

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

TO: Principals and Administrators **DATE:** November 1, 2016
FROM: Leticia Figueroa, Assistant Chief Human Resources Officer, Staff Relations
SUBJECT: **NOVEMBER 2016 UPDATE & REMINDERS**

IMPORTANT DATES:

November 4, 2016 Final date to establish objectives for UTLA-represented C-basis employees newly assigned to your school before the end of the eighth week of school.

November 7-11, 2016: Endorsement decisions for Probationary 2 employees starts. Principal letters and Affirmative Decision forms distributed to principals.

December 2, 2016: Deadline for principals to submit endorsement decisions for Probationary 2 employees to Local District Instructional Directors.

December 9, 2016 Deadline for Instructional Directors to submit Probationary 2 endorsement decisions to Staff Relations.

CERTIFICATED INFORMATION:

- 1. 2016-2017 CERTIFICATED EVALUATIONS:** Employees newly assigned to your school through the eighth week of school are to be notified that they are to be evaluated within ten (10) work days of reporting to the school. All non-permanent certificated employees (Probationary, Interns, Provisional, and Temporary Contract) are to be evaluated annually.
- 2. NON-REELECTION PROCESS FOR PROBATIONARY 2 AND PROBATIONARY 1 TEACHERS (OR EQUIVALENT)**
As a yearly key component, the Superintendent requires that all principals/administrators in collaboration with their supervisors make an “Affirmative Decision” regarding each non-permanent certificated employee. This Affirmative Decision process will determine if a non-permanent certificated staff member will receive permanent/regular status, if they will be retained in their position for the subsequent year, if they will be released from their current position and reassigned to a former class, or if they will be non-reelected and released from employment with the District.

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

- For Probationary 2 teachers (or equivalent), on a form provided by the Human Resource Division, Principals and Local District Superintendent Designee will either endorse the employee allowing them to progress to the next level or status or not re-elect the employee from employment of current assignment. Endorsement decisions for Probationary 2 employees will need to be submitted by December 2, 2016 to the Local District Instructional Directors.
- For Probationary 1 and Provisional employees, you may access your Probationary 1 employee roster online through the Certificated Performance Evaluation System (CPES) portal via the regular login process at: <https://stulls.lausd.net/stulls/index.jsp> and once logged-in, you can click on the link labeled "Probationary 1 Roster". If you are unable to log into CPES, the Workforce Data Unit will send you a copy of your roster. Endorsement decisions for Probationary 1 employees will need to be submitted mid-January (dates to follow).

3. INFORMAL CONFERENCE PROVISION OF THE 2014-2017 LAUSD-UTLA CBA: Article V, Section 7.0 states the grievant must, before filing a formal grievance, attempt to resolve any potential grievance by means of an informal conference with the grievant's immediate supervisor. The informal conference shall be requested in writing to the immediate administrator within fifteen (15) days of the occurrence of the act or omission which gives rise to the grievance, or of the date when the grievant could be reasonably expected to know of the act or omission which gives rise to the grievance. If you receive a written request for an informal grievance, please refer to The Office of Staff Relations Memorandum from Leticia Figueroa, Assistant Chief Human Resources Officer, dated August 19, 2015 and **contact your Staff Relations Field Director immediately.**

4. CHILD ABUSE CONFIDENTIAL REPORTING

When conducting a conference with an employee or when issuing an Inadequate Service Report (ISR) to a Certificated Day-to-Day Substitute, do not mention that you or anyone has filed a Suspected Child Abuse Report (SCAR) against an employee. **Do not** reference in a conference memo or in a Certificated Day-to-Day Substitute Teacher Report (Inadequate Service Report) the fact that you have filed a child abuse report. All Child Abuse Reports must remain **confidential** and are not to be disclosed.

