

OFFICE OF STAFF RELATIONS
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: Principals and Administrators

DATE: October 2018

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

SUBJECT: **OCTOBER 2018 - UPDATE & REMINDERS**

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

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

IMPORTANT DATES:

- | | |
|-------------------|---|
| October 5, 2018 | Final date to establish objectives for UTLA-represented C-basis employees. |
| October 5, 2018 | UTLA represented employees newly assigned to your school after this date shall not be subject to evaluation <u>unless they are non-permanent or received a Below Standard Evaluation in the previous academic year.</u> |
| November 2, 2018 | Final date to establish objectives for UTLA-represented C-basis employees <u>newly assigned to your school</u> before the end of the eighth week of school. |
| November 30, 2018 | Affirmative Decision forms for Probationary 2 Teachers due to Instructional Directors |
| December 7, 2018 | Affirmative Decision forms for Probationary 2 Teachers due to Staff Relations |
| January 1, 2019 | Part-Time Playground Workers on this date shall be grandfathered-in to become regular/permanent LAUSD employees without passing an initial probationary period. After this date, subsequent candidates for employment as Part-Time Playground Workers shall be required to pass a six-month initial probationary period before becoming regular/permanent LAUSD Playground Workers. |

CERTIFICATED INFORMATION:

1. 2018-2019 EARLY EDUCATION CENTER DEADLINES:

- August 3, 2018 – Notify Permanent Teachers
- August 10, 2018 – Complete IPS (set forth clear School-wide expectations early)
- August 24, 2018 – Complete IPC
- February 8, 2019 – Formal Observations (1 required; no limit for Supplemental Observations)
- April 12, 2019 – Growth Plan Visits (recommended)
- May 29, 2019 – Final Evaluation Issued

2. **2018-2019 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. Permanent teachers must be evaluated in accordance with the language in **Article X, Section 3.0 (a-c)** of the LAUSD/UTLA Agreement (see next item).
3. **ESTABLISHMENT OF OBJECTIVES:** To begin the evaluation process, administrators should meet with teachers to collaboratively formulate objectives and strategies for the year. These objectives and strategies should be discussed at the Initial Planning Conference and documented on the Initial Planning Sheet. The LAUSD/UTLA Collective Bargaining Agreement requires that the employee's objectives be established **no later than the last work day of the 8th week of school, October 5, 2018** (traditional calendar). For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 2, 2018 (traditional calendar). If a teacher fails to complete an Initial Planning Sheet, the administrator should schedule the Initial Planning Conference and provide the teacher with the objectives and strategies upon which their evaluation will be based. **(Article X, Section 4.0 – 4.3)** See attachment #1 for timelines.
4. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall receive one formal observation during the academic year, **no later than the last work day of the sixth week of the second semester – February 15, 2019** (traditional calendar). The observation shall be followed by a post-observation conference. The post-observation conference shall occur **no later than ten (10) work days after the formal observation.** **(Article X, Section 5.0(a))** See attachment # 1 for timelines.
5. **EVALUATION OF NON-CLASSROOM TEACHERS:** Non-Classroom Teachers (school based instructional coaches and coordinators) will be evaluated using the Educator Development and Support Non-Classroom Teacher (EDSNCT) evaluation process and the Teaching and Learning Framework (TLF). Additional information regarding the EDSNCT process is available on the MyPGS platform in the Resource Tab at <http://lausd.truenorthlogic.com>.
6. **SERVICE AND INSTRUCTIONAL STULL:** The Service and Instructional Stull, previously located on the Certificated Performance Evaluation System (CPES), are now accessible on the MyPGS platform. Service and instructional providers including Pupil Service and Attendance Counselors (PSA), Psychiatrist Social Workers (PSW), Psychologists, Secondary Counselors, Nurses, Related Service Providers and Special Education Pre-School Teachers can access the stull evaluation and additional resource information on the MyPGS platform at <https://lausd.truenorthlogic.com>.
7. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, monitor his/her performance closely. If the employee exhibits performance concerns in the first semester of the 2018-2019 school year, it is strongly recommended that you address those concerns and provide assistance and guidance. Concerns and assistance and guidance should be provided to the employee in conference memoranda. Decisions regarding re-election and non-reelection will need to be made by **November 30, 2018**, via the Affirmative Decision form.
8. **PEER ASSISTANCE AND REVIEW:** The Peer Assistance & Review (PAR) Program is a UTLA/District collaborative that provides one on one consulting services to referred teachers, as well as to non-permanent teachers and teachers who volunteer to participate. If a teacher received a Below Standard Evaluation for the 2018-2019 school year, s/he is considered a referred teacher which includes mandatory participation in the PAR Program. Additionally, there are PAR professional development opportunities offered at multiple

