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**LAUSD**  
UNIFIED

# CLASSIFIED EMPLOYEE HANDBOOK

**THE PERSONNEL COMMISSION**  
*Achieving Excellence Through Merit*  
Revised | September 2025

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## PREFACE

Greetings from Los Angeles Unified School District's Personnel Commission!

Los Angeles Unified School District (LAUSD) is grateful to have you as a classified employee to support our students. Classified employees make a difference for our students, staff, and community every day. We value every single one of our employees and are very happy that you chose to work at LAUSD.

Classified positions are non-teaching positions, ones that do not require a teaching credential. Positions like food service workers, bus drivers, and secretaries are all examples of classified jobs. Employees in these jobs support the business of education. Classified employment offers a wide range of professional opportunities in schools and offices throughout LAUSD. It is our hope that you will find success and happiness in your current position and throughout your entire LAUSD career.

This handbook provides you with answers to many of the questions that LAUSD classified employees typically ask. It also explains rules, regulations, rights, privileges, and benefits that apply to you.

California laws, federal laws, and the rules of LAUSD's Board of Education and Personnel Commission govern many work conditions. Salary and other employment conditions are governed by collective bargaining agreements for all classified employees, except some employees in management or confidential positions.

If you are represented by an exclusive employee representative, some of the information in this handbook may not apply to you because the subjects are covered in a collective bargaining agreement. Make sure to review your collective bargaining agreement in addition to this publication.

We are excited to have you apply your talents, creativity and energy toward LAUSD's mission of helping every student graduate ready for the world. Thank you for your service!

## **ABOUT LAUSD**

Second largest in the nation, LAUSD serves more than 429,000 students in universal transitional kindergarten through twelfth grade at over 1,400 schools. LAUSD also has over 200 independently operated public charter schools, authorized by LAUSD's Board of Education.

LAUSD's boundaries stretch across 710 square miles and include the City of Los Angeles as well as all or parts of 25 municipalities and several unincorporated regions of Southern California.

LAUSD boasts more winners of the United States Academic Decathlon than any other district in the nation, with 19 championships, and the most state titles at 23. In addition to these impressive victories, LAUSD students have garnered outstanding individual and team achievements in science, mathematics, social studies, language arts, foreign and dual languages, business and entrepreneurial skills, the visual and performing arts and athletics.

A complete list of LAUSD schools and offices along with contact information is available on LAUSD's website at [www.lausd.org](http://www.lausd.org).

## **ABOUT LAUSD'S PERSONNEL COMMISSION**

### **MISSION STATEMENT**

To find, develop and build the best talent and create the personnel capacity and organizational structure to make LAUSD one of the top urban school districts in the nation.

### **CREDO**

Our purpose is to uphold the principles of honesty, fairness, and accountability in advocating a merit-based career system of employment. Together, we are committed to excellence by providing professional, timely, and efficient services.

### **HISTORY**

The Personnel Commission was established on June 15, 1936, as the first legally sanctioned personnel commission in the country to administer a personnel program under a State legislated merit system for non-certificated employees of a public school system.

Our primary purposes were and still are to ensure that employees are selected for employment and promotion solely based on merit, removed only for just cause, and that an impartial body is available to adjudicate employee appeals of discipline, medical disqualification, and examinations.

The Personnel Commission is composed of three members who are responsible for the administration of an effective and efficient Human Resources system for employees in the Classified Service that is consistent with the laws and principles of merit and equal opportunity. Commissioners are committed to the concept of achieving excellence through the principles of merit-based employment.

## THE MERIT SYSTEM OF SELECTION

The Classified Service comprises the majority of LAUSD's non-teaching employees. Classified employees are hired under the provisions of the merit system that dictate employees be selected and promoted based on merit and fitness as demonstrated in a competitive selection process that assesses job related factors. Race, color, national origin, ancestry, age, marital status, gender, sexual orientation, religious creed, political affiliation, medical condition, physical or mental disability are not considered in employment decisions.

## EMPLOYMENT DEFINITIONS

The following employment terms are referenced in this handbook.

A **regular** employee is someone assigned a consistent work schedule, typically working a set number of hours each day or week.

An employee who is initially appointed from an eligibility list will first be assigned on a "**probationary**" basis. Probationary status continues until the employee has successfully completed at least 130 days of paid service in the class. (Employees in administrative, executive, and police classes must serve 260 days in probationary status.)

Upon successful completion of the probationary period, the employee becomes "**permanent**" in the Classified Service.

# THE BASICS FOR EMPLOYEES

## GETTING STARTED

Congratulations on making LAUSD your employer of choice! We highly encourage you to access new employee resources by visiting [www.oelausd.org/new-employees](http://www.oelausd.org/new-employees) and attend our New Employee Orientation workshop when you receive the invitation sent to your LAUSD email address.