5. WARNING OF POSSIBLE BELOW STANDARD EVALUATION (Reminder)

Employees who might receive an overall **Below Standard Evaluation** should be given sufficient advance notice. Administrators are not only to provide written recommendations and assistance for improvement through written conference memos, but should also include warning as to the consequences of failure to improve. Such notice is to be given with sufficient time for the employee to implement the assistance provided. See Attachment #1, Administrative Task Calendar, and remember to contact your Staff Relations Field Director if you are working with a teacher who may receive a BSE.

6. SUBSTITUTE TEACHER EVALUATIONS

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

7. CONTRACT POOL TEACHERS

Regular employees, assigned to the Contract Pool are to be treated as contracted teachers; they are **not to be issued an Inadequate Service Report. Always confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** Contract Pool Teachers are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference

(conference memo) as you would any other teacher on your staff in the same situation. Please contact your Field Director for questions.

- 8. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether a substitute is a contract pool teacher or a day-to-day substitute.** If the substitute is a day-to-day employee, the site administrator may, for cause, issue a day-to-day substitute employee a notice of inadequate service. Such a notice shall, absent compelling circumstances, be issued within ten working days after the date(s) of service, with a copy to the employee (either in person or by certified mail to the employee's address of record). Prior to the issuance of such a notice, the site administrator shall make a reasonable effort to contact and confer with the substitute regarding the allegations and of the substitute's right to a meeting, ***informing the employee that s/he has the right to have representation during that meeting.*** Upon employee request, a meeting will be held to discuss the matter. **The employee may be accompanied by a UTLA representative or a person of the employee's choice, as long as that person is not a member of another bargaining unit.** The timeliness of the employee's request for a meeting, or the non-availability of the employee or representative shall not delay issuance of the Inadequate Service Report beyond the ten working days after the date(s) of service. **Please be aware that another form available on the Human Resources Website may be used to provide commendations for exemplary service by a substitute. (Article X, Section 7.0)**
- 9. SUBSTITUTE FOLDERS:** Make sure you have a substitute folder for each of your teachers. The school is required to provide substitutes with the essential information needed to perform the duties of the position. Include student attendance information, lesson plans, class rosters, a map of the school, appropriate keys and security/emergency information (including how to use the class phone & how to contact the office in case of emergency). **(Article XIX, Section 10.0)** It is recommended that you include the name of the school site UTLA Chapter Chair in the substitute folder since you are now required to notify the substitute of his/her right to representation should you need to issue an Inadequate Service Report (ISR).
- 10. ACCESS AND RESPONSE TO CRITICAL MATERIAL IN PERSONNEL FILE – TEACHERS** When the District receives a letter or other written material from a member of the public critical of a teacher's performance or character, the matter shall first be investigated. Except under compelling circumstances, the UTLA represented employee shall be given a copy within 30 days of the District's receipt of the document. The document shall not be either placed in the personnel file or retained by the District unless it is reasonably determined that the allegations have some substance or plausibility. If the document is either retained or placed in the employee's personnel file, the employee shall be given a reasonable opportunity to attach a reply. If the document came from within District personnel, an investigation may not be necessary or appropriate but all the aforementioned protections, including the notice to the employee shall be applicable. **(LAUSD/UTLA CBA, Article X, Section 9.0)**
- 11. CHAPTER CHAIR ANNOUNCEMENTS AT FACULTY MEETINGS**
The Chapter Chair shall have the right to propose agenda item and make appropriate brief announcements within the first 45 minutes of faculty meetings or at least 15 minutes prior to the end of the meeting if such meeting is less than an hour in length. **(LAUSD/UTLA CBA, Article IV, Section 8.0-i).** Please make sure that UTLA announcements are included in the Faculty meeting agenda, not in the professional development agenda which should be a separate one with a separate sign in.

