

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

TO: LA Unified Administrators and Principals

DATE: May 2020

FROM: Leticia Figueroa, Assistant Chief Human Resources Officer

SUBJECT: **STAFF RELATIONS MAY 2020 MONTHLY UPDATES AND REMINDERS**

For additional resources and information, please visit our website at:

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

IMPORTANT DATES:

May 10, 2020	Displacement Notices due to HR
May 13, 2020	Evaluation Issuance Deadline for Single Track UTLA Represented Employees
May 13, 2020	Evaluation Issuance Deadline for Assistant Principals*
May 15, 2020	Evaluation Issuance Deadline for AALA-Represented Employees
May 20, 2020	Evaluation Issuance Deadline for Principals*
May 22, 2020	Notification of Teacher Tentative Assignments
May 27, 2020	Evaluation Issuance Deadline for Directors and Community of Schools Administrators*
May 29, 2020	Evaluation Issuance Deadline for A-Basis UTLA Represented Employees

**Per AALA/LAUSD side letter signed September 9, 2019*

Evaluation Issuance Deadline for B-Basis UTLA Represented Employees:

May 15, 2020	B-Basis Option 7
May 22, 2020	B-Basis Single Track Calendar
May 14, 2020	B-Basis Option 4
May 19, 2020	B-Basis Option 6
May 18, 2020	B-Basis Special Calendar GB_06SPE
May 18, 2020	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-6495.1, 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 documents related to employee inappropriate conduct 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 with them any meeting that could lead to discipline. They are entitled only to one representative at said 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 CAP WAVIED

Earned 2019-20 vacation hour balances will be made available during fiscal year 2020-21 without having to complete a Vacation Waiver Form. No further action steps are required at this time. Employees in this category will receive a separate notice from the Payroll Administration Branch in late July of this year. Employees may find their accrued vacation hours printed on their paystubs. Employees may also visit the L.A. Unified Employee Self Service site at <https://ess.lausd.net> to view their Employee Vacation Balance Statement.

7. WORKER'S COMPENSATION/REASONABLE ACCOMMODATIONS

School-site administrators must engage in the interactive process even though employees may be working from home. For Workers' Comp, you should be in contact with the Workers' Comp Specialist assigned to your Local District (**Attachment 2**) to keep apprised of the employee's claim status, any work restrictions and/or possible return to work date.

If an employee returns to work after a work-related injury or surgery with medical restrictions, you can speak to a Return to Work Specialist assigned to your Local District to assist you with the Interactive Process. The Return to Work Specialist assigned to your Local District is noted in **Attachment 2**.

CERTIFICATED INFORMATION:

1. TENTATIVE ASSIGNMENT OF CLASSES (MATRIX)

Before initiating the Matrix process for the 2020-2021 school year, school sites should finalize their budgets and Single Plans for Student Achievement (SPSA) with input from the appropriate councils. Principals shall collaborate with their UTLA Chapter Chairs to complete the following:

- 1) Approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks before classes are selected, the site administrator shall prepare and post a tentative matrix indicating the tentative number of classes (on each track, if multi-track) for each subject/grade level (**Article IX-A, Section 2.0 (a)**).
- 2) The matrix and preference forms should be sent via email no later than April 24, 2020 (four weeks prior to posting tentative assignments on May 22, 2020). At this time, be sure to establish a due date for the submission of preference forms.
- 3) Finalize Coordinator/Coach Confirmation and/or Dean Election (see below) before preference forms are due.
- 4) Collect preference forms (allow time between the posting of the matrix/distribution of preference forms and the selection date) (**Attachment 6**).

2. FULL TIME COORDINATOR SELECTION PROCEDURE

Hold selection/confirmation for coordinators/coaches and/or the election process dean(s) positions (can be done via Google Forms [preferred District method]*, Survey Monkey**, etc.).

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**) (**See Attachment 6**).

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 # 5 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 the teacher telephonically or via a virtual platform 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 the steps of the evaluation process up to and including the Formal Observation were completed prior to March 13, 2020, the administrator will issue the Final evaluation to the employee. If the steps of the evaluation process were not completed to that stage, by March 13, 2020, the employees will be re-rostered for evaluation for the 2020-2021 school year unless mutually agreed upon by both parties. Call your Staff Relations Field Director for support.

8. 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.

9. 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 8, 2020**.

