

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

TO: Principals and Administrators

DATE: May 2018

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

SUBJECT: **MAY 2018 UPDATE AND REMINDERS**

IMPORTANT DATES:

May 8, 2018	Last Day to issue Performance Evaluations for Certificated (Non-EEC)
May 18, 2018	Last Day to issue Performance Evaluations for AALA Represented employee
May 30, 2018	Last Day to issue Performance Evaluations for Certificated EEC Teachers
May 18, 2018	Contractual Date for Teacher Notification of Tentative Assignments for 2018-2019
June 11, 2018	Last day to <u>upload</u> documents to the legacy Certificated Performance Evaluation System
June 11, 2018	Last day to <u>upload</u> documents to the EDST performance evaluation system
June 11, 2018	Last day to <u>upload</u> documents to the EDSNCT performance evaluation system
June 16, 2018	Last day to <u>upload</u> documents to the EDSSL performance evaluation system for Assistant Principals.
June 26, 2018	Last day to upload documents to the EDSSL performance evaluation system for Principals.
June 18, 2018	Last day to <u>upload</u> documents for EEC Teachers to the EDST performance evaluation system

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 Emily Mohr at emily.mohr@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. **BELOW STANDARD EVALUATION REPORTS AND ATTACHMENTS**

An employee who receives a Below Standard Evaluation may attach a written response to the evaluation within ten working days from the date the BSE is issued. It is not necessary for you to respond to his/her written response, but please call your Staff Relations Field Director if you have questions. Please send a copy of the employee's evaluation, the attachments, and a copy of the employee's response, if there is one, to your Staff Relations Field Director.

2. **BELOW STANDARD PERFORMANCE EVALUATIONS FOR TEACHERS**

In order to ensure that all permanent teachers receiving a Below Standard Evaluation are assigned a Consulting Teacher (CT) as part of next year's Peer Assistance and Review (PAR) program and to determine the overall number of teachers receiving a Below Standard Evaluation this school year, please send the following information to your Staff Relations Field Director via email by **Monday, May 14, 2018**.

School Name: _____ # of Below Standard Evaluations _____

<u>Name of Teacher</u>	<u>Employee Number</u>	<u>Grade/Level/Dept. Track</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. **FINAL STULL EVALUATION COMPLETION DATES**

Be sure to take note of the following *deadlines for issuance of final evaluations* for UTLA Bargaining Unit Members:

A-Basis Deadline:	May 30, 2018
Single Track Deadline:	May 8, 2018
B-Basis Deadlines:	
B-Basis Option 4	May 15, 2018
B-Basis Option 6	May 16, 2018
B-Basis Option 7	May 11, 2018
B-Basis Special Calendar GB_06SPE	May 30, 2018
B Basis Special Calendar GB_08SPE	May 30, 2018
B-Basis Single Track Calendar	May 15, 2018

Remember that a teacher receiving a “Below Standard” evaluation (BSE) must have received a **mid-year notification and must receive the BSE attachments as part of their final evaluation**. Teachers receiving “Ineffective” comments must have been provided with written assistance and guidance (**Article X- 6.0**).

For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than **May 8, 2018** (30 calendar days prior to the employee’s last regularly scheduled school day – (**Article X, Section 6.0**)).

For AALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 18, 2018** (**Article VII, Section 4.0**).

Beginning in the 2018-2019 school year all certificated evaluations will be conducted using the MyPGS platform.

Educator Development and Support (EDS) Expansion:

Adult and Career Education teachers, teacher librarians, and deans will now be included in EDST. Non-school-based, non-classroom teachers will now be included in EDSNCT.

CPES Transition to MyPGS Platform:

Pre-K special education teachers, special education teachers in early education centers, counselors, school-based support services personnel (nurses, school psychologists, PSA counselors, Related Services providers, etc.), and non-school-based certificated administrators will continue to complete traditional Stull evaluations now to be hosted on the MyPGS platform.

4. TENTATIVE ASSIGNMENT OF CLASSES (MATRIX)

The tentative matrix shall be posted approximately four weeks before selection of classes and teachers shall be notified of tentative assignments as soon as feasible, but not later than twenty-one (21) calendar days prior to the teacher’s last scheduled work day (Waiver to Amend Article IX-A, Section 2.0 (a)). As part of the matrix process, 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 “Suggested Time Sequence for Staffing” (attached) appropriate to your school schedule and continue with all necessary preparations (**Attachment #2**) (**Article IX –A, Section 2.0**).

5. 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 track, 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)**)

6. 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 up to two years – except if it is the first term of the confirmed coordinator (**Article IX-A**).