CLASSIFIED INFORMATION:**1. SCHOOL BASED EMPLOYEES BY COLLECTIVE BARGAINING UNITS**

Attachment #4 is a list of job classifications that may be found in school sites, as well as contacts for assistance. Please note that Transportation Services Division, Facilities/Maintenance and Operations, and Food Services Division handle their employees' disciplinary issues and grievances. (See Attachment #4)

2. DUE PROCESS BY BARGAINING UNIT

If you *expect* that a meeting with an employee may result in disciplinary action (such as an investigatory meeting), you should contact your Senior Human Resources Representative and give the employee advanced notice. Such meetings are labeled "pre disciplinary," (or "investigatory" for employees whose contracts don't have pre-disciplinary meetings) and employees are entitled to representation if they choose.

BARGAINING UNIT	PRE-DISCIPLINARY OR INVESTIGATORY MEETING	NOTICE OF UNSATISFACTORY SERVICE (NOUS)	ADMINISTRATIVE REVIEW (SKELLY)	APPEAL HEARING
Unit B	Pre-Disciplinary Meeting	NOUS	Skelly	Appeal Hearing
Unit B (Restricted)	Pre-Disciplinary Meeting	NOUS	<u>NO</u> Skelly	<u>NO</u> Appeal Hearing
Unit C	Pre-Disciplinary Meeting	NOUS	Skelly	Appeal Hearing
Unit D		NOUS	Skelly	Appeal Hearing
Unit F (TA's)				
Not Enrolled or Failure to Meet Unit Requirement	Release Letter	<u>NO</u> NOUS	<u>NO</u> Skelly	<u>NO</u> Appeal Hearing
For Cause – Less Than 1 Year of Service	Meeting with Site Administrator	NOUS	<u>NO</u> Skelly	<u>NO</u> Appeal Hearing
For Cause – More Than 1 Year of Service	Meeting with Site Administrator	NOUS	<u>NO</u> Skelly	Appeal Hearing
Unit G	Release Notification (done verbally and give employee a reason)			
Unit S	Pre-Disciplinary Meeting*	NOUS	Skelly*	Appeal Hearing

*Provide Skelly Documents 2 days prior to the Pre-Disciplinary Meeting and 1 week prior to the Skelly Meeting.

3. TRAINING AVAILABLE FOR SUPERVISORS OF CLASSIFIED EMPLOYEES

Staff Relations Senior Human Resources Representatives are teaching courses through Organizational Excellence. The classes are titled, "The Evaluation Process for Classified Employees" and "The Discipline Process for Classified Employees." Supervisors of classified staff may enroll in either of these classes through the Learning Zone. To register, visit the Learning Zone at <http://lz.lausd.net>. Search by **Class**

Offerings and then a **Keyword** from the titles above. **We encourage any of your staff that manages or reviews classified employees attend these two informative training sessions.**

4. CAMPUS AIDES

Campus Aides are classified employees represented by SEIU, Local 99. They are part of Unit B (Instructional Aides). Campus Aide can have either “restricted” or “permanent” status. You can verify a Campus Aide’s status by contacting the Personnel Commission. Campus Aides with permanent status have the same Due Process rights as other Unit B employees. This is different than School Supervision Aides, which belong to Unit G, and fall under another Collective Bargaining Agreement. For more information on Due Process rights, see item #13 above. For specific questions regarding evaluation and discipline processes for Campus Aides, please contact your Senior Human Resources Representative.

GENERAL INFORMATION:

1. UNION REPRESENTATION ON SCHOOL SITE CAMPUSES

Union representatives are to be permitted to enter school campuses following guidelines addressed in the LAUSD Visitor’s policy. Reasonable access to District facilities includes contacting employees during their duty free lunch period and before or after their hours of service. Representatives shall not interrupt any employee’s duties or assignments.

General Expectations of Union Representatives:

- A. No person shall remain on Los Angeles Unified School District premises without the approval of the principal or authorized representative as per Board Rule 1265.
- B. Please have proper identification readily available, notify the administrator of your presence upon arriving to a work site and state your intended purpose.
- C. Complete a visitor’s permit and obtain the principal/designee’s approval before proceeding with your visit.
- D. All visitors are expected to conduct themselves in a non-disruptive or non-abusive manner while visiting a work location.
- E. Please utilize non-duty time or break times to meet with employees.
- F. Please ensure employees are not late returning from breaks or lunch meetings.
- G. Please notify the visiting department of your departure and return the visitor’s permit before leaving the work location.