School Name: _____ # of Below Standard Evaluations _____

Name of Teacher

Employee Number

Grade/Level/Dept. Track

10. EDUCATOR DEVELOPMENT AND SUPPORT EVALUATION DEADLINES FOR UTLA EMPLOYEES GUIDELINES

If the steps of the evaluation process up to and including the Formal Observation were completed prior to March 13, 2020, the administrator will issue the Final evaluation to the employee. If the steps of the evaluation process were not completed to that stage, by March 13, 2020, the employees will be re-rostered for evaluation for the 2020-2021 school year unless mutually agreed upon by both parties

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 15, 2020**. **(Article VII, Section 4.0)**

11. 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)**.

12. 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)**.

13. 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 **must meet all requirements by July 1, 2020**.

14. 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.

15. 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.

16. 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.**

17. 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

18. 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.

19. 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. EXPECTATIONS FOR PARAPROFESSIONALS @ HOME CONTINUITY OF LEARNING

Paraprofessionals should be assigned work during their regularly scheduled work hours. In accordance with collective bargaining agreements and L.A. Unified class descriptions, paraprofessionals will be assigned to provide instructional support to students remotely and participate in professional development to enhance their skills as instructional support providers. Administrators should communicate with paraprofessionals and the teacher they support about what each of their roles are within the distance learning environment. Administrators should also survey paraprofessionals to determine their access to technology, internet connection and equipment provide staff with job aides, resources, and guidance for accessing and utilizing instructional technology.

2. PAYROLL REPORTING

Please see the attached Payroll Department job aid Time Entry Sheet MSND, dated March 22, 2020. (**Attachment 7**). If you have questions about LAUSD MyPay that are not answered with the information below, please contact the MyPay contact person at your site and/or Payroll Support Services by emailing payrollsupport@lausd.net or calling (213) 241-2570.

3. ANNUAL PERFORMANCE EVALUATION DATES

Due dates for annual performance evaluations of permanent employees are listed on **Attachment 8**. Failure to meet specified timelines may invalidate an evaluation. Automated evaluation forms are available on the [Personnel Commission](#) website. The supervisor completes the online performance evaluation and releases it to the administrator (principal). Once it's released, the employee receives an email to review. The principal can have a meeting with the employee (telephonically or through one of the online communication platforms (Zoom, Microsoft Teams, etc.). The performance evaluations are digitally signed.

The following trainings are available:

Supervisors to complete the evaluation <https://lausd.wistia.com/medias/fz2x0xfkis>

Principals to assign supervisors https://lausd.wistia.com/medias/kgalfuk43l?media_finished

Additional training videos <https://achieve.lausd.net/Page/11130>

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 13, 2020 (the last day employees were working under normal circumstances). It is recommended for the 2019/2020 school year that you issue classified performance evaluations by Wednesday, May 13, 2020 for all units (except units D, E & G which is once per year).

4. MyPLN – NEW TRAINING RESOURCE AVAILABLE ONLINE

District employees have access to many training courses online courtesy of Organizational Excellence. Employees may access the training at MyPLN (<https://achieve.lausd.net/mypln#spn-content>). This online service is available to all of your Classified employees and can assist you in providing assistance and guidance, support and skill enhancement for your employees. Employees are also encouraged to visit the site on their own to pursue career and professional development interests.

5. **TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES**

Teacher Assistants 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.

The expectation for the 2019-2020 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. For additional information regarding the education requirement for TAs, please refer to Bargaining Unit F, Article VIII, Sections 2.1 and 3.1.

To access the Teacher Assistant Portal, TAs will need to log into <http://go.teachinla.com/taportal>. Access to the Portal requires TA to use their LAUSD single sign-on and password. For assistance with the TA Portal, please email teacherassistantassignments@lausd.net. 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.

6. **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 9, 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.

7. **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.

8. COMMUNITY SERVICE REPRESENTATIVES & SCHOOL SUPERVISION AIDES (UNIT G)

You are reminded that there are Unit G employees who are permanent, such as the Community Service Representatives and School Supervision Aides (and some After-School Program Workers). Those who were active employees prior to January 1, 2019, were grandfathered-in and now are part of the Classified Service as permanent employees (no longer At-Will employees). Please contact your Senior Human Resources Representative for clarification.

