

**OFFICE OF STAFF RELATIONS
LOS ANGELES UNIFIED SCHOOL DISTRICT**

TO: Principals and Administrators

DATE: May 2019

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

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

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

IMPORTANT DATES:

May 7, 2019	Evaluations Issuance Deadline for Single Track UTLA Represented Employees
May 10, 2019	Notification of Teacher Tentative Assignments
May 17, 2019	Evaluations Issuance Deadline for AALA Represented Employees
May 10, 2019	Displacement Notices due to HR
May 29, 2019	Evaluations Issuance Deadline for A-Basis UTLA Represented Employees

Evaluations Issuance Deadline for B-Basis UTLA Represented Employees:

May 10, 2019	B-Basis Option 7
May 14, 2019	B-Basis Single Track Calendar
May 14, 2019	B-Basis Option 4
May 17, 2019	B-Basis Option 6
May 29, 2019	B-Basis Special Calendar GB_06SPE
May 29, 2019	B Basis Special Calendar GB_08SPE

GENERAL INFORMATION:

1. 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.

2. 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. **(Attachment 1)**

3. REMINDER ON BEHALF OF EMPLOYEES

Employees are entitled to request a representative of choice to attend any meeting with them that could lead to discipline. They are entitled only to one representative at the meeting. Their choice of representative is most commonly a Union Representative (or Job Steward), but their choice may also be an Attorney, or even a personal friend or relative. Employees may also waive representation at any meeting, but they must sign a waiver before proceeding with the meeting.

4. 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.

5. 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.

6. 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

7. VACATION CAP

It is important that supervisors work with employees to have them take vacation to ensure that employees’ vacation balances will not exceed their cap. Scheduling employees’ vacation time now for the coming months will provide the most flexibility and will ensure sufficient staffing to maintain efficient school operations 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 SAP/BTS using the transaction code ZTMRVACBAL.

CERTIFICATED INFORMATION:

1. 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 grade levels. Please review the “Suggested Time Sequence for Staffing” (attached) appropriate to your school schedule and continue with all necessary preparations (**Attachments #2 and #3**) (**Article IX –A, Section 2.0**).

2. 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**).

3. 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)**).

4. 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**).

5. 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 # 4 for more details)**

6. 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.

7. 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**).

8. 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 or January). 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**).

9. BELOW STANDARD EVALUATION REPORTS AND ATTACHMENTS

An employee who receives a Below Standard Evaluation may attach a written response to each copy of the form 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.**

10. 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 6, 2019**.

School Name: _____ # of Below Standard Evaluations _____

<u>Name of Teacher</u>	<u>Employee Number</u>	<u>Grade/Level/Dept. Track</u>
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11. FINAL EVALUATION

Remember that a teacher receiving a “Below Standard” evaluation (BSE) must have received a **mid-year warning and must receive the BSE attachments as part of their final evaluation**. Teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance (**Article X- 6.0**). If you plan to issue a BSE, remember to notify the person in writing and inform them of their right to have a representative attend the meeting.

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. Your Staff Relations Field Director will provide you with a template for the “attachment” to the BSE.

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 17, 2019**. (**Article VII, Section 4.0**)

12. 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**).

13. 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, 2019 (Article XII, Section 21.0)**.

14. TRANSITIONAL KINDERGARTEN (TK)

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

- A. At least 24 units in early childhood education, or childhood development, or both
- B. Professional experience in a classroom setting with preschool age children comparable to the 24 units described above.
- C. 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.

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.

15. 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 assigns 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.

16. 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.

17. ETK TEACHER SELECTION

On the school matrix, ETK should be listed on a separate line. Teachers requesting ETK should also submit preference forms and list their qualifications. Permanent teachers shall be allowed to make their request before the site administrator assigns 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.**

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, 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

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. 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.

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

CLASSIFIED INFORMATION:

1. ANNUAL PERFORMANCE EVALUATION DATES

Due dates for annual performance evaluations of permanent employees are listed on **Attachment 5**. 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, Letter of Reprimand, or Notice of Unsatisfactory Service) must have been issued no later than March 29, 2019 (30 workdays **before** the annual performance evaluation is due). It is recommended for the 2018/2019 schoolyear that you issue classified performance evaluations by Friday, May 3, 2019. More detailed information on this topic will follow next month (**Attachment 5**).

2. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES

Last year, a Teacher Assistant Portal was created for the purposes of logging and tracking the contractual requirements needed for this position (please see below). TAs are now required to log into the Portal twice a semester. At the beginning of each semester TAs must provide proof of enrollment in college courses by uploading enrollment information into the Portal. At the end of each semester, TAs must log back into the Portal to indicate which courses were successfully completed by uploading verification through transcripts or a grade report. If TAs do not log their coursework into the Portal, they are subject to being separated for failing to meet their contractual obligation.

As a reminder, the District treated the 2017-2018 school year as a grace period for those who failed to meet their contractual requirements. The expectation for the 2018-2019 school year is that all Degree Track TAs will enroll in and successfully complete 12 units and all Non-Degree Track TAs will enroll in and successfully complete a college course each semester. If a TA does not meet the 12-unit requirement or successfully complete college coursework for the 2018- 2019 school year, the District will send notification to the TA that he/she will be released as of June 30, 2019.

For additional information regarding the education requirement for TAs, please refer to Bargaining Unit F, Article VIII, Sections 2.1 and 3.1. For additional questions, please contact your Sr. Human Resources Representative. For assistance with the TA Portal, please email teacherassistantassignments@lausd.net

3. TEACHER ASSISTANT PORTAL

To access the Teacher Assistant Portal, TAs will need to log into <http://go.teachinla.com/tportal>. Access to the Portal requires TA to use their LAUSD single sign-on and password. Principals retain the right to request transcripts for the purposes of verifying eligibility and/or establishing the site seniority list. Units completed

and uploaded since the implementation of the Teacher Assistant Portal can be viewed within the Principal's Portal.

4. TEACHER ASSISTANT REDUCTION IN FORCE (RIF)

The Unit F Contract must be followed when you close any Teacher Assistant position (NOT Classified positions).

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)

Order of layoff, therefore, is not based solely on date of hire. Also, you may not eliminate a Non-Degree Track TA over Degree Track TA. For more information on the TA Reduction in Force processes, **Attachment 6, Reduction in Force for Teacher Assistants**. Also, refer closely to **Unit F, Article X (Reduction in Force)** ideally before contacting your Sr. Human Resources Representative for guidance and assistance.

5. CHANGE IN WORK SCHEDULES FOR CLASSIFIED EMPLOYEES

Classified employees must be given advance notice before their schedule can be changed. The different contracts state different requirements:

- Unit D (Office Technicians, clerks and Library Aides), unless the schedule change is mutually agreed to, 14 calendar days' notice must be given.
- Unit B (Special Ed Aides, Campus Aides, EEC Aides), 5 work days' notice must be given.
- Unit S (School Admin. Asst., Plant Manager & Food Service Manager) "reasonable" notice must be given.

6. COMMUNITY SERVICE REPRESENTATIVES & SCHOOL SUPERVISION AIDES (UNIT G) ARE NOW PERMANENT EMPLOYEES

All Community Service Representatives and School Supervision Aides who were active employees prior to January 1, 2019, were grandfathered-in and are now permanent classified employees (no longer At-Will employees). Any Community Services Representative or School Supervision Aide hired after January 1, 2019 will go through a probationary period before becoming permanent.

Community Service Representatives and School Supervision Aides who have attained permanent status shall be afforded the same rights and protections that other Classified employees receive under the Education Code. Some of those rights and protections include:

- The right to serve a probationary period and attain permanency
- The right to due process, including but not limited to progressive counseling-discipline, prior to being terminated
- Reemployment rights following a layoff
- Paid leaves of absence (illness, vacation, bereavement 60 days of worker's comp)

If you have any performance concerns with any of your Community Services Representatives or School Supervision Aides, please contact your designated Sr. Human Resources 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).

ATTACHMENT #1



Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal / Supervisor

_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name & Position: _____ Employee Number: _____

Alleged Victim(s) Name and Age **at Time of Alleged Incident:** _____

Type of Conduct (check all that apply):

- Sexual Misconduct Inappropriate Behavior Violence Drug-related

Describe Alleged Incident (including dates): [Start typing here.]