sites throughout the year. The classes are open to all teachers, and all classes are eligible for salary point credit. For more information, visit the website at <http://achieve.lausd.net/par>. You may also contact **Susan Masero, Program Coordinator** at **(213) 241-5501** or by email at susan.masero@lausd.net.

- 9. 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.**
- 10. UTLA CHAPTER CHAIRS:** Article IV, Section 8.0 states that at each work location to which employees are assigned, UTLA shall have the right to designate, pursuant to its own procedures, **one** employee to serve as the UTLA Chapter Chair. To facilitate communication, the Chapter Chair shall meet together with the site administrator whenever reasonably possible.
- 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 agenda with a separate sign in.
- 12. DISPLACED TEACHERS (FORMERLY 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 an employee is a displaced teacher or a day-to-day substitute.** Displaced Teachers are full time 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 Staff Relations Field Director for questions.
- 13. CERTIFICATED DAY-TO-DAY SUBSTITUTE INADEQUATE SERVICE REPORT (ISR):** Before issuing an ISR, **always confirm whether a substitute is a displaced 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, absent compelling circumstances, shall be issued within ten working days after the date(s) of service, with a copy provided 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 note that**

an additional form is available on the Human Resources Website for the purpose of providing commendations for exemplary service by a substitute. (Article X, Section 7.0)

14. 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)

15. 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).

CLASSIFIED INFORMATION:

1. UNIT G EMPLOYEES TO BECOME PERMANENT EMPLOYEES: Effective January 1, 2019, Unit G employees (i.e. School Supervision Aides, Community Reps, Playground Workers) will become part of the Classified Service. Governor Brown signed AB 2160, which expands the rights of Unit G employees, who will no longer be “at-will”. All Unit G employees who were hired as of January 1, 2019 will automatically become permanent employees. Please contact your Senior HR Representative should you need assistance with any performance concerns of your Unit G employees.

2. BUS RIDING AIDES: Special Education Trainees/Assistants and Health Care Assistants assigned to ride the bus with Special Education students should be instructed to notify the appropriate administrator immediately if, due to bus schedule, they worked less than or more than their scheduled hours. This will allow for adjustments of the bus schedule to minimize unscheduled overtime. Additionally, administrators should monitor time cards to determine if employees are working their scheduled work hours.

3. LIBRARY AIDES: If your school site did not purchase a Library Aide for this school year, please be advised parents, volunteers and/or other job classifications (i.e. Special Education Assistants, Teacher Assistants, etc.) **cannot operate the library in place of a Library Aide.** Doing so would be a violation of the Unit D Collective Bargaining Agreement. In accordance with **BUL-6040.2 Library Staffing–Student Access Clarifications**, employees with a classification of Education Aide II or III, Instructional Aide I or II, or Teacher Assistants, who accompany their teachers and classes to the library may assist the students in locating and shelving books. This provision should not be misused to supplant the work of library personnel. For additional information, please refer to BUL-6040.2. Please contact your Senior HR Representative if you have any questions.

4. SPECIAL EDUCATION PARAPROFESSIONALS: Every special education paraprofessional must have a current First Aid/CPR certificate issued by a recognized First Aid training program. Each paraprofessional must also obtain and maintain LAUSD’s Food Handler’s Certificate. These documents must be kept valid during the term of employment. The First Aid/CPR documents are renewed bi-annually, and the Food Handler’s Certificate renewed annually. Please review **REF 6770.2, "Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals"** for further information.