7. 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 came from another school they may return to that school if there is an opening. **ARTICLE XI, SECTION 12.0, Section b, (See Attachment # 3 for more details)**

8. 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 assignment (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

9. 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.

10. 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
- Procedures for reporting absences
- School based procedures for addressing student discipline
- Other identified areas for improvement

11. 2018/2019 TEACHER EVALUATION REPORTS

Determine immediately the status of current teachers for the upcoming school year; 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 status of a teacher, contact your Personnel Specialist, at (213) 241-6328. All non-permanent teachers are to be evaluated annually. Permanent teachers must be evaluated in accordance to the Article X, 3.0 (a-c) of the LAUSD/UTLA Agreement. Such article states that permanent teachers shall be evaluated at least every other year.

12. 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, 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

13. SURPLUS TEACHERS (FORMERLY 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. 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.

14. 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 or 213-241-8243.

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

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

16. NON RE-ELECTION OF PROBATIONARY 1 AND DISTRICT INTERN TEACHERS

If you have determined that you will not re-elect any probationary teachers, you are required to meet with them face-to-face and provide notice of the decision. You will receive notification from Human Resources regarding this process. Contact your Field Director if you have questions or need additional support.

17. TRANSITIONAL KINDERGARTEN (TK)

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

- 1. At least 24 units in early childhood 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 Commission on Teacher Credentialing (CTC).

Current credentialed teachers who taught TK or TK/K combination classes for 75% or more of any academic school year on or before July 1, 2015, can teach without the added additional requirements. Current and former credentialed teachers who taught SRLDP classes for 75% or more of any academic school year on or before July 1, 2015, can teach TK or ETK classes without the added additional requirements.

Any current teacher assigned to teach TK or a TK/K combination class after July 1, 2015 will have until December 1, 2019 to meet the added additional requirements.

Any Los Angeles Unified School District credentialed teacher assigned to teach TK, or a combination class of kindergarten and TK, *after* July 1, 2015, will be required to complete 24 units of early childhood education coursework, or a Child Development Teacher Permit by August 1, 2020.

TK TEACHER SELECTION

1. Teachers should submit preference forms and list their qualifications.
2. Permanent teachers shall be allowed to make their request before the site administrator assigns a non-permanent teacher.
3. 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.

18. 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.**

ETK TEACHER SELECTION

1. On the school matrix, ETK should be listed on a separate line.
2. Teachers requesting ETK should also submit preference forms and list their qualifications.
3. Permanent teachers shall be allowed to make their request before the site administrator assigns a non-permanent teacher.
4. 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.

19. BANKED TIME PROFESSIONAL DEVELOPMENT/FACULTY MEETINGS

As a reminder, Principals are to utilize a formal sign-in sheet for purposes of documenting attendance at faculty/banked-time professional development/departamental/grade level meetings. Principals are to ensure that meeting sign-in sheets (PD and Banked Time meetings should have separate sign-ins) contain the school name, date, beginning and ending times, meeting locations, employee names (typed or printed), employee numbers, and employee signatures. Maintain all sign-ins and agendas for each meeting in a secure and accessible location.

CLASSIFIED INFORMATION:

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

The Personnel Commission (PC) notifies Classified employees when their positions are closed (except Unit G employees. See #5 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). It has not been announced when the notices will be sent this year. You will be provided with a copy of any letter sent to one of your employees.

2. 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, and you are not able to choose Non-Degree Track TAs over Degree Track TAs. You must obtain official transcripts from TAs now, because the total number of completed college units will be needed to determine the order of lay-off. Report **HR085 TA Seniority** in BTS can assist with determining a TA's seniority. This report is located on the School tab, seniority folder. Contact your Senior Human Resources Representative for assistance (**Unit F, Article X (Reduction in Force)**). See **Attachment #4, Reduction in Force for Teacher Assistants**.

3. 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 outlined in Attachment #4. 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.

4. 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 #5. (Article IX, Section 7.0)**

5. 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.

6. ANNUAL PERFORMANCE EVALUATION

Classified evaluations are due no later than, May 11, 2018 for employees in Unit B (Campus Aides, Special Ed Trainees/Assistants, Early Education Center Aides), Unit C (Building and Grounds Workers, Food Service Workers, Housekeepers), Unit F (Teacher Assistants), and Unit S (School Administrative Assistants, Food Services Managers). 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 23, 2018).

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?