Describe Investigation/Administrative Action taken (incl. dates & any disciplinary action): Start typing here

Other Comments: [Start typing here.]

Signed: _____

Date:

CC: Staff Relations

*Instructions: Please complete this cover memo **only** for those files you are reporting to Central Office. Scan and send as a pdf file this cover memo along with other pertinent documents from the employee file at issue to General Counsel via Staff Relations. You should send one pdf file that includes a single cover memo for an employee file (the single pdf file may include multiple incidents).*

School Files Project Instructions

School Files Application

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

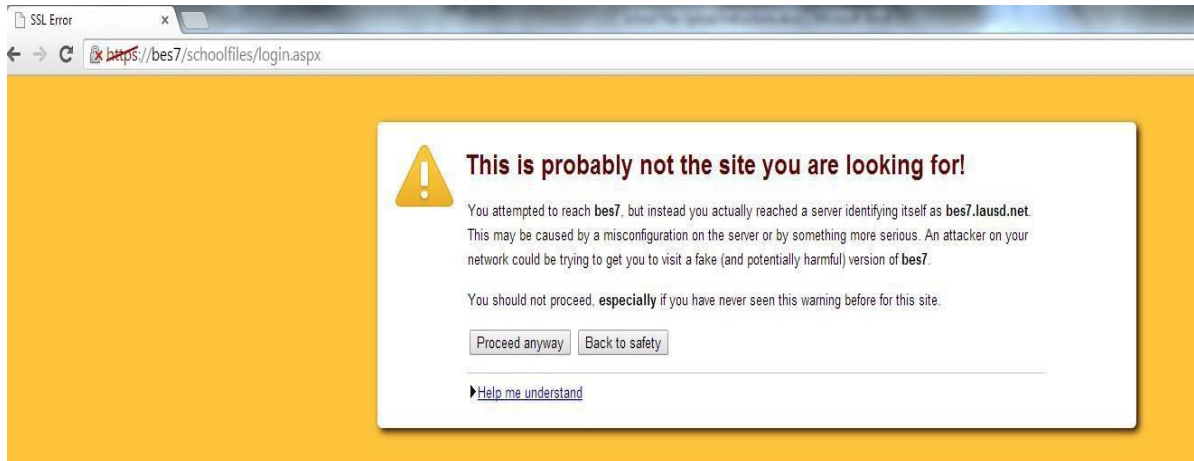
1. Which Internet browser is preferred?

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.

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.

ATTACHMENT #1 (cont.)

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 top header with the Los Angeles Unified School District logo and the text "Los Angeles Unified School District SCHOOL FILE APPLICATION". Below this is a grey box titled "Login to School File Application". It contains a "Username:" field with a text input box, a "Password:" field with a text input box and a "Login" button. To the right of the fields are instructions: "-Enter your Single Sign-On (email) username and password to Log in. e.g. (msmith@lausd-k12-ee-us, mary.smith@lausd.net) -Do not add domain name (@lausd.k12.ca.us @lausd.net)". Below the fields 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 top header with the Los Angeles Unified School District logo and the text "Los Angeles Unified School District SCHOOL FILE APPLICATION". Below this is a grey box titled "Please enter Employee Number of School File". It contains an "Employee Number" field with a text input box, a "Find Employee" button, an "Employee Name" dropdown menu with "All" selected, and a "Cost Center" 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 top header with the Los Angeles Unified School District logo and the text "Los Angeles Unified School District SCHOOL FILE APPLICATION". Below this is a grey box titled "Please enter Employee Number of School File". It contains an "Employee Number" field with "00000000" entered, a "Find Employee" button, an "Employee Name" dropdown menu with "JOHN DOE" selected, and a "Cost Center" dropdown menu with "ZONE OF CHOICE (1032801)" selected. Below the search boxes is a green message box: "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 the following 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 'Inappropriate language' option is 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 set to 'Inappropriate language'. The 'Browse...' button is highlighted with a red box, and the text 'No file selected.' is visible 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 'Browse...' button is now disabled, and the file name 'cc4988.PDF' is displayed next to it. 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. The search criteria form includes fields for District, School List, Conduct Type, Employee No, and Date Range, along with Search and Export buttons. The table header has columns for File, Location, Uploaded By and Time, and Conduct Type.

**SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2019-2020**

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. @ + ***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 10

+ 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 **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 a **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.

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.

FINAL

**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

**OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2018-2019 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 3, 2019** 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 29, 2019**. 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, Housekeepers, Microcomputer Support Assistants, et al

Unit F – Teacher Assistants

Unit S – School Administrative Assistants, 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 Representative

Note: It is recommended that employees' performance evaluations be consistent with the District's timeline as referenced in the above.

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 Transaction Services Branch (ETSB) 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 in inverse 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

Visit the Staff Relations Website

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

Sign-in to access resources

Administrators Please Sign In

To access all areas of the Staff Relations website please [click here](#) or on the [SIGN IN](#) link above using your LAUSD Single Sign On.



Trouble signing on? [Click here.](#)

Please enter your user name and password to continue

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 [Academic Year Checklist](#)



Click on "**Policy/Forms**" to access bulletins, references guides, policy statements, etc. that are frequently referenced in conference memos.

Click on "**Resource Guide**" to for sample conference memos on attendance, classroom performance and conduct.

Click on "**Academic Year Checklist**" for a by month reminder of tasks and deadlines

If you are unable to access this website using your single sign-on (SSO), please contact Arlene Lyew-Teba in Staff Relations at (213) 241-6056 or arlene.lyew-teba@lausd.net.

**2018-2019 STAFF RELATIONS
FIELD DIRECTOR and SR HR REP ASSIGNMENTS**

Tel: (213) 241-6056 Fax: (213) 241-8405

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	FIGUEROA, Leticia	213-241-6056 213-241-5313	leticia.figueroa@lausd.net
Administrator-AALA	Serrato, Frank J.	213-241-8233	fserrato@lausd.net
HR-SR Manager	Le Duff, Melinda	213-241-8253	melinda.leduff@lausd.net
Field Director	Moscoso, Veronica	213-241-8257	vxm6767@lausd.net
Field Director	Olortegui, Brenda	213-241-2563	bolorteg@lausd.net
Sr. HR Representative	Gossett, Lorri	213-241-6864	lorri.gossett@lausd.net
HR Specialist II	Lyew-Teba, Arlene	213-241-8231	arlene.lyew-teba@lausd.net
Admin Secretary	Gonzalez, Mayra	213-241-8109	mayra.l.gonzalez@lausd.net
Clerk	Haynes, Rochelle	EXT. 29036	rochelle.haynes@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Delisle, Carrie	818-654-3619	carrie.delisle@lausd.net
Shared Field Director	Choe, Moohay	818-654-3641	mchoe@lausd.net
Sr. HR Rep		213-241-8240	

LOCAL DISTRICT NORTHEAST

Field Director	Luna, Maribel	818-252-5435	maribel.luna@lausd.net
Shared Field Director			
Sr. HR Rep	Nunnally, Krishna	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Alfayate, Juan	213-241-0184	jalfayat@lausd.net
Shared Field Director	Oh, Sharon	213-241-8243	sharon.oh@lausd.net
Sr. HR Rep	Nguyen, Chrys	213-241 8227	c.nguyen@lausd.net

LOCAL DISTRICT EAST

Field Director	Cuevas, Susana	323-224-3353	scontr6@lausd.net
Shared Field Director	Latham-Wilson, Madeline	323-224-3120	madeline.latham@lausd.net
Sr. HR Rep	White, David	213-241-8248	david.white@lausd.net

LOCAL DISTRICT SOUTH

Field Director	Martinez, Isaias	310-354-3419	isaias.martinez@lausd.net
Field Director	Lenon, Damian	310-354-3472	dlenon@lausd.net
Sr. HR Rep	Gorden-Cave, Connie	310-354-3400	connie.gorden-cave@lausd.net

LOCAL DISTRICT WEST

Field Director	Maxeay, Eric	310-914 2153	ejm9800@lausd.net
Field Director	Sanchez, Alejandra	310-914-2150	alejandra.sanchez@lausd.net
Sr. HR Rep			

DIVISION OF ADULT & CAREER EDUCATION

Field Director	Foote, Jack	213-241-3725	djf2378@lausd.net
Office Tech	Easley, Sandra	213-241-3818	sandra.easley@lausd.net