## ORIENTATION

When you first report to your work assignment, ask your supervisor to explain the following conditions:

- The hours you are expected to work including lunch and break periods. Procedures for signing in and out. How, when, and to whom to report absences and request time off when necessary.
- Your specific job duties and responsibilities: What is expected of you in your work? Who will answer questions about the work?
- Regulations about parking. Access to buildings and rooms. Procedures for use of equipment and obtaining supplies.
- Availability of on-site facilities such as restrooms/lounges, food service and dining facilities, and any other special rules and procedures.

## CHECKLISTS

Here are checklists that will guide you in your pre-arrival, and during your first few weeks, six months, and first year on the job.

### Pre-Arrival Checklist

- CONGRATULATIONS! You have been hired.
- Expect a phone call from LAUSD for information about your new job.
- Get acquainted with LAUSD – Visit [www.lausd.org](http://www.lausd.org) and review various pages on the website to learn more about us.
- Explore your benefits options at [www.lausd.org/benefits](http://www.lausd.org/benefits).
- Attend your on-boarding/new employee processing appointment.

### First Few Weeks Checklist

- Get situated – get to know your workplace & your co-workers.
- Activate your LAUSD Single Sign-On account at [www.mylogin.lausd.net](http://www.mylogin.lausd.net).

- Attend your half-day New Employee Orientation. You will be automatically enrolled and the session details will be sent to your LAUSD email address. If you do not receive a registration confirmation during your first month at LAUSD, email [oeetraining@lausd.net](mailto:oeetraining@lausd.net) for assistance.
- Sign up for your benefits package by visiting [www.lausd.org/benefits](http://www.lausd.org/benefits).
- Gain access to your site, your computer systems, and phone system with assistance from your site's administrative staff.
- Review this handbook and, if applicable, your exclusive representative's collective bargaining agreement to learn relevant rules and procedures. Collective bargaining agreements are available at [www.lausd.org/Page/4080](http://www.lausd.org/Page/4080).
- Learn your job and what is expected of you. Ask questions as you learn.

### **First Six Months Checklist**

- Continue to gain clarity about your role by reviewing materials provided by your supervisor and asking questions to better understand your work.
- Follow-up with your supervisor on a regular basis to get feedback on your performance.
- Explore training opportunities by visiting [www.oelausd.org](http://www.oelausd.org).

### **First Year Checklist**

- Receive formal feedback about your performance. You should receive a performance evaluation if you were hired for a regular/permanent position.
- Identify projects to sharpen your skills.
- Continue exploring training opportunities by visiting [www.oelausd.org](http://www.oelausd.org).
- Explore promotional opportunities by visiting [www.lausdjobs.org](http://www.lausdjobs.org).

## **GENERAL EXPECTATIONS**

- Always be prompt both in reporting for work and in completing assigned tasks. If an emergency makes it necessary for you to be late to work or leave early from work, notify or ask your supervisor for permission as soon as possible.
- Establish a good attendance record. Only be absent from work when absolutely necessary or when you are on a pre-planned vacation.
- Courtesy and cooperation are two basic elements of success in your job and every job at LAUSD. Be courteous and cooperative with the public, fellow workers, prospective employees, teachers, students, and parents.



- Maintain open lines of communication. If any instructions given by your supervisor are not clear, ask for further explanation to make certain that you understand exactly what is expected of you.
- Be as clear and concise as possible when explaining matters to the public and to your fellow employees. Use language that can be understood by everyone and avoid using slang or jargon.
- Work carefully. Mistakes can be costly and at times, dangerous. If you make a mistake, be sure to find out exactly what happened and how to avoid making the same mistake again. Notify your supervisor of the mistake.
- As a general rule, keep all LAUSD business confidential. While many things that happen at LAUSD are a matter of public record, releasing information about them is the responsibility of specific offices and individuals. Refer any unusual requests for information to the appropriate authority.

## QUICK GUIDE

This section provides a quick reference guide on the following topics:

- |                          |  |
|--------------------------|--|
| • Account Access         | • Professional Development Opportunities     |
| • Health Plans           | • Promotional Opportunities                  |
| • Dress Standards        | • Employee Self Service Website              |
| • Work Schedule          | • Updating Your Personal Contact Information |
| • Overtime               | • Updating your LAUSD Contact Information    |
| • Working After Hours    | • Accidents and Safety                       |
| • Time Cards             | • Personal Property                          |
| • Absences               | • Employee Organizations                     |
| • Requesting Time Off    |  |
| • Use of LAUSD Equipment |  |
| • Performance Management |  |

## ACCOUNT ACCESS

You have been issued a Single Sign-On (SSO) account that can be used to sign-in to LAUSD email and other LAUSD applications. Visit [www.mylogin.lausd.net](http://www.mylogin.lausd.net) to activate your account, create a new password, and/or review and update information about yourself. To access LAUSD applications, you must accept and adhere to LAUSD's Responsible Use Policy (RUP) for LAUSD Computer and Network Systems.