Unit G employees 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 your Unit G employees, please contact your Senior Human Resources Representative.

9. GRAB AND GO

"Grab and Go" assignments are two weeks at a time from 8 a.m. to 11 a.m. Employees should ensure they are able to complete work from home assignments and/or attend virtual staff meetings. Please contact your Senior Human Resources Representative if you have concerns.



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

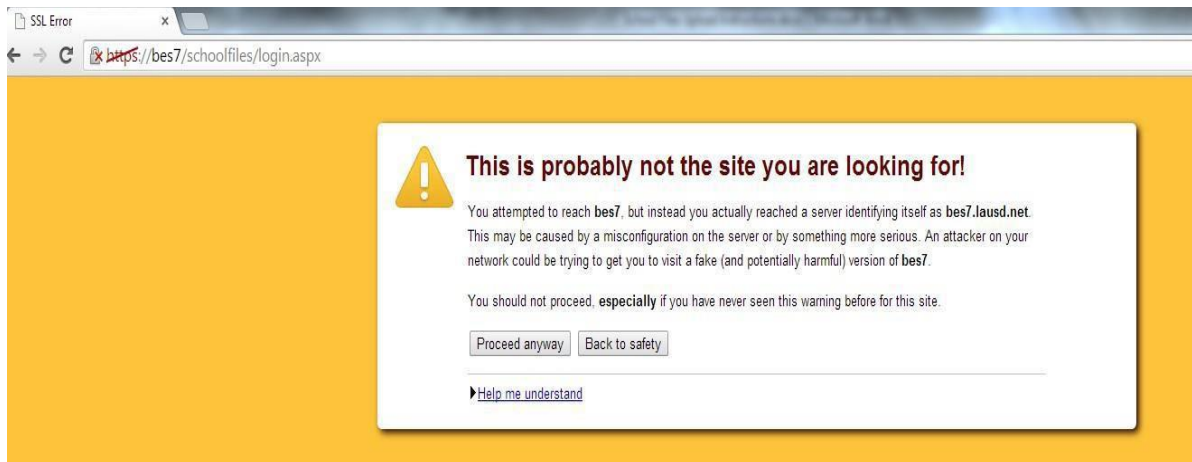
1. Which Internet browser is preferred?

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.

School File Application

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

The screenshot shows the login page for the Los Angeles Unified School District School File Application. The header includes the district logo and name. The main form is titled "Login to School File Application" and contains fields for "Username:" and "Password:". Below the password field is a "Login" button. A note states: "Session times out after 30 minutes. Note: Your Single Sign-On username and password is the same as your email username and password. e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net). Do not add domain name (@lausd.k12.ca.us @lausd.net)". At the bottom, there is a link for "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 name. The main form is titled "Please enter Employee Number of School File" and contains 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. The "Employee Name" and "Cost Center" fields are dropdown menus with "All" selected.

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

The screenshot shows the search page for the Los Angeles Unified School District School File Application. The header includes the district logo and name. The main form is titled "Please enter Employee Number of School File" and contains fields for "Employee Number", "Employee Name", and "Cost Center". The "Employee Number" field is filled with "00000000". The "Employee Name" dropdown menu is filled with "JOHN DOE". The "Cost Center" dropdown menu is filled with "ZONE OF CHOICE (1032801)". A "Find Employee" button is located to the right of the "Employee Number" field. Below the search boxes, a green message box 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 now 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 file name 'cc4988.PDF' is now 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 and a table of uploaded documents. The search criteria include District, School List, Conduct Type, Employee No, and Date Range. The table has columns for File, Location, Uploaded By and Time, and Conduct Type.

