

INTER-OFFICE CORRESPONDENCE
LOS ANGELES UNIFIED SCHOOL DISTRICT

TO: Principals and Administrators

DATE: September 2019

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

SUBJECT: SEPTEMBER 2019 STAFF RELATIONS UPDATES & REMINDERS

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

IMPORTANT DATES:

September 13, 2019	Final date to hold initial planning conference for AALA-represented employees on E-basis Final date to establish objectives for UTLA-represented employees on B-basis Option 6 and B Basis Special Calendar GB_08SPE
September 20, 2019	Final date to inform Single Track C Basis employees that they are being evaluated Final date to establish objectives for UTLA-represented employees on B-basis Option 7 and B Basis Special Calendar GB_06SPE
September 27, 2019	Final date to hold initial planning conferences for AALA-represented employees on B-basis Final date to establish objectives for UTLA-represented employees on B-basis Single Track Calendar
September 30, 2019	Online Child Abuse Training must be completed
October 11, 2019	Final date to establish objectives for UTLA-represented C-basis employees

CERTIFICATED INFORMATION:

1. **2019-2020 CERTIFICATED EVALUATIONS:** As per the UTLA-LAUSD agreement, all evaluation timelines are fixed. Administrators should determine the evaluation status of current employees. If they are to be evaluated, certificated employees should be notified on the first day of their basis, but **no later than the last workday of the fifth week of school, September 20, 2019.** The list will be revised as new hires are added to your roster. Employees newly assigned to your school through the eighth week of school (10-5-18) 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).
2. **EVALUATION OF PERMANENT TEACHERS WITH 10 YEARS OR MORE WITH THE DISTRICT:** Please note that according to the Contract, for permanent teachers with ten (10) years or more as a full-time teacher, the period between evaluations **may** be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period. The extension must be **mutually** agreed upon by the

administrator and the employee. **Consent to do so may be withdrawn by either party.** Withdrawing party shall provide written notice of withdrawal, giving reason or cause. Such notice should be given before the end of the school year preceding the next intended evaluation but shall not be given later than the commencement of the evaluation process. **(Article X, Section 3.0).**

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 newly ratified agreement with UTLA requires that the employee's objectives be established **no later than the last workday of the 8th week of school, October 11, 2019** (traditional calendar). For teachers newly assigned up to ten (10) days prior to norm day, the date can be extended to November 8, 2019. 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 #2 for timelines.
4. **FORMAL OBSERVATIONS:** UTLA-represented employees being evaluated shall receive one formal observation during the academic year, **no later than the last workday of the sixth week of the second semester – February 21, 2020** (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 # 2 for timelines.
5. **STATUS OF TEACHERS:** If you have any questions regarding the status of any certificated staff member, contact your Personnel Specialist as soon as possible.
6. **NON-REELECTION OF PROBATIONARY 2 TEACHERS:** If you have an employee who is currently in Probationary 2 status, monitor their performance closely. If the employee exhibits performance problems in the first semester of the 2019-2020 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 **December 6, 2019**, via the Affirmative Decision form.
7. **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 is a full slate of PAR professional development 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 **Dr. Christopher Ikeanyi, Program Coordinator at (213) 241-5501 or by email at cikea1@lausd.net**
8. **OPENING SCHOOL SUBSTITUTES:** Substitute teachers who are assigned for ten consecutive days to an unfilled position in which the substitute teacher opens a class at the beginning of the school year shall be paid at extended substitute rate. **(Article XIX, Section 4.2)**
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. **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)**
11. **DISPLACED TEACHERS (AKA 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 contract pool 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.
12. **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. **(Article X-A, Section 1.0)**

CLASSIFIED INFORMATION:

1. **BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED EMPLOYEES:** There are several things you can do to ensure that your classified employees know you support and appreciate them. One of those ways is by setting expectations for the school year and reminding staff of their importance to the school community. During the first week of school, hold a meeting to discuss duties, requirements and work schedules with your Classified Aides (i.e. Special Ed Assistants/Trainees, Campus Aides, and Health Care Assistants).

Start with a positive focus. Share how everyone benefits when all are doing their best to be present and fully engaged every day. For example:

- A. Put emphasis on the goal rather than the policy. When employees strive to meet or exceed the **District's 96% attendance goal**, the reward is students and parents knowing they can count on a functioning school. And the employees' team members know that they can count on each other.
- B. State how much you appreciate the Special Education unit employees who are required to maintain their **First Aid/CPR Certification**. Their continued compliance ensures they have the skills to help if a student needs assistance.
- C. Compliment the dedication of Teacher Assistants who are juggling the responsibilities of working and **maintaining continuous enrollment in college** in order to one day become Teachers within LAUSD. And thank all aides for their continued support of teachers and students.
- D. Tell employees that while we you don't anticipate any violations of the **Employee Code of Ethics** or the **Code of Conduct with Students**, you want to ensure they are reminded of these important policies. And completing the **Child Abuse Awareness Training** reminds employees of this important responsibility. Student safety is everyone's priority.