2. VACATION SCHEDULING AND VACATION CAPS

Classified employees who earn more vacation than can be used during the Winter and Spring Recess should be allowed to schedule vacation during the school year. In addition, it is important for supervisors to identify those Classified employees who are expected to exceed their vacation cap at the end of the year. Your timekeeper and/or approver can access and print a vacation statement to assist with identifying these employees. The vacation statement is available in BTS using the transaction code ZTMRVACBAL.

Once employees have been identified, supervisors should work with employees to schedule vacation time. Scheduling employees’ vacation time now will provide the most flexibility and ensure sufficient staffing of schools and offices throughout the school year.

3. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT: The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://bes7.lausd.net/schoolfiles/login.aspx>. For specific instructions on completing this process, please contact your Staff Relations Field Director.

4. BOARD RULE 1906-DRESS STANDARDS FOR EMPLOYEES: The following language can be utilized when working to improve the performance and conduct of employees. Please contact your Staff Relations Field Director or Senior HR Representative if you have questions regarding the use of the Board Rule.

“An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the community or required by the nature of the duties assigned where the employee renders services. Dress is inappropriate when it is unsafe, or detracts from the learning situation or task being performed, or would reasonably tend to cause disciplinary problems with students or other employees or would reasonably tend to cause disrepute to the employee, the Los Angeles Unified School District, or the profession.”

5. STAFF RELATIONS WEBSITE: Visit the Staff Relations website <http://achieve.lausd.net/staffrelations> for important resources, including Contracts, Monthly Updates, District Policies, and important links. To access, log in using the icon on the top right of the page (See Attachment 3). Only Administrators will be permitted to view the actual website.

6. CHILD ABUSE CONFIDENTIAL REPORTING

Do not reference in a conference memo or in a Certificated Day-to-Day Substitute Teacher Report (Inadequate Service Report) the fact that you have filed a child abuse report. All Child Abuse Reports must remain confidential and are not to be disclosed.

7. NO STAFF MEETINGS ON ELECTION DAY, November 8th 2016: Per Bulletin 1704.0: You are to ensure that employees are not hindered from being able to reach their respective polling locations and that no faculty meetings should be held on Election Day. Any banked time events should be held as planned. Other mandatory or permissive after-school activities involving staff should not be scheduled on Election Day.

8. ADMINISTRATORS RECEIVING UNION CORRESPONDENCE: If you receive direct correspondence of any kind from one of the unions, please do not respond to the letter. Contact your Staff Relations Field Director or Senior HR Representative as soon as possible for the next steps.

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

It is the responsibility of the school-site administrator to follow up on any employee leave, whether Workers' Compensation or Illness. For Workers' Comp, you should be in contact with the Workers' Comp Specialist to keep apprised of the employee's claim status, any work restrictions and/or possible return to work date. The Workers' Comp Specialist assigned to your Local District is noted below.

Workers' Compensation

LD Northeast Central Offices	Sara Ortiz	sara.ortiz@lausd.net	213-241-3967
LD East LD Central	Sandra Hornback	sandra.hornback@lausd.net	213-241-3966
LD West Adult Ed	Linda Bayless	linda.bayless@lausd.net	213-241-7641
LD Northwest LD South Early Education	Margie Topp-San Jose	margaret.toppsanjose@lausd.net	213-241-3965
WC Supervisor	Rae Walker	rae.walker@lausd.net	213-241-2601
WC Manager	Linda Cass	linda.cass@lausd.net	213-241-3839

