

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

TO: Principals and Administrators

DATE: April 2020

FROM: Leticia Figueroa, Assistant Chief Human Resources Officer

SUBJECT: STAFF RELATIONS APRIL 2020 MONTHLY UPDATES AND REMINDERS

For additional resources and information, please visit our website at

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

IMPORTANT DATES:

<i>Pending</i>	Prior to Posting Matrix – Coordinator and Dean Selection
April 15, 2020	Deadline to Apply for (permissive) leaves of absence
<i>Pending</i>	Matrix must be posted
May 13, 2020	Evaluations Issuance Deadline for Single Track UTLA Represented Employees
<i>Pending</i>	Notification of Teacher Tentative Assignments
May 15, 2020	Evaluations Issuance Deadline for AALA Represented Employees
May 15, 2020	Displacement Notices due to HR

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> (ATTACHMENT #1). For specific instructions on completing this process and for a copy of the mandatory coverage, please contact your Staff Relations Field Director.

2. CONTACTS FROM OUTSIDE ATTORNEYS

Whenever you receive a phone call or any written correspondence from any outside attorney representing a District employee at your site, **DO NOT RESPOND**. Please call the Office of General Counsel for assistance with the matter at (213) 241- 7600.

3. CONTACTS FROM UNION REPRESENTATIVES

Whenever you receive a phone call or written correspondence directly from a Union Representative about a complaint at your site, **DO NOT RESPOND**. Please email details to your designated Staff Relations Field Director and/or Sr. Human Resources Representative for representation, guidance, and assistance with the matter.

4. VACATION FOR "A" BASIS STAFF

There is a procedure in the bargaining agreements for scheduling vacation for vacation-earning employees (A-basis administrators and all classified employees but not Teacher Assistants). The process begins with a communication from the administrator to affected staff, by March 15, which should list:

- Dates when employees must take vacation (for most employees, this includes winter and spring breaks, and for C-basis classified employees, this will utilize most of their vacation accrual).
- Dates when no employee may take vacation. [e.g., you may not want employees on vacation at the beginning or end of the school year]
- Dates when employees may or may not take vacation, including limits on number of days or the number of employees who will be approved at the same time.

The second step is that by April 15, employees shall respond to the administrator with requested vacation dates, taking into account the administrator's guidelines and their own vacation availability as well as the need to stay below their vacation cap. Within 15 calendar days after that, the administrator shall provide a written acknowledgment either approving or disapproving the requested days. The basis for any denial shall be included on the explanation line of the request form. Request for Absence - Non Illness

5. VACATION CAP

It is important that supervisors work with employees to have them take vacation to ensure that employees' vacation balances will not be over their cap. Scheduling employees' vacation time now for the coming months will provide the most flexibility and will ensure sufficient staffing of schools and offices. Contact your timekeeper and/or approver to find out which employees are over the vacation cap. They can access and print a vacation statement at any time via BTS using the transaction code ZTMRVACBAL.

CERTIFICATED INFORMATION:

1. TENTATIVE ASSIGNMENT OF CLASSES (MATRIX)

More information will be forthcoming in a separate correspondence.

2. FULL TIME COORDINATOR SELECTION PROCEDURE

More information will be forthcoming in a separate correspondence.

3. DISPUTE RESOLUTION PROCEDURE FOR GRADE (ELEMENTARY) AND CLASS (SECONDARY) ASSIGNMENTS FOR PERMANENT TEACHERS

If differences arise as the result of the site administrator's assignments of permanent teachers to grade (elementary) or class (secondary), the determination whether the assignment was inappropriate should be handled under the procedures of **Article V-A** (Alternate Grievance Procedure). If the matter needs to be submitted to an Alternate Grievance Panel, contact your Staff Relations Field Director who can provide you with the appropriate form(s) (**Article IX-A, Section 2(e) and (f)**).

4. ELECTION OF CERTIFICATED EMPLOYEE REPRESENTATIVES TO LOCAL SCHOOL LEADERSHIP COUNCIL

More information will be forthcoming in a separate correspondence

5. NON RE-ELECTION OF PROBATIONARY 1 AND DISTRICT INTERN TEACHERS

If you have determined that you will not re-elect any probationary teachers, you are required to telephone the teacher to notify them of your decision. You will follow up the phone call with an email to the teacher and provide the teacher with a letter titled “Non-Reelect Letter to Employee from Principal.” You will receive notification from Human Resources regarding this process. Contact your Field Director if you have questions or need additional support.

6. ASSISTANCE AND GUIDANCE FOR TEACHERS

If you are anticipating that a permanent teacher will be receiving a “Below Standard” evaluation, please contact your Staff Relations Field Director as soon as possible.

7. CONTRACT POOL TEACHER EVALUATIONS

Evaluations must be done for contract pool teachers who have been assigned to your site for one semester or more. If a pool teacher was transferred to your site, the evaluation should be done in conjunction with input from the previous school(s). Pool teachers defaulted to a school site to meet reasonable accommodations may be evaluated at the principal’s discretion, in consultation with your Instructional Director. It is especially critical to issue an evaluation for those probationary pool teachers who will be eligible for permanent status. Call your Staff Relations Field Director if you are unsure about this process (**Article X, Section 5.0**).