Attached is a list of recommended subjects and bulletins to be discussed at the meeting (**Attachment #1**). This material may also be used for a handbook to be distributed to your paraprofessionals. Please ensure you keep a copy of the agenda, the related material discussed, and sign in sheets for this and future meetings as documentation that employees have received the information.

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

HOURS OF ASSIGNMENT	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 Assistants, Campus Aides, Instr. Aides) or F (Teacher Assistants):** Rest periods cannot lengthen lunch period or shorten workday.

****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....

5. TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS AND RELEASE:

Per the Unit F Collective Bargaining Agreement, between LAUSD and SEIU Local 99, all Teacher Assistants are, on a continuing basis, required to enroll and successfully complete college courses (Article VIII, section 1.0).

For the 2018-2019 school year, Teacher Assistants were to show completion of at least three (3) units. Those who failed to submit proof of passage by upload of transcripts into the TA Portal on or before June 30, 2019 were released effective July 1, 2019. Principals were copied on the release letters sent to Teacher Assistants.

For the 2019-2020 school year, Teacher Assistants must resume meeting the course unit requirements as set forth in their Unit F Collective Bargaining Agreement. Degree Track Teacher Assistants – Units required are twelve semester units or quarter unit equivalent. (Article VIII, 2.1) Non-Degree Track Teacher Assistants – Maintain enrollment and passage of a college course at all times during the traditional school year. These courses must be for the purpose of increasing the employee’s knowledge, understanding and skills related to the employee’s employment by the District. (Article VIII, 3.1). For additional information regarding course unit requirements, please refer to the Unit F Collective Bargaining Agreement.

Teacher Assistants with questions may email TeacherAssistantAssignments@lausd.net .

6. 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.

7. **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.

8. **CLOSING OF SCHOOL SUPERVISION AIDE AND COMMUNITY REPRESENTATIVE POSITIONS:**

Community Representative and School Supervision Aides whose positions were closed during Budget Development for the 2019-2020 fiscal year have not yet received their notices from the Personnel Commission. As such, they are to remain at their same schools/locations until they receive official notification from the Personnel Commission. Notices for employees in these job classifications will be presented to the Board at the earliest possible date and if approved, will be sent to the affected employees and their locations.

As previously announced, effective January 1, 2019 all Community Service Representatives and School Supervision Aides became part of the Classified service and are permanent employees. They are no longer At-Will employees, which means they are now afforded the same rights and protections that other Classified employees receive under the Education Code. Please contact your Senior HR Representative if you have any questions.

9. **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.

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. **ON-LINE CHILD ABUSE TRAINING:** The updated on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time. You may want to consider, as part of a pupil-free day, utilizing school computers for that purpose.
2. **REMINDER ON BEHALF OF OGC: SCHOOL FILES PROJECT:** The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded. Users are to upload documents as PDF files. Please upload the conference memos but **do not upload** SCAR reports, attachments to the conference memo, witness statements, investigatory notes, other evidence or disciplinary documents such as Notices of Unsatisfactory Acts. Login to the application using your SSO account at: <https://schoolfiling.lausd.net>. For specific instructions on completing this process and for information on the uploading requirements, please contact your Staff Relations Field Director or Dr. Virginia Austin at virginia.austin@lausd.net.
3. **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.”

4. **STAFF RELATIONS WEBSITE:** Visit the Staff Relations website <http://achieve.lausd.net/staffrelations> for important resources, including contracts, monthly updates, district policies, and a self-guided PD on “Monitoring Attendance”, as well as other important links. To access log in using the icon on the top right of the page. Only administrators will be permitted access to the website.
5. **CHILD ABUSE ON-LINE TRAINING:** The Child Abuse On-line training must be completed by ALL staff **no later than September 30, 2019**. It is a basic responsibility of an administrator to ensure that all staff have completed this and other mandatory trainings. For classified, this training should be on work time and you may want to consider, as part of a pupil-free day, permitting staff to utilize school computers for that purpose. For certificated, include mention of the training on the Initial Planning Sheet to encourage teacher accountability to complete the training by the deadline.
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. **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.

If you have any questions about these items, or other contract or discipline issues, please call XXXX at (XXX) XXXX, email XXX or XXXX at (XXX) XXXX, email XXX Staff Relations Field Directors regarding UTLA matters, or XXXX, Senior Human Resources Representative at (XXX) XXX, email XXXX for Units B, D, F, G, and S (clerical staff, paraprofessionals, campus supervision employees and the SAA).