File	Location	Uploaded By and Time	Conduct Type

INTEGRATED DISABILITY MANAGEMENT ASSIGNMENTS

LOCATION	PROTECTED ABSENCES/LEAVES	REASONABLE ACCOMODATIONS	WORKER'S COMPENSATION
Adult Education	Karmina McCarthy (213) 241-0673	Rima Vosghanian (213) 241-2213	Linda Bayless (213) 241-7641
Beaudry Building	Karmina McCarthy (213) 241-0673	Raul Noe (213) 241-3996	Sara Ortiz (213) 241-3967
Central (LD)	Marty Russell (213) 241-3954	Maria Lemus (213) 241-2820	Sandra Hornback (213) 241-3966
Early Education	Based on Local District Locations	Patricia Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
East (LD)	Marty Russell (213) 241-3954	Raul Noe (213) 241-3996	Sandra Hornback (213) 241-3966
Facilities	Contact Facilities Human Resources	Based on worksite location	Linda Bayless (213) 241-7641
Food Services	Contact Food Services Human Resources	Based on worksite location	Sandra Hornback (213) 241-3966
Northeast (LD)	Karmina McCarthy (213) 241-0673	Maria Lemus (213) 241-2820	Sara Ortiz (213) 241-3967
Northwest (LD)	Karmina McCarthy (213) 241-0673	Rima Vosghanian (213) 241-2213	Margie Topp-San Jose (213) 241-3965
Nursing	Karmina McCarthy (213) 241-0673	Based on worksite location	Based on worksite location
School Police	Karmina McCarthy (213) 241-0673	Patricia Prince (213) 241-3978	Sara Ortiz (213) 241-3967
South (LD)	Marty Russell (213) 241-3954	Patricia Prince (213) 241-3978	Margie Topp-San Jose (213) 241-3965
Transportation	Contact Transportation Human Resources	Maria Lemus (213) 241-2820	Sandra Hornback (213) 241-3966
Warehouse & Truck Operations/Pico Rivera	Contact Procurement Human Resources	Rima Vosghanian (213) 241-2213	Linda Bayless (213) 241-7641
West (LD)	Karmina McCarthy (213) 241-0673	Cynthia Looney (213) 241-2668	Linda Bayless (213) 241-7641
IDM COORDINATORS BY PROGRAM			
Staff Attendance	Protected Absences/Leaves	Reasonable Accommodations Return-To-Work	Workers' Compensation
Marty Russell (SA) (213) 241-2204	Vondradee Courtenay (PL) (213) 241-1159	Latasha Lewis (RA/RTW) (213) 241-7630	Juan R. Gonzalez Jr. (WC) (213) 241-3839

IDM Email Addresses and Phone Numbers by Program:

Absence Management: absencemanagement@lausd.net
 Donations for Catastrophic Illness: dcf@lausd.net
 Family Medical Leave Act: fmla@lausd.net
 Reasonable Accommodations: disabilitymanagement@lausd.net
 Staff Attendance: staffattendance@lausd.net

FMLA Unit: (213) 241-3954
 IDM: (213) 241-3138
 IDM Fax: (213) 241-6778

Division of Risk Management and Insurance Services, Integrated Disability Management (IDM)

12/11/2019

SUGGESTED TIME SEQUENCE
Elementary/Secondary Staffing
For 2020-2021

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 22, 2020

+ 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**Tentative Matrix Process for 2020-2021**

Before initiating the Matrix process for the 2020-2021 school year, school sites should finalize their budgets and Single Plans for Student Achievement (SPSA) with input from the appropriate councils.

Critical Dates for Matrix Development (pending potential negotiations)

- Matrix and preference forms should be sent via email no later than **April 24, 2020**.
- Tentative Assignments should be posted by **May 22, 2020**.

Considerations/Guidance

Principals shall collaborate with their UTLA Chapter Chairs to complete the following:

- 5) Approximately four weeks prior to the day teachers on any track or schedule finish service for the school year or four weeks before classes are selected, the site administrator shall prepare and post a tentative matrix indicating the tentative number of classes (on each track, if multi-track) for each subject/grade level (**Article IX-A, Section 2.0 (a)**).
- 6) The matrix and preference forms should be sent via email no later than April 24, 2020 (four weeks prior to posting tentative assignments on May 22, 2020). At this time, be sure to establish a due date for the submission of preference forms.
- 7) Finalize Coordinator/Coach Confirmation and/or Dean Election (see below) before preference forms are due.
- 8) Collect preference forms (allow time between the posting of the matrix/distribution of preference forms and the selection date).
- 9) Establish an agreed upon method for the selection process. It is strongly recommended that preference forms be collected and used to assign teachers, while in consultation with appropriate representative. If the "Tweener" process is chosen, hold conferences via *Zoom*, *Microsoft Teams*, or *Conference* to meet with teachers, or by department to assign classes in collaboration with Chapter Chair, Grade Level Chair, or Department Chair, as appropriate. Establish timelines and notify teachers of the anticipated meeting time(s). Ensure that teachers who are on leave are notified of the process as well as of the date of the selection process (allow selection by proxy if a teacher is not available). The use of the Cattle Call method for assignments is strongly discouraged.
- 10) Elementary assignments are made pursuant to **Article IX-A, Section 2.0 (c, 1, 2, 3)**
- 11) Secondary assignments are made pursuant to **Article IX-A, Section 2.0 (d, 1, 2, 3, 4)**
- 12) Assign and post Tentative Teacher Assignments no later than May 22, 2020 (21 calendar days) before end of the year (**Article IX-A, Section 2.0 (a)**).