5. BREAK/LUNCH TIMES FOR UNITS B, C, D, F AND S:

| ASSIGNMENT HOURS | BREAK(S) | LUNCH |
|------------------|--|---|
| 3 or fewer | None | None |
| 4 | One - 10 minutes paid | None |
| 5 | One - 10 minutes paid | *Minimum 30 minutes unpaid **(except Unit D) |
| 6 to 8 | Two - 10 minutes or One - 20 minutes paid | Minimum 30 minutes unpaid |

***Units B (Spec Ed Assists., Campus Aides, Instr. Aides) or F (Teacher Assists.):** Rest periods cannot lengthen lunch period or shorten work day.

****Unit D (clerical staff except Library Aides):** Rest periods may be combined with lunch period by mutual agreement with the supervisor.

****Unit S (School Administrative Assistants):** ***Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and...pre-approved by the direct supervisor, [and]...not be taken during the first (1st) or last hour of the assignment. Employees who are prevented from taking this unpaid time and who are required to perform work duties during that time may complete [their] unpaid time later that same day (scheduled in accordance with the direct supervisor). All on-duty time shall be counted as time worked and be compensated...

6. TEACHER ASSISTANTS – VERIFICATION OF ENROLLMENT IN COLLEGE COURSES: Teacher Assistants who failed to meet their contractual requirements for the 2017-2018 school year were given a grace period and permitted to retain employment. The expectation for the 2018-2019 school year is that all Degree Track TAs will enroll in and successfully complete 12 units and all Non-Degree Track TAs will enroll in and successfully complete a college course each semester. If a TA does not meet the 12 unit requirement or successfully complete college coursework for the 2018-2019 school year, the District will send notification to the TA that he/she will be released as of June 30, 2019. (For additional information regarding the education requirement for TAs, please refer to Article VIII, Sections 2.1 and 3.1.)

TAs will be sent an email to their LAUSD email account requesting them to register their course enrollment for the Fall 2018 and Spring 2019 semesters. In addition, any courses already successfully completed for the Spring 2018 semester will need to be verified with uploaded documentation (if applicable). Final certification of completed courses for the Fall 2018 and/or Spring 2019 semester will need to be uploaded by June 30, 2019. Teacher Assistants who have not submitted their enrollment verification and verification of completion by the deadline indicated in the email will be separated from the District.

7. TEACHER ASSISTANT PORTAL: To access the Teacher Assistant Portal, TAs will need to log into <https://teacherportal.lausd.net> and under “Employee Tools” select Teacher Assistant. They will need to use their LAUSD single sign-on and password. The implementation of the Teacher Assistant Portal does not change the contractual obligations for TAs. 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.

- 8. TEACHER ASSISTANTS SENIORITY LIST:** Teacher Assistant Seniority will continue to be handled at the school site. In accordance with Article X of the Unit F contract, site administrators are required to compile and post a list of all assigned Teacher Assistants. The list is compiled as follows:
- Review certified transcripts of all Teacher Assistants assigned to your site. (You must request a copy from each TA).
 - Prepare a list, in descending order, of completed qualified college units.
- 9. ADDITIONAL TEACHER ASSISTANT LAY-OFF:** If your school will need to close additional Teacher Assistant positions due to Budget cuts, please remember that Teacher Assistant lay-offs are handled at the school site and guided by Article X of the Unit F contract. The lay-off order is determined by the Teacher Assistant seniority list compiled in accordance with the instructions above. If you have questions, please contact your Senior Human Resources Representative.
- 10. VACATION SCHEDULING AND VACATION CAP:** 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.

GENERAL INFORMATION:

- 1. REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT:** The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process, please contact your Staff Relations Field Director.
- 2. 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.”