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

Return to Work and Reasonable Accommodation

LD East Central Offices	Raul Noe	raul.noe@lausd.net	213-241-3996
LD South Early Ed	Patricia Prince	patricia.prince@lausd.net	213-241-3978
LD West	Dina Bobadilla- Aguilar	d.bobadilla-aguilar@lausd.net	213-241-2668
LD Northwest LD Central	Rima Vosghanian	rima.vosghanian@lausd.net	213-241-2213
LD Northeast Adult Ed	Latasha Lewis	latasha.lewis@lausd.net	213-241-2820
Disability Coordinator	Demetrius Patrick	demetrius.patrick@lausd.net	213-241-7630

Questions regarding the Family and Medical Leave Act (FMLA) and other protected leaves should be referred to the FMLA main line at **(213) 241-3954**. Employees who are hospitalized or off work for three or more days should have an FMLA packet mailed to them within two days of the event.

Employees who are on an illness leave of more than twenty (20) working days, must complete and submit formal leave of absence papers to the respective assignment office. Employees who have not submitted leave of absence paperwork should not be time-reported after twenty days of absence. Your SAA can mail an employee leave paperwork if it is anticipated an employee will be off longer than twenty (20) working days.

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

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).

**2016 - 2017 STAFF RELATIONS
FIELD DIRECTOR & SENIOR HUMAN RESOURCES REPRESENTATIVE ASSIGNMENTS
Tel: (213) 241-6056 Fax: (213) 241-8405**

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	Leticia Figueroa	213-241-6056	lcerv3@lausd.net
Administrator-AALA	Dr. Kristen Murphy	213-241-8233	kristen.murphy@lausd.net
Field Director	Dr. Francisco Serrato	213-241-8243	fserrato@lausd.net
HR-SR Manager	Melinda Le Duff	213-241-8253	melinda.leduff@lausd.net
Sr. HR Representative	Lorri Gossett	213-241-6864	lorri.gossett@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	Dr. Maribel Luna	818-654-3641	maribel.luna@lausd.net
Shared Field Director	Dr. Jack Foote Mon/Tues	818-654-3619	djf2378@lausd.net
Sr. HR Rep	Sarah Houston	213-241-8240	sarah.houston@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	Brenda Olortegui	818-252-5435	bolorteg@lausd.net
Shared Field Director	Dr. Jack Foote Wed/Thurs	818-252-5436	djf2378@lausd.net
Sr. HR Rep	Krishna Nunnally	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	Isaias Martinez	213-241-0184	isaias.martinez@lausd.net
Shared Field Director	Veronica Moscoso Mon/Tues	213-241-8257	vxm6767@lausd.net
Sr. HR Rep	Stacey Smith	213-241 8227	Stacey.smith@lausd.net

LOCAL DISTRICT EAST

Field Director	Susana Cuevas	323-224-3353	scontr6@lausd.net
Shared Field Director	Veronica Moscoso Wed/Thurs	323-224-3120	vxm6767@lausd.net
Sr. HR Rep	Cathy Kelly	213-241-8248	cathy.kelly@lausd.net

LOCAL DISTRICT SOUTH

Field Director	Juan Alfayate	310-354-3419	jalfayat@lausd.net
Shared Field Director	Carlen Powell Wed/Thurs	310-354-3472	carlen.powell@lausd.net
Sr. HR Rep	Terri Lyons Mon at LD	213-241-2563	terri.lyons@lausd.net

LOCAL DISTRICT WEST

Field Director	Eric Maxey	310-914 2153	ejm9800@lausd.net
Shared Field Director	Carlen Powell Mon/Tues	310-914-2150	carlen.powell@lausd.net
Sr. HR Rep	Maria Romero	213-241-6896	maria.romero@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director(Interim)	Irma Good / John Gamboa	213-241-3725	irma.good@lausd.net john.gamboa@lausd.net
Secretary	Sandra Easley	213-241-3818	sandra.easley@lausd.net

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2016-2017
AALA REPRESENTED EMPLOYEES**