8. MID-YEAR WARNING

Employees who will be receiving an Overall “Below Standard” evaluation should be given notice mid-year via a Conference Memo following a classroom observation (end of December or January). Administrators are to provide written recommendations and assistance for improvement, and must also give warning as to the consequences of failure to improve. This notice is to be given with sufficient time for the employee to implement the assistance provided. **However, if you have concerns regarding an employee and you did not give the mid-year warning, issue the mid-year warning immediately or as soon as possible in a conference memo following an observation.** Please forward this conference memo with the mid-year warning to your Staff Relations Field Director (**Article X, Section 5.0**).

9. SUBSTITUTE TEACHER EVALUATIONS

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

10. FINAL EVALUATION COMPLETION DATES

Be sure to take note of the following ***deadlines for issuance of final evaluations:***

A-Basis Deadline:	May 29, 2020
Single Track Deadline:	May 13, 2020
B-Basis Deadlines:	
B-Basis Option 6	May 19, 2020
B-Basis Option 7	May 15, 2020
B-Basis Special Calendar GB_06SPE	May 18, 2020
B-Basis Special Calendar GB_08SPE	May 18, 2020
B-Basis Single Track Calendar	May 22, 2020

Remember that a teacher receiving a “Below Standard” evaluation (BSE) must have received a **mid-year warning and must receive the BSE attachments as part of their final evaluation**. Teachers receiving “Needs Improvement” comments must have been provided with written assistance and guidance (**Article X- 6.0**). If

you plan to issue a BSE, remember to notify the person in writing and inform them of their right to have a representative attend the meeting.

When a Final Evaluation Report is marked “Below Standard Performance,” the evaluator shall specifically describe in writing (BSE “Attachment”) the area(s) of below standard performance, together with recommendations for improvement, the assistance given, and assistance to be given. Your Staff Relations Field Director will provide you with a template for the “attachment” to the BSE.

For UTLA-Represented Employees, the Final Evaluation Report must be issued no later than 30 calendar days prior to the employee’s last regularly scheduled school day. The dates are noted above for your reference. **(Article X, Section 6.0)**

For AALA-Represented Employees, the Final Evaluation Report must be issued no later than **May 15, 2020 (Article VII, Section 4.0)** , *except (per side letter between AALA/LAUSD signed September 9, 2019) for the following who are evaluated on the EDSSL and EDSPS platforms: Assistant Principals – May 13, 2020, Principals – May 20, 2020, Directors and Community of Schools Administrator – May 27, 2020.*

11. EVALUATION OF NON-CLASSROOM TEACHERS:

Non-classroom Teachers (school based instructional coaches and 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>.

12. HALF-TIME LEAVE REQUESTS

Teachers on half time leaves must work half of each working day. Exceptions and variations on the “half of each working day” requirement for half-time leaves must have the recommendation of the immediate administrator and the approval of the Local District Superintendent. Teachers must submit half time leave applications to the Human Resources Specialist by **April 15, 2020 (Article XII, Section 21.0)**.

13. TRANSITIONAL KINDERGARTEN (TK) AND EXPANDED TRANSITIONAL KINDERGARTEN (ETK)

Pursuant to EC 48000(c), a child is eligible for TK if the child will have his or her fifth birthday between September 2 and December 2.

Students who have their fifth birthday after December 2 **do not** qualify for TK but may be enrolled in ETK. ETK classes may not be combined with TK or Kindergarten classes.

TRANSITIONAL KINDERGARTEN (TK)

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

- A. At least 24 units in early childhood education, or childhood development, or both
- B. Professional experience in a classroom setting with preschool age children comparable to the 24 units described above.
- C. A child development teacher permit issued by the Commission on Teacher Credentialing (CTC).

Current credentialed teachers who taught TK or TK/K combination classes for 75% or more of any academic school year on or before July 1, 2015, can teach without the added additional requirements.

14. TK TEACHER SELECTION

Teachers should submit preference forms and list their qualifications. Permanent teachers shall be allowed to make their request before the site administrator assigns a non-permanent teacher. The only exception shall occur when the site administrator reasonably determines that any specific assignment is not in the best

interests of the program. Contact your Staff Relations Field Director in these instances prior to making an assignment.

15. EXPANDED TRANSITIONAL KINDERGARTEN (ETK)

Students who have their fifth birthday after December 2 **do not** qualify for TK but may be enrolled in ETK. ETK classes may not be combined with TK or Kindergarten classes.

