-3965
West (LD)	Cindy Loaney 213-241-3079	Dina Bobadilla-Aguilar 213-241-2668	Linda Bayless 213-241-7641

Specific questions regarding an employees Family and Medical Leave Act (FMLA) or other protected leaves should be referred to the FMLA Specialist assigned to your Local District. For general questions regarding FMLA and District Policy, call the main line at (213) 241-3954.

Employees who are hospitalized or off work for three or more days should have an FMLA packet mailed to them within two days of the event.

Employees who are on an Illness leave of more than twenty (20) days, must complete and submit formal leave of absence papers to the respective assignment office for approval. Employees who have not submitted leave of absence paperwork should be time-reported as unpaid after twenty days of absence pending documents. Your SAA can mail an employee a leave and (when and if) it is anticipated an employee may be off longer than twenty (20) days.

The Leave of Absence Packet for **Classified Employees** can be found on the Personnel Commission web site under the “Forms” link. **Certificated employees** can find Leave of Absence paperwork under the “Forms” link on the Human Resources web site.

6. NEPOTISM – BOARD RULE 1911

All administrators responsible for assignment of employees shall endeavor to avoid the assignment of close relatives or cohabitants to work in situations where conflicts of interest could arise. No assignment will be allowed that will establish a supervisor or subordinate relationship at the first or second level of supervision between two employees who are close relatives or cohabitants. For purposes of this Rule, close relatives shall be defined as including spouse, sibling, parent, child, or grandchild; cohabitants shall be defined as persons living together. Exceptions to this Rule can only be made by the Superintendent of Schools for the good of the Los Angeles Unified School District. (Amended 5-25-99)

7. VACATION FOR A BASIS STAFF

There is a procedure in the bargaining agreements for scheduling vacation for vacation-earning employees (A-basis administrators and all classified employees but not Teacher Assistants). The process begins with a communication from the administrator to affected staff, by March 15, which should list:

- Dates when employees must take vacation (for most 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 certain 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 that 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 [Certification and/or Request of Absence for Non-Illness](#).

8. COMMUNITY MEETINGS

A reminder that unions, including UTLA, have a right to request scheduling a meeting with their members on school campus. However, if the union invites members of the community and/or non-UTLA employees, then it becomes a community meeting and requires that the union request a civic center permit before the meeting takes place. Please contact your Administrator of Operations for civic center permits (**Article IV, 8.0-d**) ([LAUSD CIVIC CENTER PERMIT WEBSITE](#)).

9. 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 can refer employees to the [The Work Number](#) where they request proof of employment. 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.

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.

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

10. VISITORS ON CAMPUS

All schools must develop and post a visitor's policy. All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. This does not preclude visits occurring on the same day as requested. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal/designee has been obtained.

REMINDERS:

Visitors do have the right to:

1. Be informed in advance of the procedures for visiting the school;
2. Request and obtain approval of the principal/designee to enter a school campus;
3. Observe in the classroom or classrooms in which their child is enrolled within a reasonable period of time after making a request;
4. Observe in the classroom or classrooms for the purpose of selecting the school in which their child will be enrolled, within a reasonable period of time after making a request;
5. Request a meeting with the classroom teacher and/or school principal/designee following the observation; and,
6. Meet with their child's teacher(s) and/or the school principal/designee, within a reasonable period of time after making a request.

Visitors do not have the right to:

1. Willfully interfere with the discipline, order, or conduct in any school classroom or activity with the intent to disrupt, obstruct, or inflict damage to property or bodily injury upon any person.
2. Disrupt instructional time, extracurricular activities or cause disorder or otherwise disrupt the normal operations of the school.

Refer to, [BUL-6492.2 Visitors To School Campuses and Locked Campuses During Class Hours at All Schools](#) (Published 02/21/2017). Also refer to, [BUL-6600.0 Employees' Children in the Workplace](#) and [BUL-6826.0 - Disruptive Person Letter.](#)

CERTIFICATED INFORMATION:

1. PROBATIONARY 1 CERTIFICATED EMPLOYEES

As a yearly key component, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an "Affirmative Decision" regarding each non-permanent certificated

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

The Board of Education must approve or deny the recommendation for Prob 2 non-re-election prior to March 15, 2017. All principals and certificated administrators will be required to decide if they will provide "Affirmative Endorsement" to the probationary and provisional certificated employees assigned to their site.