	I Distribute Initial Planning Sheet	II Return Initial Planning Sheet	III Initial Planning Conference	IV** Evaluations Issuance Deadline
Basis A	07/01/16	08/12/16	08/26/16	05/10/17
Basis E	07/21/16	09/02/16	09/16/16	05/10/17
Basis B	08/01/16	09/09/16	09/23/16	05/10/17

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
A Basis	08/05/2016	08/12/16	08/26/16	02/10/17	05/31/17
Single Track	09/16/2016	09/23/16	10/07/16	02/17/17	05/09/17
B Basis Option 4	08/19/2016	08/26/16	09/09/16	02/17/17	05/16/17
B Basis Option 6	08/19/2016	08/26/16	09/09/16	02/16/17	05/17/17
B Basis Option 7	08/26/2016	09/01/16	09/16/16	02/17/17	05/12/17
B Basis Special Calendar GB_06SPE	08/26/2016	09/01/16	09/16/16	02/17/17	05/31/17
B Basis Special Calendar GB_08SPE	08/19/2016	08/26/16	09/09/16	02/17/17	05/31/17

FOUR TRACK (BELL HIGH SCHOOL ONLY)

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluations Issuance Deadline
Track A	09/16/16	09/23/16	10/07/16	03/24/17	05/30/17
Track B	08/05/16	08/12/16	08/26/16	02/10/17	05/30/17
Track C	08/05/16	09/30/16	10/07/16	02/10/17	05/30/17
Track D	08/05/16	08/12/16	08/26/16	02/10/17	04/14/17

*** For UTLA-represented employees, notification that they are to be evaluated should be given as soon as possible, but NO LATER than the fall norm day or the last day of the fifth week of school, whichever is earlier. The only exception is for teachers assigned within the ten (10) days preceding norm day, up to the last work day of the eighth week of school, in which case, the notification of evaluation must be given within ten work days of the employee reporting to the school. Employees that report later than the last work day of the eighth week of the fall term, shall not be subject to evaluation that year, unless they are non-permanent or they received a below-standard evaluation in the previous academic year.**

+ For UTLA-Represented Employees, the Establishment of Objectives must be completed by the last work day of the eighth week. For employees newly assigned within ten work days prior to Norm Day, the objectives must be established no later than the last work day of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last work day of the sixth week of the second semester. Within ten (10) days following the formal observation, a post-observation must be held to discuss the observation in terms of the goals established in the initial planning process.

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

****For AALA-Represented Employees, the Final Evaluation Report must be issued no later than May 10, 2017 (Article VII, Section 4).**

Simplified School Reports

How do I find them?

1. Log onto SAP
2. Click on **School** Tab
3. Click on Folders to expand

ATTENDANCE

• **HR098 ABSENCE ANALYSIS SCHOOLS** Provides details various rates and/or hours of employee time including the total absence rate, protected & unprotected absence, workers' comp, vacation and overtime hours. Managers can readily identify areas of employee attendance for positive recognition or corrective action and assistance.

ROSTER

• **HR067 SCHOOL CONTACT ROSTER** Provides contact information for each employee assigned to the cost center. It includes employee ID#, address, phone number/s, job description, and employee category (classified, certificated).

POSITION

• **HR070 SCHOOL POSITION DETAIL** Provides a list of every position at the cost center, including employee category (classified, certificated), vacancy indicator, position id #, job name, and whether the position is "obsolete," i.e., marked for budget closure. If the position has been filled, the report includes the employee's name, personnel number, payroll basis, and track.

SENIORITY

• **HR071 SCHOOL CREDENTIALS (ACTIVE AND INACTIVE EMPLOYEES)** Provides information about every credential held by each employee assigned to the cost center, including inactive employees on unpaid leaves. In addition to employee's name & number, the report indicates each credential's type, the subject (if available), its expiration date, and whether it contains EL authorization.