16. ETK TEACHER SELECTION

On the school matrix, ETK should be listed on a separate line. Teachers requesting ETK should also submit preference forms and list their qualifications. Permanent teachers shall be allowed to make their request before the site administrator assigns a non-permanent teacher. The only exception shall occur when the site administrator reasonably determines that any specific assignment is not in the best interests of the program. **Contact your Staff Relations Field Director in these instances prior to making an assignment.**

17. CONFERENCE MEMOS FOR CERTIFICATED EMPLOYEES

When holding a conference with an employee to discuss his/her conduct, administrators should first consult with their Staff Relations Field Director *prior* to inviting the employee to the conference. If you intend to issue a conference memorandum to memorialize the conference, include the following when sending the draft conference memo to your Staff Relations Field Director:

- A. Draft conference memo
- B. All evidence from the investigation. Evidence may include written statements, logs, pictures, etc. (Operations Coordinators will assist administrators with the investigation)
- C. The most recent performance evaluation, including signatures and all of its attachments

After holding the conference with the employee, issuing the written conference memo (within four days of the meeting), and giving him/her time to respond in writing, send your Staff Relations Field Director a PDF copy of the memorandum that includes the following:

- A. Issuing administrator's initials by his/her name on the memo
- B. All attachments that were provided to the employee.
- C. Any written response that the employee submits in response to the conference memo
- D. When you send it, in the email, inform your Field Director what discipline, if any, you wish to pursue

18. CONTRACT POOL TEACHERS CONFERENCE MEMOS

Regular employees assigned to the Contract Pool are to be treated as contracted teachers; they are **not** to be issued an Inadequate Service Report. Always confirm whether a substitute is a contract pool teacher or a day-to-day substitute. They are regular employees and should therefore be invited to a conference to discuss any concerns. After the conference you should issue a Summary of Conference (conference memo) as you would any other teacher on your staff in the same situation. Please contact your Field Director for questions.

19. ITINERANT CERTIFICATED EMPLOYEES - CONFERENCE MEMOS

Itinerant employees are assigned either centrally or by a Local District administrator. These employees are supervised by these administrators who bear the direct responsibility for evaluating their performance. Examples of itinerant employees include Special Education Related Services personnel (Occupational Therapists, Speech and Language Therapists, Adapted PE Teachers, etc.), Itinerant Arts Teachers, Instructional Technology Facilitators, Nurses, PSA Counselors, and a host of other staff members. If performance or conduct concerns arise regarding these employees, contact their direct supervisors to coordinate the plan to address these issues. If you have additional questions regarding itinerant employees, contact Veronica Moscoso, Field Director, at vxm6767@lausd.net or 213-241-8257.

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

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

CLASSIFIED INFORMATION:

1. PAYROLL REPORTING

Please see the attached Payroll Department job aid **Time Entry Sheet MSND**, dated March 22, 2020. (Attachment # 2). If you have questions about LAUSD MyPay that are not answered with the information below, please contact the MyPay contact person at your site and/or Payroll Support Services by emailing payrollsupport@lausd.net or calling (213) 241-2570.

2. ANNUAL PERFORMANCE EVALUATIONS

We are waiting for guidance from the Personnel Commission regarding expectations for completion of the annual performance evaluations for classified employees that would normally be completed at least 20 days prior to the end of the school year. This is a good time to visit the Personnel Commission's [Classified Performance Evaluation](#) website. You can plan for completion of the evaluations by assigning supervisors and reviewers. There are job aides for each of the functions in the system. If you have questions about evaluation content, rating criteria, and/or are issuing a below standard evaluation, please contact your Senior Human Resources Representative.

3. MyPLN – NEW TRAINING RESOURCE AVAILABLE ONLINE

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

4. TEACHER ASSISTANT REDUCTION IN FORCE (RIF)

The Unit F Contract must be followed when you close any Teacher Assistant position (NOT Classified positions). The order of lay-off is not based primarily on date of hire, and you are not able to eliminate a Non-Degree Track TA over Degree Track TA. Please refer to Attachment 4 for more information on the Reduction in Force process. Contact your Sr. Human Resources Representative for assistance (**Unit F, Article X (Reduction in Force). (Attachment #3, Reduction in Force for Teacher Assistants and How to Find and Access HR085 TA Seniority Report).**

5. UNIT G EMPLOYEES LAYOFFS

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

Unit G employees who have attained permanent status shall be afforded the same rights and protections that other Classified employees receive under the Education Code. Some of those rights and protections include:

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

If you have any performance concerns with your Unit G employees, please contact your Senior Human Resources Representative.

ATTACHMENT #1



Confidential and Attorney-Client Privilege

TO: General Counsel

FROM: _____, Principal / Supervisor

_____ School

DATE: _____

RE: Summary of Site File Review

Employee Name & Position: _____ Employee Number: _____

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

Type of Conduct (check all that apply):

☐ Sexual Misconduct

☐ Inappropriate Behavior

☐ Violence

☐ Drug-related

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

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

Other Comments: [Start typing here.]

Signed: _____

Date: _____

CC: Staff Relations

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

School Files Project Instructions

School Files Application

Summary

The LAUSD School Files application is the LAUSD application designed for Principals and Administrators to upload inappropriate behavior-related documents on a regular basis into the School Files system. This web-based application only requires a few entries to add documents. Please note that all user logins are recorded.

Document Requirements/Limitations

Users are to upload documents as **pdf** files. The size of each file selected for uploading is limited to **20MB**.

Users must enter the **8-digit** employee number (Entering leading zeroes) to verify the correct employee. The Cost Center Code (Current Work Location) will automatically populate once a valid employee number has been entered. The user can manually override the Cost Center (if required). The Cost Center is a 7-digit number and must be entered in order to upload a document. Users must also select the "Conduct Type" associated with the document using the drop-down list.