- For Probationary 1 employees, on a form provided by the Human Resource Division, Principals and Local District Superintendent Designee will either endorse the employee allowing them to progress to the next level or status **or not re-elect** the employee from employment of current assignment. Endorsement decisions for Probationary 1 employees will need to be submitted by **March 3, 2017** to the Local District Instructional Directors. The instructional Director will collect all forms and return the signed forms via email to affirmdecision@lausd.net by March 10, 2017.
- There has been a district wide problem with email going **directly** into "CLUTTER" folder or "JUNK MAIL" folder. If you have not received your **Probationary 1 Roster**, check this email folder first. If the roster is not in your "CLUTTER" or "JUNK MAIL" folder, see **Attachment #1** of this update for action steps.

For other non-permanent employees (University Interns, Provisional Employees, Temporary Employees, etc.), on a form provided by the Human Resource Division, Principals and Local District Superintendent Designee will send HR affirmative decision rosters in April 2017 for you to endorse or not endorse.

2. ASSISTANCE AND GUIDANCE FOR TEACHERS

If you are anticipating that a permanent teacher will be receiving a "Below Standard" evaluation, please contact your Staff Relations Field Director as soon as possible.

3. MID-YEAR WARNING

Employees who will be receiving an Overall "Below Standard" evaluation should be given notice mid-year via a Conference Memo following a classroom observation (end of December for multi-track schools, January for single track schools). Administrators are to provide written recommendations and assistance for improvement, and must also give warning as to the consequences of failure to improve. This notice is to be given with sufficient time for the employee to implement the assistance provided. **However, if you have concerns regarding an employee and you did not give the mid-year warning, issue the mid-year warning immediately or as soon as possible in a conference memo following an observation.** Please forward this conference memo with the mid-year warning to your Staff Relations Field Director. **(Article X, Section 5.0)**

4. CONTRACT POOL TEACHER EVALUATIONS

Evaluations must be done for contract pool teachers who have been assigned to your site for one semester or more. If a pool teacher was transferred to your site, the evaluation should be done in conjunction with input from the previous school(s). Pool teachers defaulted to a school site to meet reasonable accommodations may be evaluated at the principal's discretion, in consultation with your Instructional Director. It is especially critical to issue an evaluation for those probationary pool teachers who will be eligible for permanent status. Call your Staff Relations Field Director if you are unsure about this process. **(Article X, Section 5.0)**

5. SUBSTITUTE TEACHER – REQUIRED INFORMATION

Substitute teachers must be provided with the information needed to perform the duties of the position including, but not limited to, student attendance information, lesson plans, class roster, appropriate keys, seating chart(s), and security and emergency plans. **(Article XIX, Section 10.0)**

Refer to [BUL-6524, Required Information Provided to Substitute Teachers](#)

6. SUBSTITUTE TEACHER EVALUATIONS

Substitute teachers who are continuously assigned to the same location for more than 20 days shall be evaluated not less than once each semester on a 1022 form. **(Article X, Section 8.0)**

7. SUBSTITUTE TEACHER –PROFESSIONAL DEVELOPMENT TUESDAYS

Substitute teachers have the right to work a full day on Professional Development Tuesdays. They are expected to be time reported for the same number of hours as the employee for whom they are substituting. Schools are encouraged to include substitutes in staff meetings and professional developments.

8. FINAL STULL EVALUATION COMPLETION DATES

Be sure to take note of the following ***deadlines for issuance of final evaluations***:

A-Basis Deadline: May 30, 2017

Single Track Deadline: May 09, 2017

Four-Track

Track A Deadline: May 30, 2017

Track B Deadline: May 30, 2017

Track C Deadline: May 30, 2017

Track D Deadline: April 14, 2017

Remember that a teacher receiving a “Below Standard” evaluation must have received a **mid-year notification**. Teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance.