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
HR-SR Manager	LE DUFF, MELINDA	213-241-8253	melinda.leduff@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	GORDEN-CAVE, CONNIE	213-241-8240	connie.gorden-cave@lausd.net

LOCAL DISTRICT NORTHEAST

Field Director	DR. LUNA, MARIBEL	818-252-5435	maribel.luna@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	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
Field Director	HAYNES, ERIN	323-224-3120	edh0788@lausd.net
Sr. HR Rep	GOSSETT, LORRI	213-241-6864	lorri.gossett@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	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	RICO, CHRISTINA	310-914-2153	christina.rico@lausd.net
Sr. HR Rep	KELLY, CATHY	213-241-6896	cathy.kelly@lausd.net

DIVISION OF ADULT & CAREER EDUCATION

Field Director	DR. FOOTE, JACK	213-241-3725	djf2378@lausd.net
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ATTACHMENT #1

STAFF RELATIONS PARAPROFESSIONALS BEGINNING – OF – YEAR REMINDERS

EXPECTATIONS

- Work hours (including sign-in/sign-out and timecard procedures, absence and call-in procedures)
- Attendance expectations (the instructional program depends on everyone, including part-time aides, being at work every day)
- Daily schedule(s)
- Role of paraprofessional (i.e. to work directly with students)
- Information on supporting the instructional program that would be relevant to all paraprofessionals
- Guidelines for supervision duties during nutrition/recess, lunch, and PE
- Student behavioral standards and expectations (in classroom, on the school yard, and whole campus)

POLICIES

- LAUSD Attendance Policy
- Special Education Paraprofessional Attendance Policy (BUL-6527.1)
- Certification of Absence Forms (BUL-6307.5)
- Dress standards (Board Rule 1906)
- LAUSD Code of Conduct with Students (BUL-5167.0)
- Ethics Policies (BUL-4748.0)
- Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals (REF-6770.2)
- Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL-999.12)
- Social Media Policy for Employees and Associated Persons (BUL-5688.2)
- Administrative Policy Regarding Falsification of Records (BUL-3723.0)
- Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.2)
- Child Abuse and Neglect Reporting Requirements (BUL_1347.2)
- Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.3)
- Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- Classified Employees Handbook
- Special Education Paraprofessional Handbook

TEACHER ASSISTANTS

- Upload verification of enrollment in current semester/quarter into the TA Portal <https://teacherportal.lausd.net>
- Upload a certified transcript from the college verifying completed courses from the previous semester/quarter to the TA Portal.

MISCELLANEOUS

- Staff/Track (including “people to know” and School Committee assignments)
- Map of campus
- School Safety and Emergency Procedures

With all performance expectations, especially attendance, punctuality, course requirements, and work hours, advise on the consequences of failure to perform (i.e. may result in disciplinary action).

**STAFF RELATIONS
ADMINISTRATIVE TASK CALENDAR FOR CERTIFICATED EVALUATIONS
2019-2020**

AALA REPRESENTED EMPLOYEES

	I Distribute Initial Planning Sheet	II Return Initial Planning Sheet	III Initial Planning Conference	IV** Evaluation Issuance Deadline
A Basis	07/01/19	08/09/19	08/23/19	05/15/20
E Basis	07/25/19	09/03/19	09/13/19	05/15/20
B Basis	08/05/19	09/13/19	09/27/19	05/15/20

UTLA REPRESENTED EMPLOYEES

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluation Issuance Deadline
A Basis	08/02/19	08/09/19	08/23/19	02/07/20	05/29/20
Single Track	09/20/19	09/27/19	10/11/19	02/21/20	05/15/20
B Basis Single Single-Track Calendar	09/06/19	09/13/19	9/27/19	02/21/20	05/22/20
B Basis Option 6	08/16/19	08/23/19	09/13/19	02/21/20	05/19/20
B Basis Option 7	08/23/19	08/29/19	09/20/19	02/21/20	05/15/20
B Basis Special Calendar GB_06SPE	08/23/19	08/29/19	09/20/19	02/21/20	05/18/20

	I* Notification of Evaluation	II+ Submit Initial Planning Sheet	III + Establishment of Objectives	IV ++ Formal Observation Deadline	V** Evaluation Issuance Deadline
B Basis Special Calendar GB_08SPE	08/16/19	08/23/19	09/13/19	02/21/20	05/18/20

* 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 workday of the eighth week of school, in which case, the notification of evaluation must be given within ten workdays of the employee reporting to the school. Employees that report later than the last workday 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 workday of the eighth week. For employees newly assigned within ten workdays prior to Norm Day, the objectives must be established no later than the last workday of the 12th week of the academic year.

++ For UTLA-Represented Employees, one required, formal observation must be completed by the last workday 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 15, 2020 (Article VII, Section 4 and pursuant to ratification of annual MOU).