How to upload a document

1. Log-in to the application using your SSO account at: <https://schoolfiling.lausd.net>. The application is compatible with all major web browsers.
2. Enter **8-digit** employee ID number (add preceding zeros) for the individual who is the subject of the document being uploaded. Then click on the "Find Employee" button. Under "Employee Info" the employee name and currently assigned cost center will populate. Under "Upload Location" your cost center will populate. A message will appear in green below the search boxes validating the employee selection.
3. Proceed to the "Upload Employee School File" to the right. Click on the down arrow. You must choose the "Conduct Type" associated with the document using the drop-down list.
4. Click the "Browse..." button to attach PDF document. Choose the document to upload. Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF.
5. After document is selected, the file name will appear. Select "Upload". You should receive a message in green at the bottom that says "File was uploaded successfully"
6. Documents you have uploaded will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents from your cost center.

Helpful Tips

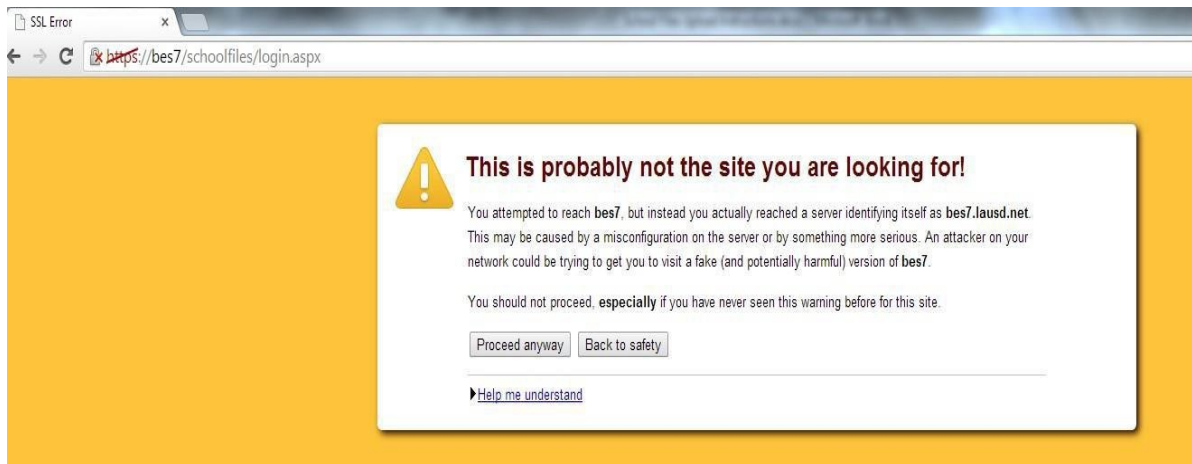
1. Which Internet browser is preferred?

The application is compatible with all major web browsers (Internet Explorer, Chrome, and Firefox on a PC or Safari on a Mac), although the appearance of the application may vary slightly based on the browser.

2. I entered the Employee Number, but the application was unable to find the Employee Name

Verify the Employee Number is correct and contains 8- digits. (If required, precede less than 8- digits with leading zeroes).

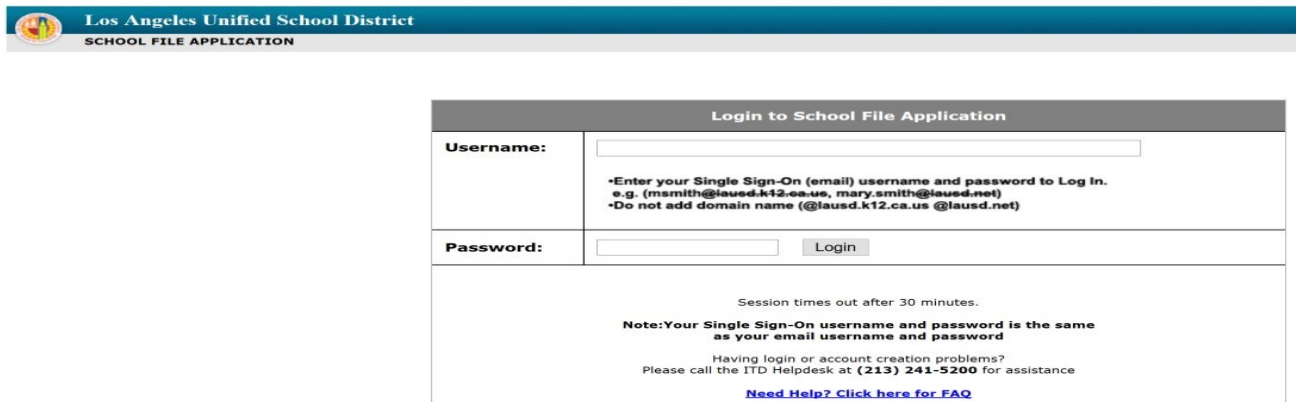
3. I received the following messages. What should I do?



Click Proceed anyway. The computer server that hosts the application does not have a certificate installed. The application resides on a computer located within ITD.