Coordinator/Coach Confirmation and/or Dean Election Considerations and Processes

- 1) Determine whether there will be Coordinator(s)/Coach(es) at the school site. For categorically funded coordinator positions, the determination as to whether or not there shall be such a position is to be made by appropriate statutory site councils (**Article IX-A, Section 4.0 (c)**).
- 2) Determine whether or not a Dean(s) position(s) will be established at the school. With respect to regular program dean positions, determination as to whether there shall be such a position shall be made by the school site administrator (**Article IX-A, Sections 4.0 (b) and 7.0**).
- 3) Determine whether 5-Year Out-of-Classroom Assignment Limitations need to be addressed. *Employees who wish to extend their out of classroom assignment beyond the five-year limit must declare their desire to continue and a qualifying secret ballot election will be held to determine their eligibility to become a candidate. If the incumbent receives the approval of 2/3 of the employees voting, the incumbent will qualify to become a candidate to fill an out-of-classroom position* (**Article IX-A, Section 9.0 (b)**). If necessary, hold the vote (via Google Forms [preferred District method]*, Survey Monkey**, etc.)

- 4) Principal and UTLA Chapter Chair collaborate in order to hold vote for 5-year out of classroom coordinators/coaches (as appropriate)
- 5) Fly the position (if budget process is completed and/or the position has been approved)
- 6) New coordinator positions - Receive letters of interest from potential eligible candidates (**Article IX-A, Section 5.1**)
- 7) First year coordinator assignments are for a one-year term and incumbent coordinators may submit their name for reconfirmation the following year. Continuing/incumbent candidates shall be confirmed for a term of up to two (2) years (**Article IX-A, Section 6.0 (c)**).
- 8) Hold selection/confirmation for coordinators/coaches and/or the election process dean(s) positions (can be done via Google Forms [preferred District method]*, Survey Monkey**, etc.).
- 9) Finalize Coordinator(s)/Coach(es) Selection pursuant to **Article IX-A, Section 6.0**.
- 10) Finalize Dean(s) Election pursuant to **Article IX-A, Section 7.0**.

Note that Matrix timelines may change pending potential negotiations.

Also note that all iterations of your matrix should be labeled "TENTATIVE" as changes in enrollment, etc., may result in changes to your matrix.

Please email your Staff Relations Field Director for guidance or if you have any questions

***To Create a Voting Form using Google Forms**

- 1) **Log into your LAUSD Google Account (use your LAUSD single sign on, include “@lausd”, i.e. singlesignon@lausd.net)**
- 2) Go to Google Drive
- 3) In the top left corner, click the red “New” button, go down to “more” and hover your mouse over that selection. Another drop-down will appear, select and click “Google Forms.”
- 4) At the top, there will be the “Form Settings” option, depending on who you want to have access to this form, as well as what information you want collected for the poll will determine which boxes you check. In order to not allow people to vote multiple times (and therefore skew the results) you will want to check the “Only allow one response per person” box.
- 5) The section immediately below the “Form Settings” will be labeled “Page # of #”. The first box is going to be the name of the form. Then what you would like to ask. Under question type there are numerous choices you can select, including, but not limited to: Checkboxes, Choose from a list, Multiple Choice, and several other options. Choose which is best for how you will be using the form.
- 6) In order to keep the voters from editing responses, and therefore altering the results after they have voted, keep unchecked the “Allow responders to edit responses after submitting.” When you are finished click “Send Form.”
- 7) A dialogue box will appear, and you will have the option to copy and paste the link, share it via social media, or send an email (including a group email).
- 8) Then you are finished, the results of the poll will appear as a Google Sheets document in your Google drive with the same name as was given to the Google Form.
- 9) From the Google Form you have created you can also view the responses, or view the live form, which allows you to see what someone taking the poll will see, and edit accordingly if need be.