When a Final Evaluation Report is marked “Below Standard Performance,” the evaluator shall specifically describe in writing (BSE Attachment) the area(s) of below standard performance, together with recommendations for improvement, the assistance given, and assistance to be given.

For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than 30 calendar days prior to the employee’s last regularly scheduled school day. The dates are noted above for your reference. **(Article X, Section 6.0)**

For AALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 10, 2017**. **(Article VII, Section 4.0)**

Remember that **Assistant Principals** and other certificated positions (**Adult and Career Education teachers, State Preschool Program teachers, Pre-K Special Education teachers, Special Education teachers in early education centers, academic coaches, teacher librarians, coordinators, deans, and counselors**) as well as school-based support services personnel (school psychologists, PSA Counselors, etc.) continue to be evaluated with the **Certificated Performance Evaluation System (CPES)**. Access the CPES portal is at <https://stulls.lausd.net/stulls/index/jsp>

9. DISPLACEMENT-OVER-TEACHERED SCHOOLS: If you are going to be displacing teachers due to an over-teachered condition make sure that you inform the faculty of the number of positions being eliminated. When there is an over-teachered condition, the teacher with the least District seniority will be displaced unless it is reasonably determined at the discretion of the immediate administrator that such teacher possesses special instructional skills or qualifications needed by the pupils and the educational program at the school and not possessed by another teacher available to fill the need.

In secondary schools if the least senior teacher in the over-teachered subject field has at least 10 years of District seniority, the teacher shall be permitted upon request to change subject fields and thereby cause the displacement of another teacher in the other subject field who has who has at least 5 years less District seniority than the initially displaced teacher but there are specific criteria that needs to be met. If you will be displacing teachers, please contact your Staff Relations Field Director for guidance. **(Article XI, Section 6.0)**

10. ASSIGNMENT OF CLASSES (MATRIX)

The 2017-2018 “Suggested Time Sequence for Staffing” is attached. You must assess the percentage of permanent and non-permanent teachers at your site in order to equitably spread permanent and non-permanent teachers across tracks and grade levels. Please review the timelines appropriate to your school schedule and begin the necessary preparations. **(See Attachments #2 and #3) (Article IX –A)**

11. TRANSITIONAL KINDERGARTEN

SB 876 added additional requirements for transitional kindergarten (TK) teachers:

1. At least 24 units in early education or childhood development or both
2. Professional experience in a classroom setting with preschool age children comparable to the 24 units described above.
3. A child development teacher permit issued by the California Commission on Teacher Credentialing (CTC).

Current credentialed teachers assigned to TK or TK/K combination classes on or before July 1, 2015 can teach without the additional requirements.

Any teacher assigned to teach TK or a TK/K combination class after July 1, 2015 will have until August 2018 to meet the new requirements.

12. TK TEACHER SELECTION

Teachers should submit preference forms and list their qualifications. Permanent teachers shall be allowed to make their request before the site administrator assign a non-permanent teacher. The only exception shall occur when the site administrator reasonably determines that any specific assignment is not in the best interests of the program. Contact your Staff Relations Field Director in these instances prior to making an assignment.

13. EXPANDED TRANSITIONAL KINDERGARTEN (ETK)

Students who have their fifth birthday after December 2 do not qualify for TK, but may be enrolled in ETK. ETK classes may not be combined with TK or kindergarten classes. On the school matrix, ETK should be listed on a separate line.