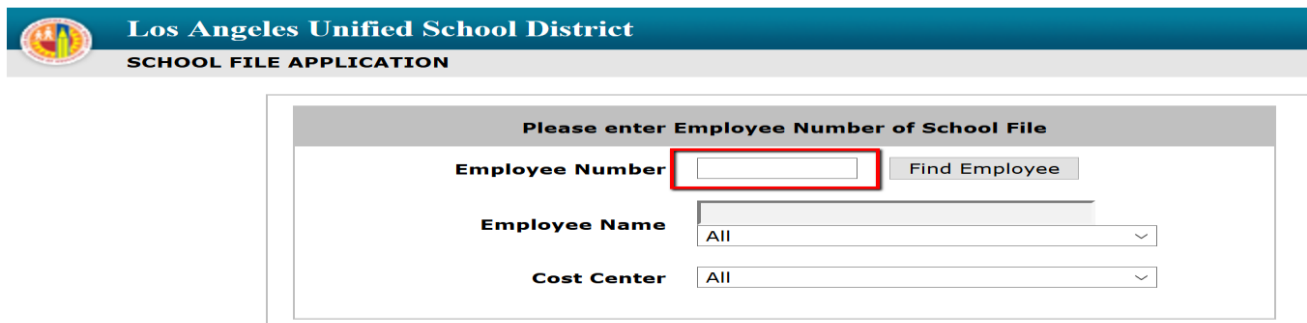
School File Application

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



The screenshot shows the login interface for the School File Application. At the top is the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a box titled "Login to School File Application". It contains two input fields: "Username:" and "Password:". The "Username:" field has a text box and a "Login" button. Below the "Username:" field, there is a note: "Enter your Single Sign-On (email) username and password to Log In. e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net) Do not add domain name (@lausd.k12.ca.us @lausd.net)". Below the "Password:" field is a "Login" button. At the bottom of the box, there is a note: "Session times out after 30 minutes. Note: Your Single Sign-On username and password is the same as your email username and password. Having login or account creation problems? Please call the ITD Helpdesk at (213) 241-5200 for assistance. Need Help? Click here for FAQ".

- 2) Enter **8-digit** employee ID number (add preceding zeros if necessary) for the individual who is the subject of the document being uploaded. Then click on the "Find Employee" button.



The screenshot shows the search interface for the School File Application. At the top is the Los Angeles Unified School District logo and the text "SCHOOL FILE APPLICATION". Below this is a box titled "Please enter Employee Number of School File". It contains three input fields: "Employee Number", "Employee Name", and "Cost Center". The "Employee Number" field is highlighted with a red box. To the right of the "Employee Number" field is a "Find Employee" button. Below the "Employee Name" and "Cost Center" fields are dropdown menus with "All" selected.

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



Please enter Employee Number of School File

Employee Number	<input type="text" value="00000000"/>	<input type="button" value="Find Employee"/>
Employee Name	<input type="text" value="JOHN DOE"/>	
	<input type="text" value="ZONE OF CHOICE (1032801)"/>	
Cost Center	<input type="text" value="ZONE OF CHOICE (1032801)"/>	

Employee No. [00000000] is Valid. You can Upload the Document Now

4) Proceed to the “Upload Employee School File” to the right. Click on the down arrow. You must choose the “Conduct Type” associated with the document using the drop-down list.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is open, displaying a list of options: Select, Sexual Misconduct involving minor, Sexual Misconduct involving adult, Violence, Attendance, Fraud, Alcohol/Drugs, Inappropriate language, Arrest/Conviction, Failure to Report Child Abuse, and Other Inappropriate Behavior. The 'Select' option is currently highlighted.

5) Click the “Browse...” button to locate the document on your computer to upload. NOTE: all documents must be PDFs.

The screenshot shows the 'Upload Employee School File' form. The 'Conduct Type Choice List' dropdown menu is now set to 'Inappropriate language'. The 'Browse...' button is highlighted with a red box, and the text 'No file selected.' is visible next to it.

6) After document is selected, the file name will appear. Select “Upload.” Please note that only one document can be included per filing, but multiple related documents can be combined into one PDF. You should receive a message in green at the bottom that says “File was uploaded successfully”

The screenshot shows the 'Upload Employee School File' form. The file name 'cc4988.PDF' is now displayed next to the 'Browse...' button. The 'Upload' button is highlighted with a red box. A red arrow points to the file name with the text 'File name will appear here'.

7) All documents uploaded for your school will appear below, including the file you have just uploaded. You can also search for and view previously uploaded documents.

The screenshot shows the search criteria and a table of uploaded documents. The search criteria include District, School List, Conduct Type, Employee No, and Date Range. The table has columns for File, Location, Uploaded By and Time, and Conduct Type.

File	Location	Uploaded By and Time	Conduct Type

Time Entry Sheet

Payroll Administration

MSND

March 22, 2020

CAT2 – Time Entry Sheet

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

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



Please note the following:

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

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

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

The screenshot shows the 'Time Reporting' tab selected in the top navigation bar. Below it, the 'Time Keeper' folder is expanded, and the 'CAT2 - Time Entry Sheet' link is highlighted. Numbered callouts 1, 2, and 3 indicate these steps.