For support:

<https://support.google.com/docs/answer/87809?hl=en>

Video Tutorial:

<https://www.youtube.com/watch?v=-9GqZLL-wGo&list=UUdgTksW283OFC78pFcxXldA>

****To Create a Voting Form Using SurveyMonkey**

- 1) **Create the Survey**
Create a survey with a Multiple Choice or Image Choice question where only a single answer choice is allowed and label each answer choice with the name of a candidate.
- 2) **Collect Votes**
Use the Email Invitation Collector since this ensures each respondent can only vote one time per email address, and you can keep track of who has or has not responded while keeping votes anonymous.
If you're using another collector type, change the collector options to allow only one response per voter and to make the survey anonymous.
- 3) **Analyze the Results**
Go to the Analyze Results section of the survey. As responses come in, you will be able to see which candidate has the majority. Create a custom chart to customize the display of the results.

For support:

https://help.surveymonkey.com/articles/en_US/kb/Can-I-create-a-poll-or-voting-environment

Payroll Administration

Time Entry Sheet
MSND

March 22, 2020

CAT2 – Time Entry Sheet



This job aid provides step by step instructions on how to report time for employees that were impacted due to school closures effective Monday, March 16, 2020.

You are authorized to use time reporting code **MSND (Miscellaneous Natural Disaster)** for employees who were absent beginning Monday, March 16, 2020 due to school closures.

Please note the following:

1. Report your TMS 1 employees. Without your time entry, employees will not get paid.
2. RG should remain as the attendance code for teachers. Do NOT change to MSND.
3. RG should be reported for any employee that reports to work or works from home during school closures. Any remaining hours should be reported as **MSND**.
 - o For example, the Plant Managers and Building and Grounds Workers reports to work for 4 hours.
 - o The 4 hours should be reported as **RG** and the remaining hours should be reported as **MSND**.
4. Illness Leave (IL) should be reported as MSND.
5. WC should continue to be reported for employees currently on Workers' Compensation, excluding those on FMLA-protected Workers' Compensation.
6. FMLA – employees currently on FMLA including those on FMLA-protected Workers' Compensation should be reported MSND.
7. Pregnancy (PDIL, PDVA, PFIL, PFVA) should be reported as MSND.
8. Parental Leave (PLIL, PLVA) should be reported as MSND.

Use CAT2 when reporting time for employees who were unable to perform their regular or substitute assigned duties due to an unforeseen event.

1. Select the Time Keeper Tab.
2. Click the left triangle next to the Time Keeper folder to expand the list of available transactions.
3. Click the link to access transaction **CAT2 -Time Entry Sheet**.
4. Enter the required fields: Data Entry Profile, Key Date, Personnel Number and select
5. Select **MSND, Misc. Natural Disaster** as the Absence/Attendance Type Code.
6. Enter the appropriate hours on absence date.
7. Click to Save.

Home Human Resources Access Request Recruiting Reports **Time Reporting**

Time Approver **Time Keeper**

Upcoming Dates

Detailed Navigation

Upcoming Dates

Payroll Schedule

Account Setting Wizard

Time Keeper

CAT2 - Time Entry Sheet

PA20 - Display HR Master Data

Time Sheet: Initial Screen

Data Entry

Data Entry Profile

Key date

Personnel Selection

Personnel Number

P	A/Aty	Att./abs. type text	Start Date	End Date
45	BV	Bereavement Time	01/01/1990	12/31/9999
45	FCBL	FMLA-CFRA Bness	01/01/1990	12/31/9999
45	FCXC	FMLA-CFRA Kin Care	01/01/1990	12/31/9999
45	FCPH	FMLA-CFRA PH	01/01/1990	12/31/9999
45	FCUP	FMLA-CFRA Unpaid	01/01/1990	12/31/9999
45	FCVA	FMLA-CFRA Vacation	01/01/1990	12/31/9999
45	FH	Furlough Unworkd/unpaid	10/01/2009	12/31/9999
45	FWC	FMLA Worker's Comp	07/01/2012	12/31/9999
45	IL	Bness	01/01/1990	12/31/9999
45	JA	Job Action	01/01/1990	12/31/9999
45	JU	Jury Duty	01/01/1990	12/31/9999
45	KC	Kin Care Pay	01/01/1990	12/31/9999
45	MD	Military Duty Leave	01/01/1990	12/31/9999
45	MS	Miscellaneous Time	01/01/1990	12/31/9999
45	MSAP	MS-Annual Physical Exam	01/01/1990	12/31/9999
45	MSND	Misc. Natural Disaster	01/01/2009	12/31/9999
45	OT	Overtime	01/01/1990	12/31/9999