14. FULL TIME COORDINATOR SELECTION PROCEDURE

The selection process must be conducted in the Spring semester prior to the preparation of the matrix of classes. If the candidate that the site administrator puts forward for confirmation is not confirmed by a majority vote, the site administrator and chapter chair shall immediately inform the faculty members that the coordinator position is still vacant. If the non-confirmed candidate received 40% - 50% of the votes,

that candidate and the other interested candidates may submit statements of interest within 24 hours in a single-track school. The site administrator and chapter chair shall seek to mutually agree upon the coordinator selection from among those candidates who submitted statements of interest. If no agreement is reached mutually, a two-member team from the District/UTLA Dispute Resolution Panel will resolve the issue. Also, all coordinators are elected for two years – except if it is the first term of the confirmed coordinator. **(Article IX-A)**

15. DISPUTE RESOLUTION PROCEDURE FOR GRADE (ELEMENTARY), AND CLASS (SECONDARY) ASSIGNMENTS FOR PERMANENT TEACHERS

If differences arise as the result of the site administrator’s assignments of permanent teachers to grade (elementary), or class (secondary), the determination whether the assignment was inappropriate should be handled under the procedures of Article V-A (Alternate Grievance Procedure). If the matter needs to be submitted to an Alternate Grievance Panel, contact your Staff Relations Field Director who can provide you with the appropriate form(s). **Article IX-A, Section 2(e) and (f)**

16. ELECTION OF CERTIFICATED EMPLOYEE REPRESENTATIVES TO LOCAL SCHOOL LEADERSHIP COUNCIL

Secondary teacher elections are to be held in April before the secondary master schedule is established. Elementary teacher elections are to be held in late spring after assignments for the next year have been tentatively set. **(ARTICLE XXVII, 2.8)**

17. HALF-TIME LEAVE REQUESTS

Teachers on half time leaves must work half of each working day. Exceptions and variations on the “half of each working day” requirement for half-time leaves must have the recommendation of the immediate administrator and the approval of the Local District Superintendent. Teachers must submit half time leave applications to the Human Resources Specialist by April 15, 2017. **(Article XII, Section 21.0)**

18. 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

After holding the conference with the employee and giving them 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

19. CONTRACT 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. Contract pool teachers 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.

20. 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 Frank Serrato, Field Director, at fserrato@lausd.net or 213-241-8243.

CLASSIFIED INFORMATION:

1. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES

Classified employees must be given advance notice before their schedule can be changed in accordance with their collective bargaining agreement:

- Unit D (Office Technicians, Library Aides), unless the schedule change is mutually agreed to, 14 calendar day notice must be given.
- Unit B (Special Education Assts., Instructional Aides, Campus Aides, EEC Aides), five (5) work day notice must be given.
- Unit S (School Admin. Assts., Plant Managers, Food Service Managers) “reasonable” notice must be given.
- Unit F (Teacher Assistants) “...whenever practicable” three (3) work day notice should be given.

2. ANNUAL PERFORMANCE EVALUATION DATES

Due dates for annual performance evaluations of permanent employees are listed on **Attachment 4**. Failure to meet specified timelines may invalidate an evaluation. Automated evaluation forms are available on the Personnel Commission website. These forms auto populate the attendance section based on data entered in SAP. If you anticipate issuing an employee a below standard rating in any area, prior documentation (e.g. Conference Memo or higher) must be issued no later than 30 workdays **before** the annual performance evaluation (March 17, 2017). It is recommended that you issue the evaluations for this school year by Friday, May 5, 2017. More detailed information on this topic will follow next month (see **Attachment 4**).

3. TEACHER ASSISTANT: VERIFICATION OF ENROLLMENT AND UNITS COMPLETED IN COLLEGE COURSES

Teacher Assistants (TAs) must be continuously enrolled in and successfully pass college coursework as a condition of employment. TAs should have submitted verification of enrollment in the current (Spring) semester/quarter, as well as confirmation of units completed and passed, via **certified transcript**, in the Fall semester/quarter by January 31, 2017. Those TAs who did not submit the required verification by January 31, 2017, should have been given a final reminder in writing. (See PC Form 5330.) Per the Unit F contract, if verification is not submitted after the final reminder, the TA must be terminated. Refer to the timeline below:

Verify Fall credits and Spring enrollment *	January 31, 2017
TA Enrollment Confirmation Form to Local District Director	January 31, 2017
Send Final TA Enrollment Reminder	February 1, 2017
Collect any/all outstanding documentation	February 8, 2017
Issue TA Termination Letter and Release	February 28, 2017

*TAs not enrolled during the prior fall semester must be released immediately. Please note that course units for Non-Degree Track Teacher Assistants must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding, and skills related to the employee's employment by the District.