The screenshot shows the 'Time Sheet: Initial Screen' form. It has fields for 'Data Entry Profile', 'Key Date', and 'Personnel Number'. A 'Save' button with a checkmark icon is at the bottom right. Numbered callout 4 points to the 'Data Entry Profile' field.

P	A/JATy	Att./abs. type text	Start Date	End Date
45	RV	Reassignment Time	01/01/1990	12/31/9999
45	FCIL	FMLA-CRRA Illness	01/01/1990	12/31/9999
45	FCIC	FMLA-CRRA Kin Care	01/01/1990	12/31/9999
45	FCPI	FMLA-CRRA PI	01/01/1990	12/31/9999
45	FCUP	FMLA-CRRA Unpaid	01/01/1990	12/31/9999
45	FCVA	FMLA-CRRA Vacation	01/01/1990	12/31/9999
45	FR	Furlough Unwired/unpaid	10/01/2009	12/31/9999
45	FVC	FMLA Worker's Comp	07/01/2012	12/31/9999
45	IL	Illness	01/01/1990	12/31/9999
45	JA	Job Action	01/01/1990	12/31/9999
45	JJ	Jury Duty	01/01/1990	12/31/9999
45	KC	Kin Care Pay	01/01/1990	12/31/9999
45	MD	Military Duty Leave	01/01/1990	12/31/9999
45	MS	Miscellaneous Time	01/01/1990	12/31/9999
45	MSAP	MS Annual Physical Exam	01/01/1990	12/31/9999
45	MSND	Misc. Natural Disaster	01/01/2009	12/31/9999
45	OT	Overtime	01/01/1990	12/31/9999

Numbered callout 5 points to the 'MSND' row.

ATTACHMENT #3

REDUCTION IN FORCE for TEACHER ASSISTANTS (Unit F, Article X)

Reduction in force for Teacher Assistants (TAs) is school-based, and based primarily on college units achieved rather than seniority. (This is different than for classified paraprofessional positions for which layoff is processed by the Classified Employment Services Branch and based on District seniority.)

Definition Reduction in force is when a TA position is eliminated entirely, as opposed to merely a reduction in hours for one or more positions

Seniority List **HR085 TA Seniority** is a report of TA Seniority available through BTS
(print out, add each employee's total number of completed college units next to his/her name, and post)

Reasons for Reduction in force

- Loss of budgetary support
- Changes in educational program
- Changes in services offered to student
- Changes in student population
- Returns from leave of absence

Order of layoff

- Possible termination of employees with less than one year seniority (administrative discretion)
- All employees with up to 5 years seniority are ranked by number of qualified college units achieved; employees with lowest number of units are laid off first
- If necessary, follow same procedure for employees with 5-10 years seniority, and then for those with more than 10 years seniority

Exemptions

TAs with special instructional skills or qualifications (such as computer, music, library, bilingual) may be exempted (See Article X, Section 2.3)

Written Notice

School must provide a written notice to employee at least **ten (10)** working days prior to effective date of layoff. Contact your Sr. HR Representative for assistance.

Recall Rights

- TAs with less than one year of service are considered terminated rather than laid off, and have no recall rights
- TAs with greater than one year seniority are reemployed to any open TA position at the school they were released from, in reverse order of the layoff within 12 months of the layoff **

Grievances

Only a violation of the procedure may be grieved, not the decision to lay off

* Prior service as a TA, IA, or Education Aide elsewhere can be given credit if it occurred immediately prior to date of hire in current classification of Teacher Assistant.

** School must develop and maintain recall list

Who should have access to HR085 TA Seniority?

All Time Reporters and Time Approvers

If you are a Time Reporter and Time Approver and do not have access, contact sapsecurityteam@lausd.net

Which security role will I need to access the Staff Attendance reports?

BH161_0000 BW – School ONLY Site Administrator

Where do I find Staff Attendance reports?

Click on *Reports* tab

Click on *School* subtab

Click on right facing arrow to open *Seniority* folder

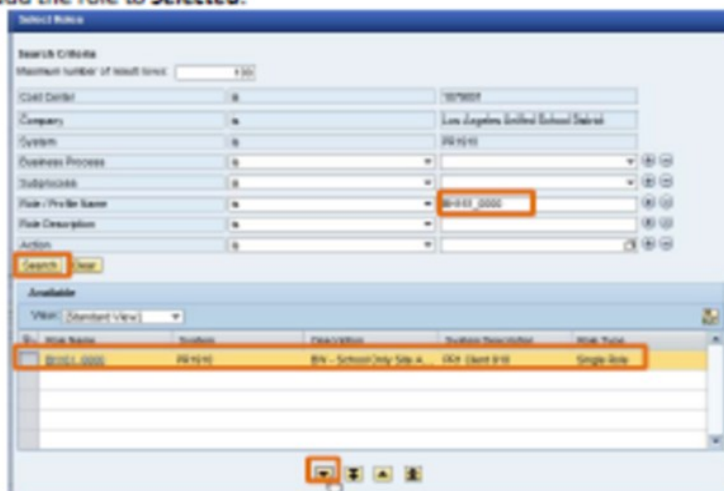
To run report, click on report name *HR085 TA Seniority*

For Site Administrators who are **NOT** Time Reporters or Time Approvers:

1. Log onto <https://bts.lausd.net> (single-sign-on).
2. Click on the **Access Request** tab → **SAP Access Request** form opens.
3. Go to the **User Access** tab. Below it is a button **Add**. Click on the **Add** button and select **Role**.