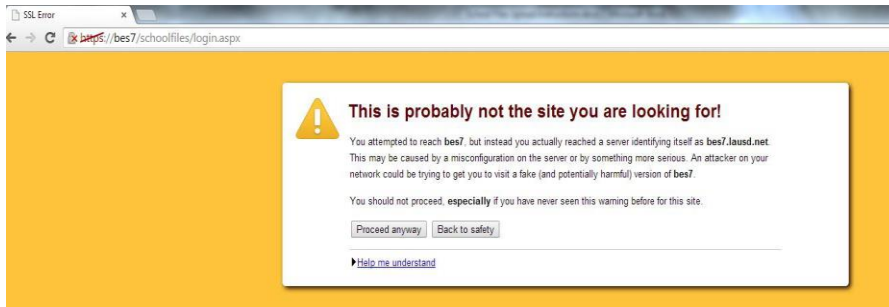
The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

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 – May 2018 Update

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 Los Angeles Unified School District School File Application. The header includes the district logo and the text "Los Angeles Unified School District SCHOOL FILE APPLICATION". The main content area is titled "Login to School File Application" and contains a login form with fields for "Username:" and "Password:". Below the password field is a "Login" button. A note states: "Note: Your Single Sign-On username and password is the same as your email username and password". Below this note is a link: "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 Los Angeles Unified School District School File Application. The header includes the district logo and the text "Los Angeles Unified School District SCHOOL FILE APPLICATION". The main content area is titled "Please enter Employee Number of School File" and contains a search form with fields for "Employee Number", "Employee Name", and "Cost Center". The "Employee Number" field is highlighted with a red box. A "Find Employee" button is located to the right of the "Employee Number" field. Below the search fields are dropdown menus for "Employee Name" and "Cost Center", both set to "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.

The screenshot shows the search page for the Los Angeles Unified School District School File Application after a successful employee selection. The header includes the district logo and the text "Los Angeles Unified School District SCHOOL FILE APPLICATION". The main content area is titled "Please enter Employee Number of School File" and contains a search form with fields for "Employee Number", "Employee Name", and "Cost Center". The "Employee Number" field contains the value "00000000". The "Employee Name" field contains the value "JOHN DOE". The "Cost Center" field contains the value "ZONE OF CHOICE (1032801)". A green message box at the bottom of the form states: "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 set to 'Inappropriate language'. The 'Browse...' button is highlighted with a red box, and the text 'No file selected.' is displayed next to it. The 'Upload' button is also visible.

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 file name 'cc4988.PDF' is displayed next to the 'Browse...' button. The 'Upload' button is highlighted with a red box. A red arrow points to the file name with 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 form and a table header for uploaded documents. The search criteria form includes fields for District, School List, Conduct Type, Employee No, and Date Range. The table header has columns for File, Location, Uploaded By and Time, and Conduct Type.

SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2017 - 2018

TASKS		SINGLE-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
II.	** Election of Chapter Chair	Month of April
III.	(a) +***Post Matrix: Teachers Request Track, Grade level (elementary only), Department	Four weeks prior to selection
IV.	Contractual Date for Teacher Notification of Tentative Assignment	As soon as feasible, but not later than May 18

+ 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 21 days before the the teacher’s last scheduled work day.” (**Waiver to Amend Article IX-A, Section 2.0 (a)**)

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.

ATTACHMENT #3

There are three stages to the contractual matrix process under Article IX-A of the LAUSD/UTLA Collective Bargaining Agreement (CBA):

I. PRIOR TO INITIAL ASSIGNMENTS

Administrators follow Uniform Staffing Procedures (Matrix) for all K-12 Schools described in Article IX-A, 2.0 and staffing out-of-classroom positions described in Article IX-A, Sections 4.0 – 10.0.

II. AFTER INITIAL ASSIGNMENTS AND BEFORE NORM DAY OR THE END OF THE 5TH WEEK OF SCHOOL (WHICHEVER IS SOONER)

Administrators working together with the department or grade level chair work shall reasonably determine who will fill an opening or vacancy as described in Article IX-A, Section 2.1 of the CBA.

III. STAFFING PROCEDURES AFTER NORM DAY

Teaching position openings or vacancies are filled by a new hire, transferee, substitute or auxiliary assignment as described in Article IX-A, Section 2.2 of the CBA. Spring Semester or subsequent tracks opening or vacancies in secondary schools are covered in Article IX-A, Section 2.3 and 3.2. Coordinator and dean vacancies are covered under Article IX-A, Section 8.0.

Return Rights, Displacement, and Seniority Guidelines
for

Deans, Coordinators, Counselors, and Coaches Returning to the Classroom

FINAL

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).