Submit the Teacher Assistant Enrollment Confirmation form to your Instructional Director. Be sure to sign the form and attach a copy of the TA seniority list. This form was due no later than February 28, 2017.

Once released, TA's may make up whatever credits they were short in the prior year, then reapply as a TA by presenting proof of compliance. Displaced TAs may apply to become Special Ed or Early Ed Assistants, or Substitute Teachers (if eligible). TAs cannot go to another school and become "new employees."

4. CLOSING OF TEACHER ASSISTANT POSITIONS AT END OF YEAR

The Unit F contract must be followed when you close Teacher Assistant positions (NOT Classified positions). There is an order of lay-off which is not based primarily on seniority, nor are you able to choose Non-Degree Track TAs over Degree Track TAs. The total number of completed college units are used to determine the order of lay-off. We will have more information in the April update or contact your Sr. Human Resources Representative for assistance. **Unit F, Article X (Reduction in Force) (See Attachment #6).**

5. CAMPUS AIDES AND SCHOOL SUPERVISION AIDES

Campus Aides are Classified employees who are represented by SEIU, Local 99 and are part of the Unit B (Instructional Aides) Contract. Campus Aides with permanent status have the same due process rights as other Unit B employees with regards to progressive discipline. Campus Aides with restricted status have limited due process rights, but still follow the guidelines of progressive discipline. Campus Aides may have "restricted" in their title, but that title does not relate to whether the Campus Aide is restricted. Please review BTS in the PA20 screen to verify status, or contact your Assignment Technician in the Classified Employment Services Branch for further information.

School Supervision Aides are Classified employees who are also represented by SEIU, Local 99. However, these employees are part of the Unit G (Playground Aides) Contract. School Supervision Aides are temporary employees and do not have due process rights.

For specific questions regarding evaluation and discipline processes for Campus Aides and/or School Supervision Aides, please contact your Sr. HR Representative.

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).

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Frequently Asked Questions (FAQ's)

How can I get a copy of my roster?

- The Workforce Data Analysis Unit will send you a copy of your roster.
Please email: affirmdecision@lausd.net

I have questions regarding the status of teachers on my roster and/or did not receive a roster.

- Please contact your LD specialist.

NORTHEAST	Debra Dillard	(213) 241-4950	DEBRA.DILLARD@LAUSD.NET
	William Masis	(213) 241-4552	WILLIAM.MASIS@LAUSD.NET
NORTHWEST	Miguel Garza	(213) 241-6102	MIGUEL.GARZA@LAUSD.NET
SOUTH	Darvina Bradley	(213) 241-2091	DARVINA.BRADLEY@LAUSD.NET
	Wade Hayashida	(213) 241-4550	WADE.HAYASHIDA@LAUSD.NET
EAST	Elise Cho	(213) 241-4193	ESC8642@LAUSD.NET
	Edward Salazar	(213) 241-4580	EXS3827@LAUSD.NET
WEST	Karen Castro	(213) 241-5436	KAREN.CASTRO@LAUSD.NET
	Brig Tratar	(213) 241-4547	BRIG.TRATAR@LAUSD.NET
CENTRAL Gen. (213) 241-4580	Michael Thompson	(213) 241-5109	MICHAEL.A.THOMPSON@LAUSD.NET
	William Masis	(213) 241-4549	WILLIAM.MASIS@LAUSD.NET
SPECIAL ED & ITINERANTS	Carol Shimizu	(213) 241-2505	CMS6440@LAUSD.NET
SUPPORT SERVICES	Vanessa Franklin	(213) 241-6923	VANESSA.FRANKLIN@LAUSD.NET
EARLY CHILDHOOD	Felicia Torrence	(213)241-2404	FTORRENC@LAUSD.NET
ADULT EDUCATION	Alonzo Cienfuegos	(213)241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
REED/INVESTMENT PARTNERSHIP SCHOOLS	Karol Mills-Marbury	(213)-241-6384	KAROL.MARBURY@LAUSD.NET

LOS ANGELES UNIFIED SCHOOL DISTRICT
Human Resources Division
Frequently Asked Questions (FAQ's)

I am a Principal and I have signed my roster. Where do I send it?