• **HR072 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITH SENIORITY DATE)** Lists all certificated that HR has assigned a seniority date. Employees are ranked in seniority order from least senior to most senior. The report includes the employee's seniority date, tie-breaker number, status, name, personnel number, credential subject, credential type, whether EL authorized, the position number to which employee is assigned & its associated job title, and employee's bilingual fluency level, if applicable.

• **HR073 SCHOOL SENIORITY CERTIFICATED (TEACHERS WITHOUT SENIORITY DATE)** Lists all certificated staff without a seniority date assigned to the cost center (provisionals, university interns, long-term subs, retiree subs) Employees are ranked in contract-date order, from least senior to most senior. In addition to the contract date, the report includes the employee's tie-breaker number, current status, name, alternative credential subject & type, whether EL authorized, the position number to which employee is assigned & its associated job title, as well as bilingual fluency level, if applicable.

• **HR085 TA SENIORITY** Used to determine order of lay-off for Teacher Assistant (Unit F), per Article X, Section 2.0, and not for any other purpose. Layoff is done at the site level for this classification. Lay-off order is a combination of job class seniority and the employee's completed college units. Call Staff Relations for assistance with Teacher Assistant lay-off.

Questions?

Call 213-241-5200, Option 6

Other resources:

BTS Help Zone

<http://btshelpzone.lausd.net>

<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:

Sign In

Forgot My Password

Select your tools

Home About LAUSD Employment Find a School Offices Quick Links

Staff Relations

- ▶ Home
- ▶ Monthly Updates
- ◉ Union Contracts
- ▶ Union Contact Information
- ▶ Employee Resources
- ▶ Policy/Forms
- ▶ Staff Directory
- ▶ District School Calendars
- ▶ Office of Labor Relations
- ▶ Personnel Commission
- ▶ Superintendent Messages
- ▶ Memorandums

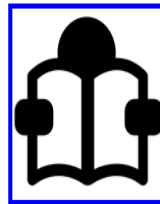
[HR Home](#)

[HR Forms and Policies](#)

[HR Offices](#)



[Monthly Update](#)



[Resource Guide](#)



[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

ATTACHMENT #4

SCHOOL BASED JOB CLASSIFICATIONS BY COLLECTIVE BARGAINING UNIT

UNIT	MAJOR JOB CLASSIFICATIONS	WHERE TO CALL FOR ASSISTANCE	EXCLUSIVE REPRESENTATIVE
AALA (Certificated Administrators)	Assistant Principal	Staff Relations Field Directors	Associated Administrators of Los Angeles (AALA)
UTLA (Teachers)	Teachers Counselors School Psychologists Library Media Teachers Nurses	Staff Relations Field Directors	United Teachers Los Angeles (UTLA)
Unit B (Instructional Aides)	Campus Aides Special Ed Assistants Instructional Aides Early Ed Center Aides	Staff Relations Sr. HR Representative	SEIU, Local 99
Unit C (Operations Support Services)	Cafeteria Staff Building & Grounds Workers Housekeepers	Cafeteria staff* Food Services Division Custodial staff** Maintenance & Operations Area Operations Supervisor Housekeeper Staff Relations Sr. HR Representative	SEIU, Local 99
Unit D (Office-Technical & Business Services)	Office Technicians Library Aides Sr. Office Technicians Financial Managers	Staff Relations Sr. HR Representative	California School Employees Association (CSEA)
Unit F (Teacher Assistants)	Teacher Assistants	Staff Relations Sr. HR Representative	SEIU, Local 99
Unit G (School Supervision Aides)	School Supervision Aides Community Representatives	Staff Relations Sr. HR Representative	SEIU, Local 99
Unit S (Classified Supervisors)	School Administrative Assistants Cafeteria Managers Plant Managers	School Adm. Asst. Staff Relations Sr. HR Representative Cafeteria Manager* Food Services Division Plant Manager** Maintenance & Operations Area Operations Supervisor	Teamsters, Local 572

***Food Services Division Human Resources – 213-241-2993**

****Maintenance & Operations Human Resources – 213-241-0312**