4. **Select Roles** opens. For **Role/Profile Name**, type in **BH161_0000**. Click on **Search** button.
5. Under **Available**, **Role Name BH161_0000** will display. Select the role **BH161_0000** and click on the single down facing arrow to add the role to **Selected**.



6. Once **BH161_0000** has been added to **Selected**, click on **OK** button.
7. The **SAP Access Request** form opens. Provide **Justification for Access** and click on **Submit** button

Assignment	System	Type	Valid From	Valid To
BH161_0000	HR100	Single Step	10/21/2016	12/31/2016

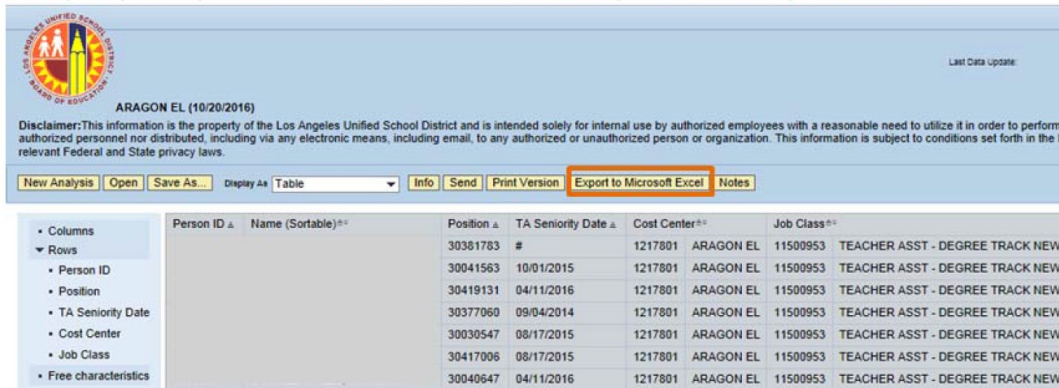
HR085 TA Seniority can be found under the **Reports** tab → **School** sub tab → **Seniority** folder
To expand and view the Seniority reports, click on the right facing arrow. To run a report, click on the report link.

- Home
- Reports
 - School
 - Seniority
 - HR081 School Credentials (Active Report and Inactive Report Employees)
 - HR082 School Seniority Certificated (Teachers With Seniority Date)
 - HR083 School Seniority Certificated (Teachers Without Seniority Date)
 - HR085 TA Seniority**

The **Cost Center (School)** field will be pre-populated with your assigned **Cost Center (School)**. Click on **OK** button to run report.

Variable	Current Selection	Description
Cost Center (School)	1000012170011 Teacher Salary	1000012170011 ARAGON EL

To export your report to Microsoft Excel, click on the **Export to Microsoft Excel** button



ARAGON EL (10/20/2016)

Disclaimer: This information is the property of the Los Angeles Unified School District and is intended solely for internal use by authorized employees with a reasonable need to utilize it in order to perform authorized personnel nor distributed, including via any electronic means, including email, to any authorized or unauthorized person or organization. This information is subject to conditions set forth in the LUSD relevant Federal and State privacy laws.

New Analysis Open Save As... Display As Table Info Send Print Version **Export to Microsoft Excel** Notes

Person ID	Name (Sortable)**	Position	TA Seniority Date	Cost Center**	Job Class**
30381783	#			1217801	ARAGON EL 11500953
30041563	10/01/2015			1217801	ARAGON EL 11500953
30419131	04/11/2016			1217801	ARAGON EL 11500953
30377060	09/04/2014			1217801	ARAGON EL 11500953
30030547	08/17/2015			1217801	ARAGON EL 11500953
30417006	08/17/2015			1217801	ARAGON EL 11500953
30040647	04/11/2016			1217801	ARAGON EL 11500953

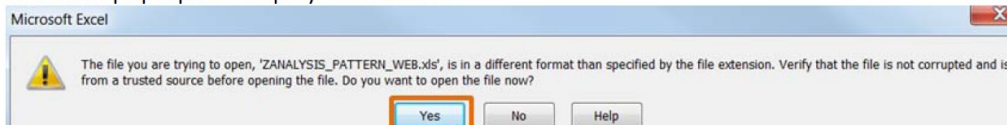
A pop-up will prompt you to **Open** or **Save**. Select **Open**.



Do you want to open or save **ZANALYSIS_PATTERN_WEB.xls** from **bijava-qa2.lausd.net?**

Open Save Cancel

A second pop-up will display. Select **Yes**.

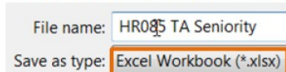


Microsoft Excel

The file you are trying to open, 'ZANALYSIS_PATTERN_WEB.xls', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Yes No Help

Once the Microsoft Excel file opens, save the file and change **Save as type:** to **Excel Workbook (*.xlsx)**.