- **Meet with your Local District Superintendent for input and concurring signature.**
- Once you have both signatures, please submit the roster to Staff Relations. See section below.

I am a Local District Superintendent/Designee and I have signed the roster. Where do I send it?

- **Ensure both signatures are on the roster.**
- Scan the signed roster and email it to Staff Relations Email: affirmdecision@lausd.net

I believe I have employees who should be in the B1/G1 Non-Perm roster, should I add them?

- **No**, your decision is based on the employee's status. Please contact the appropriate HR office below.
- HR will research the status of the employee and, if needed, will provide you with an updated roster.

EARLY CHILDHOOD EDUCATION TEACHERS	Felicia Torrence	(213) 241-2404	FTORRENC@LAUSD.NET
ADULT EDUCATION TEACHERS	Alonzo Cienfuegos	(213)241-4898	ALONZO.CIENFUEGOS@LAUSD.NET
CERTIFICATED ASSIGNMENTS AND SUPPORT SERVICES, K-12 TEACHERS	Leanne Hannah	(213) 241-2538	LEANNE.HANNAH@LAUSD.NET
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**SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2017-2018**

TASKS	SINGLE-TRACK	FOUR-TRACK
I. (a) +*Decision: Coordinator Position(s) in your School Plan (b) Selection of Coordinator(s) Election of Dean(s)	Month of March or prior to posting of Matrix	Month of March or prior to posting of Matrix
II. ** Election of Chapter Chair	Month of April	Month of April
III. (a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection	Four weeks prior to selection
IV. Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 19	Not later than May 19 for Tracks A, B, C Not later than April 27 for Track D

+ Principal and UTLA Chapter Chair may jointly develop alternative dates

* Refer to Article IX-A, Sections 4.0-9.0

** Chapter Chair elections are to be conducted by UTLA. Any dispute should be referred directly to UTLA.

*** Refer to Article IX-A. Matrix must be posted approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks prior to requesting classes.

@ "In order to provide adequate planning time, teachers shall be notified of tentative assignments as soon as feasible (at or before the end of the track, if applicable), but not later than June 1." (Article IX-A, Section 2.0)

Refer to Article XXVII, Section 2.8 (d) for specific dates of the Local School Leadership Council elections.

MATRIX**STRATEGIC ASSIGNMENT OF TEACHERS TO MEET STUDENT INSTRUCTIONAL NEEDS**

This information is intended to provide guidance to Principals so that they can comply with the LAUSD/UTLA Collective Bargaining Agreement and assure that teacher assignments best meet students' instructional needs and priorities.

Elementary School Assignments

1. In elementary schools, the LAUSD/UTLA Collective Bargaining Agreement (**CBA**) Article IX-A, Section 2.0 c (1) (ii) provides that the site administrator shall assign permanent teachers to **track** or **grade level** opening on the basis of seniority. Appropriate credential should be considered for Special Education assignments.
2. The Collective Bargaining Agreement does not provide teachers the right to select specific instructional programs, student performance levels or instructional clustering of students.
3. Principals can use preference forms (District's preferred method that will support an effective instructional program) or locally determined method to receive teachers' requests for assignments.
4. The site administrator **can and should make exceptions to the CBA provision** if he or she reasonably determines that the specific assignment is not in the best interest of the educational program.
5. Teachers with the specified credentials and required qualifications ("qualified") may request assignment to their grade level using a teacher preference form or other locally determined method. Submission of this form shall serve as a request for the assignment.
6. Administrators should review credentials, specific training, authorizations, performance indicators (i.e. pre/post assessment data, EL reclassification data, DIBELS) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.