3. **STAFF RELATIONS WEBSITE:** Visit the Staff Relations website at <http://achieve.lausd.net/staffrelations> for important resources, including Contracts, Monthly Updates, District Policies, and important links. Only Administrators will be permitted to view the actual website.
4. **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.
5. **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.
6. **UNION REPRESENTATION ON SCHOOL SITE CAMPUSES:** Union representatives are 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. Representative should provide proper identification and notify the administrator of their presence upon arriving to a work site along with stating their intended purpose.
 - C. Representative should complete a visitor's permit and obtain the principal/designee's approval before proceeding with their visit.
 - D. All visitors are expected to conduct themselves in a non-disruptive or non-abusive manner while visiting a work location.
 - E. Utilize non-duty time or break times to meet with employees.
 - F. Ensure employees are not late returning from breaks or lunch meetings.
 - G. Representative should notify the visiting department of their departure and return their visitor's permit before leaving the work location.
7. **EXTENDED LEAVES OF ABSENCE (WORKERS COMP OR ILLNESS):** It is the responsibility of the school site administrator to follow up on all leaves. For Workers' Compensation coverage, you should be in contact with the Claims Adjuster at Sedgwick to stay apprised of the employee's status and return date. If you need additional assistance with any particular employee, a current claim, or return to work procedures, contact Juan Gonzalez, LAUSD Office of Risk Management, at (213) 241-3839. For employees absent due to illness for longer than twenty (20) days, formal Leave of Absence forms and other documentation must be submitted (**Article XII, Section 12.9**). Employees who have not submitted required leave documents should be time-reported as unpaid after twenty days of absence. The Leave of Absence Packet on the Personnel Commission web site (found under Forms) is very informative.

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).

2018-2019 STAFF RELATIONS
FIELD DIRECTOR and SR HR REP ASSIGNMENTS
 Tel: (213) 241-6056 Fax: (213) 241-8405
BEAUDRY

| | Name | Extension | EMAIL |
|---|--------------------------|------------------------------|--|
| Asst. Chief Human Resource Officer | FIGUEROA, LETICIA | 213-241-6056 213-241-5313 | leticia.figueroa@lausd.net |
| Administrator-AALA | DR. SERRATO, FRANK | 213-241-8233 | fserrato@lausd.net |
| HR-SR Manager | LE DUFF, MELINDA | 213-241-8253 | melinda.leduff@lausd.net |
| Field Director | MOSCOSO, VERONICA | 213-241-8257 | vxm6767@lausd.net |
| Sr. HR Representative | GOSSETT, LORRI | 213-241-6864 | lorri.gossett@lausd.net |
| HR Specialist II | LYEW-TEBA, ARLENE | 213-241-8231 | arlene.lyew-teba@lausd.net |
| Admin Secretary | GONZALEZ, MAYRA | 213-241-8109 | mayra.l.gonzalez@lausd.net |
| Sr. Office Technician | USHER, STALIN | 213-241-8239 | stalin.usher@lausd.net |
| Clerk | HAYNES, ROCHELLE | EXT. 29036 | rochelle.haynes@lausd.net |

LOCAL DISTRICT NORTHWEST

| | | | |
|----------------|---------------------------------|--------------|--|
| Field Director | OLORTEGUI, BRENDA | 818-654-3641 | bolorteg@lausd.net |
| Field Director | DELISLE, CARRIE Wed/Thur | 818-654-3619 | carrie.delisle@lausd.net |
| Sr. HR Rep | HOUSTON, SARAH | 213-241-8240 | sarah.houston@lausd.net |

LOCAL DISTRICT NORTHEAST

| | | | |
|----------------|--------------------------------|--------------|--|
| Field Director | DR. LUNA, MARIBEL | 818-252-5435 | maribel.luna@lausd.net |
| Field Director | DELISLE, CARRIE Mon/Tue | 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 |
| Interim Director | OH, SHARON | 213-241-8243 | sharon.oh@lausd.net |
| Sr. HR Rep | NGUYEN, CHRYS Tues AM Central | 213-241 8227 | c.nguyen@lausd.net |

LOCAL DISTRICT EAST

| | | | |
|------------------|-------------------------|--------------|--|
| Field Director | CUEVAS, SUSANA | 323-224-3353 | scontr6@lausd.net |
| Interim Director | LATHAM-WILSON, MADELINE | 323-224-3120 | madeline.latham@lausd.net |
| Sr. HR Rep | WHITE, DAVID | 213-241-8248 | david.white@lausd.net |