File name: HR085 TA Seniority

Save as type: **Excel Workbook (*.xlsx)**

Visit the Staff Relations Website

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

Sign-in to access resources

Administrators Please Sign In

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



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

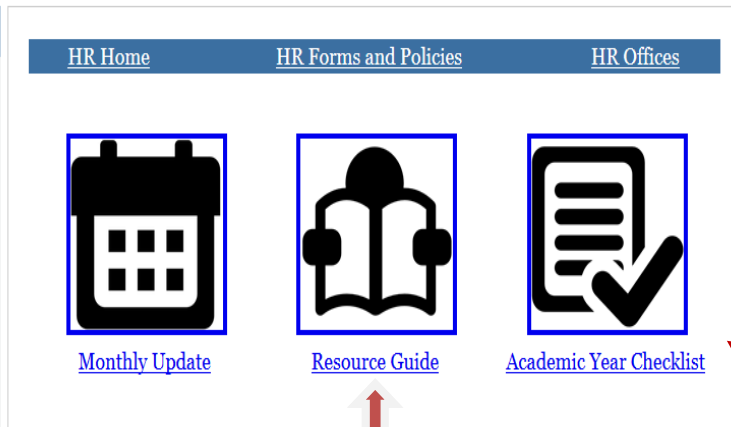
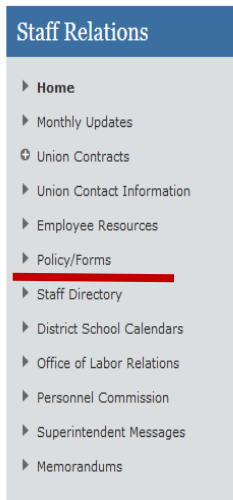
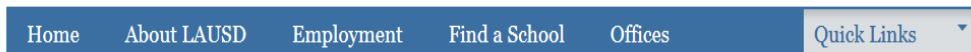
Please enter your user name and password to continue

User Name:

Password:

[Sign In](#) [Forgot My Password](#)

Select your tools



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

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

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

If you are unable to access this website using your single sign-on (SSO), please contact Mayra Gonzalez in Staff Relations at (213) 241-6056 or mayra.l.gonzalez@lausd.net.

2019-2020 STAFF RELATIONS DIRECTORY

FIELD DIRECTOR and SR HR REP ASSIGNMENTS

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

BEAUDRY

	Name	Extension	EMAIL
Asst. Chief Human Resource Officer	FIGUEROA, LETICIA	213-241-6056 213-241-5313	leticia.figueroa@lausd.net
Administrator-AALA	DR. SERRATO, FRANK	213-241-8233	fserrato@lausd.net
Interim HR-SR Manager	GOSSETT, LORRI	213-241-6864	lorri.gossett@lausd.net
Field Director	MOSCOSO, VERONICA	213-241-8257	vxm6767@lausd.net
Admin Secretary	GONZALEZ, MAYRA	213-241-8109	mayra.l.gonzalez@lausd.net
Sr. Office Technician	ZUNIGA, ADRIANA	213-241-8239	adriana.x.zuniga@lausd.net
Clerk	HAYNES, ROCHELLE	EXT. 29036	rochelle.haynes@lausd.net

LOCAL DISTRICT NORTHWEST

Field Director	DR. MAXEY, ERIC	818-654-3641	ejm9800@lausd.net
Field Director	DELISLE, CARRIE	818-654-3619	carrie.delisle@lausd.net
Sr. HR Rep	GORDEN-CAVE, CONNIE	213-241-8240	connie.gorden-cave@lausd.net

LOCAL DISTRICT NORTHEAST

Interim Field Director	WILSON, MADELINE	818-252-5435	madeline.wilson@lausd.net
Field Director	DELISLE, CARRIE	818-252-5436	carrie.delisle@lausd.net
Sr. HR Rep	NUNNALLY, KRISHNA	213-241-8242	krishna.nunnally@lausd.net

LOCAL DISTRICT CENTRAL

Field Director	ALFAYATE, JUAN	213-241-0184	jalfayat@lausd.net
Field Director	HAYNES, ERIN	213-241-2563	edh0788@lausd.net
Sr. HR Rep	VACANT	213-241 8227	

LOCAL DISTRICT EAST

Field Director	CUEVAS, SUSANA	323-224-3353	scontr6@lausd.net
Field Director	HAYNES, ERIN	323-224-3120	edh0788@lausd.net
Interim Sr. HR Rep	MEZA, JO	213-241-6056	jovita.meza@lausd.net

LOCAL DISTRICT SOUTH

Field Director	MARTINEZ, ISAIAS	310-354-3419	isaias.martinez@lausd.net
Field Director	LENON, DAMIAN	310-354-3472	dlenon@lausd.net
Sr. HR Rep	BIGGS, ROBBIE M/W/F SOUTH	310-354-3204 213-241-8248	robbie.biggs@lausd.net

LOCAL DISTRICT WEST

Field Director	SANCHEZ, ALEJANDRA	310-914 2150	alejandra.sanchez@lausd.net
Field Director	MCCLAY, KEVIN	310-914-2153	kmccloy@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
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Revised 04/13/2020