Secondary School Assignments

1. In secondary schools, Article IX-A, Section 2.0 d only provides teachers the right to **track** and **department** selection on the basis of recent experience/seniority.
2. **Principals retain the authority** to assign teachers to particular classes and sections within a department.
3. Secondary principals must understand that the CBA does not confer the right for teachers to select either classes or "lines" on the master schedule.
4. Principals should take in consideration the best interest of the instructional program including specific training, authorizations, performance indicators (i.e. core subject end of the year assessments data, EL reclassification data, pre/post assessment data) teacher status (Probationary 1 and 2) and evaluation/conduct records to inform their decision to assign a teacher to a specific class.
5. Principals **can and should use objective data** as described above to assign teachers to classes.
6. Classes within a department shall be distributed by the Principal (or designee) in consultation with the **elected department chair**.

Please contact your Field Director in Staff Relations should you have specific questions.

**OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2016-17 SCHOOL YEAR**

Employees in the bargaining Units listed below must have an annual performance evaluation issued no later than 20 working days prior to the end of the work year assignment. It is recommended you issue the evaluation by **Friday, May 5, 2017** to meet the deadline. If an employee is to receive a below standard rating on their performance evaluation, he/she must receive assistance and guidance no later than **March 17, 2017**. Assistance and Guidance may take the form of a conference memo or Letter or Reprimand, and should pertain to the specific area in need of improvement.

Unit B – Campus Aides, Education Aides, Instructional Aides, Special Education Trainees/Assistants, Early Education Center Aides, et al.

Unit C – Building and Grounds Workers, Food Service Workers, Early Education Center Attendants, Microcomputer Support Assistants, et al.

Unit F – Teacher Assistants

Unit S – School Administrative Assistant, Food Service Managers, Plant Managers

Employees in the bargaining Units below must have a performance evaluation at least once a year.

Unit D – Office Technicians, Clerks, Library Aides

Unit G – School Supervision Aides, Community Representatives

Note: It is recommended that employee's performance evaluations be consistent with the Districts timeline as referenced above.

COLLEGE COURSE REQUIREMENTS FOR TAs

**References: Unit F Collective Bargaining Agreement
(On-line at LAUSD web site, under Offices, then Union Contracts)**

TA's Responsibility:

➤ Degree-track:

- Maintain continuous enrollment in college courses, completing at least one (1) course per semester/quarter.
- Successfully complete 12 qualifying college semester/quarter units each school year (July 1 – June 30).
- Submit acceptable evidence of enrollment at the beginning of each semester/quarter. **(Article VIII, Section 2.1)**

Or

Non-degree track:

- Maintain continuous enrollment in a college course at all times during the school year (Aug. – June). Course units must be directly related to the employee's service to the District and must be for the purpose of increasing the employee's knowledge, understanding, and skills related to the employee's employment by the District. **(Article VIII, Section 3.1)**
- Submit documentation at the beginning of each semester, but no later than each September 30 and February 28, including:
 1. a. Form 503-103 "[Application for Issuance of TA Certificate](#)" completed by the college/university and the employee as evidence of enrollment for current semester/quarter.
Or
 - b. Other acceptable evidence of registration/enrollment.

AND

2. Evidence of successful completion of courses (e.g. certified transcript) from the previous semester/quarter.

Administrator's Responsibility:

- Advise TAs at the beginning of each semester (i.e., in August and January) of the September 30/February 28 deadlines.
- Keep completed forms or other verification of enrollment and completion of units on file at school.
- Track completion of the qualifying units or course requirements.
- Track total # of units completed by each TA.
- Post TA Seniority list with the number of qualifying college units for each TA by October 1/March 1. (Article X, Section 2.1)
- To release TAs who are out of compliance use the "[TA Notice of Failure to Meet Employment Standards](#)" form.

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 Transactions Services Branch (ETSB) and based on District seniority.)

Definition Reduction in force is when a TA position is to be 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/SAP (print out, add each employee's # 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 # of qualified college units achieved; employees with lowest # 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 working days prior to effective date of layoff (call Staff Relations for samples).

Recall Rights

- TAs with less than one year 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