**OFFICE OF STAFF RELATIONS
ANNUAL PERFORMANCE EVALUATION DUE DATES
SCHOOL BASED CLASSIFIED EMPLOYEES
2019-2020 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 **Wednesday, May 13, 2020** 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 13, 2020**. 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. If a school, division, department, etc. is issuing evaluations for their classified employees, they must evaluate all of the employees at the site, not just a portion, or it will invalidate the process.

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.



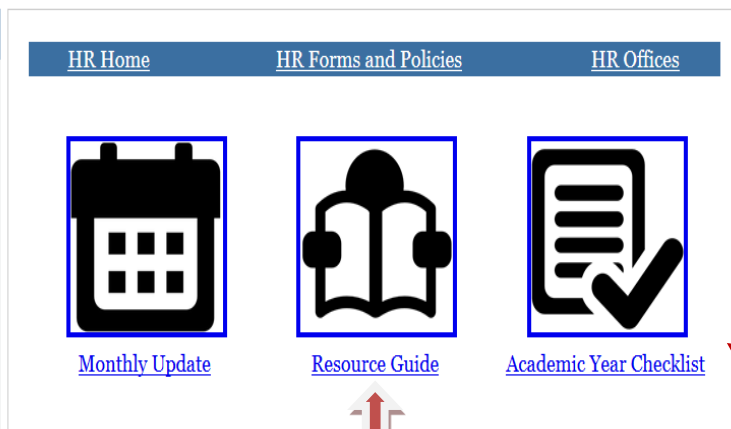
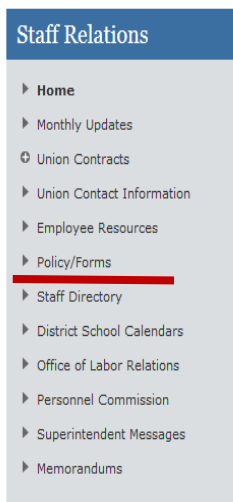
Trouble signing on? [Click here.](#)

Please enter your user name and password to continue

User Name:

Password:

Select your tools



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 your Staff Relations Field Director.

2019-2020 STAFF RELATIONS DIRECTORY
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	DR. SERRATO, FRANK	213-241-8233	fserrato@lausd.net
Interim HR-SR Manager	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
Field Director	MOSCOSO, VERONICA	213-241-8257	vxm6767@lausd.net
Admin Secretary	GONZALEZ, MAYRA	213-241-8109	mayra.l.gonzalez@lausd.net
Sr. Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net
Clerk	HAYNES, ROCHELLE	EXT. 29036	rochelle.haynes@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	DR. MAXEY, ERIC	818-654-3641	ejm9800@lausd.net
Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Sr. HR Rep	DAVTYAN, ZHANNA	213-241-8240	zhanna.davtyan@lausd.net

LOCAL DISTRICT NORTHEAST

Interim Field Director	WILSON, MADELINE	818-252-5435	madeline.wilson@lausd.net
Field Director	DELISLE, CARRIE	818-252-5436	carrie.delisle@lausd.net
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
Field Director	HAYNES, ERIN	213-241-2563	edh0788@lausd.net
Sr. HR Rep	GORDEN-CAVE, CONNIE	213-241 8227	connie.gorden-cave@lausd.net

LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Field Director	HAYNES, ERIN	323-224-3120	edh0788@lausd.net
Interim Sr. HR Rep	MEZA, JO	213-241-6056	jovita.meza@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	BIGGS, ROBBIE M/W/F SOUTH	310-354-3204 213-241-8248	robbie.biggs@lausd.net

LOCAL DISTRICT WEST

Field Director	SANCHEZ, ALEJANDRA	310-914 2150	alejandra.sanchez@lausd.net
Field Director	MCCLAY, KEVIN	310-914-2153	kmcclay@lausd.net
Sr. HR Rep	VACANT	213-241-6896	

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	213-241-3725	dif2378@lausd.net
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