LOCAL DISTRICT SOUTH

| | | | |
|----------------|---------------------|--------------|--|
| Field Director | LENON, DAMIAN | 310-354-3472 | dlenon@lausd.net |
| Field Director | MARTINEZ, ISAIAS | 310-354-3419 | isaias.martinez@lausd.net |
| Sr. HR Rep | GORDEN-CAVE, CONNIE | 213-241-2563 | connie.gorden-cave@lausd.net |

LOCAL DISTRICT WEST

| | | | |
|----------------|--------------------|--------------|--|
| Field Director | DR. MAXEY, ERIC | 310-914 2153 | ejm9800@lausd.net |
| Field Director | SANCHEZ, ALEJANDRA | 310-914-2150 | alejandra.sanchez@lausd.net |
| Sr. HR Rep | VACANT | 213-241-6896 | |

DIVISION OF ADULT & CAREER EDUCATION

| | | | |
|-------------------|-----------------|--------------|--|
| Field Director | DR. FOOTE, JACK | 213-241-3725 | djf2378@lausd.net |
| Office Technician | EASLEY, SANDRA | 213-241-3818 | sandra.easley@lausd.net |

ATTACHMENT #1**STAFF RELATIONS****2018-2019 ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS****AALA REPRESENTED EMPLOYEES**

| | I Distribute Initial Planning Sheet on (recommended) | II Return Initial Planning Sheet by (contractual) | III Initial Planning Conference by (contractual) | IV** Evaluations Issuance Deadline (contractual) |
|----------------|--|---|--|--|
| Basis A | 07/02/18 | 08/10/18 | 08/24/18 | 05/17/19 |
| Basis E | 07/19/18 | 08/30/18 | 09/14/18 | 05/17/19 |
| Basis B | 07/30/18 | 09/07/18 | 09/21/18 | 05/17/19 |

UTLA REPRESENTED EMPLOYEES

| | I* Notification of Evaluation no later than (contractual) | II Submit Initial Planning Sheet by (recommended) | III + Establishment of Objectives Conference by (contractual) | IV ++ Formal Observation Deadline (contractual) | V** Evaluations Issuance Deadline (contractual) |
|--|--|--|--|--|--|
| A Basis | 08/03/18 | 08/10/18 | 08/24/18 | 02/08/19 | 05/29/19 |
| Single Track | 09/14/18 | 09/21/18 | 10/05/18 | 02/15/19 | 05/07/19 |
| B Basis Option 4 | 08/17/18 | 08/24/18 | 09/07/18 | 02/15/19 | 05/14/19 |
| B Basis Option 6 | 08/17/18 | 08/24/18 | 09/07/18 | 02/14/19 | 05/17/19 |
| B Basis Option 7 | 08/24/18 | 08/30/18 | 09/14/18 | 02/15/19 | 05/10/19 |
| B Basis Special Calendar GB_06SPE | 08/24/18 | 08/30/18 | 09/14/18 | 02/15/19 | 05/29/19 |

| | I* Notification of Evaluation no later than (contractual) | II Submit Initial Planning Sheet by (recommended) | III + Establishment of Objectives Conference by (contractual) | IV ++ Formal Observation Deadline (contractual) | V** Evaluations Issuance Deadline (contractual) |
|--|--|--|--|--|--|
| B Basis Special Calendar GB_08SPE | 08/17/18 | 08/24/18 | 09/07/18 | 02/15/19 | 05/29/19 |
| B Basis Single Track Calendar | 08/30/18 | 09/07/18 | 09/21/18 | 02/14/19 | 05/14/19 |

*** 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 17, 2019 (Article VII, Section 4). This date is contingent upon AALA extending for 2018-2019 a side agreement signed in 2017-2018 on this matter. If there is no extension of such agreement, then Final Evaluation Reports will have to be issued no later than May 10, 2019 for all A, E and B Basis administrators.**