Multi-Factor Authentication (MFA) is an authentication method that requires the user to utilize an additional verification factor (i.e. Phone, Text, Microsoft Authenticator App) to gain access to an application such as email. MFA is now required when accessing LAUSD applications outside of a LAUSD campus or office. Instructions on signing up for MFA can be found at [www.lausd.org/mfa](http://www.lausd.org/mfa).

## **HEALTH PLANS**

All regular classified employees employed half-time or more in one classification and all other classified employees who worked 800 hours or more in classified assignments during the preceding school year are eligible to enroll in a medical plan, vision plan, and dental plan. Employees are not automatically enrolled. Plan details and enrollment forms are available at [www.lausd.org/benefits](http://www.lausd.org/benefits).

Additional details about Employee Benefits are available on p. 35-37 of this handbook.

## **DRESS STANDARDS**

Wear neat and clean clothing that is representative of the occupation or profession within the community or required by the nature of the duties assigned to you. Dress is inappropriate when it is unsafe, detracts from the learning situation or task being performed, would reasonably tend to cause disciplinary problems with students or other employees, or would reasonably tend to cause disrepute to you, LAUSD, or your profession.

## **WORK SCHEDULE**

You are expected to work your assigned work hours daily. Any modification to your assigned work hours requires supervisor approval in advance. Your time card must reflect your work schedule for the day. You must submit the appropriate form to be paid for time worked outside of your assigned schedule (e.g., Overtime).

## **OVERTIME**

Overtime must be approved in advance. You may not exceed 44 hours of overtime per pay period or 528 hours per year without approval from the Superintendent.

## TIME CARDS

A time card is LAUSD's official document of an employee's attendance and absence for time reporting purposes. You must review and sign your time card on the signature line provided at the end of each month to confirm accuracy. Use of the time card is mandated in the Board rules and is subject to audit.

## ABSENCES

It is extremely important that you notify your supervisor as soon as possible of any anticipated absences so that, if necessary, arrangements can be made to cover your duties during your absence. Ask your supervisor what the procedure is for reporting absences at your location, as procedures may vary. You should always comply with the usual and customary call-in and reporting procedures in accordance with your work location and collective bargaining agreement whenever you need to be away from work during assigned hours of service.

Report your absence to your supervisor (or other designated person) before the start of your workday or as soon as practical given the nature of the absence. It is not sufficient to notify a co-worker, secretary, or receptionist, unless such person has been designated by your supervisor as the appropriate contact for this purpose.

Notify your supervisor at least 1 hour before the end of the regular working day prior to the day you expect to return to work so that your substitute, if any, can be released. If such notice is not given and both you and your substitute report for work on the same day, the substitute will have to be retained and you may not work or be paid for that day because only the substitute is entitled to work and be paid for that day.

In addition to or as a part of notification, you must complete and submit a Certification and/or Request of Absence Form for approval whenever you need to be away from work during assigned hours of service. Completed and approved certification forms are required prior to the time reporting of all leaves and absences. You can obtain a Certification and/or Request of Absence for Illness or Non-Illness form from your time reporter.

These requirements apply unless otherwise specified in the applicable bargaining agreement.

Full details about Illness and Non-Illness absences can be found on p. 28-34.

## **VACATION AND HOLIDAYS**

Regular full-time employees earn vacation hours and new employees can begin using their earned vacation time after working 130 days. Most regular classified employees receive paid time off for observance of certain holidays if they are in paid status on the working day immediately preceding or following the holiday.

Full details about Vacation and Holidays can be found on p. 27-28.

## **USE OF LAUSD EQUIPMENT**

LAUSD time, mailboxes, equipment, and supplies are to be used only for official business except during a personal emergency in which conversations must be kept as brief as possible. Outgoing personal calls should be made on your personal cell phone or a public telephone during lunch and break periods so that they will not interfere with work. Personal business including the handling of personal mail, e-mail, and telephone calls should be completed outside of your working hours. Keep in mind that use of LAUSD telephones, e-mail, computers, and computer applications have no guarantee of privacy.

## **PERFORMANCE MANAGEMENT**

### **Probation**

An employee who is initially appointed from an eligibility list will first be assigned on a "probationary" basis. Probationary status continues until the employee has successfully completed at least 130 days of paid service in the class. Employees in administrative, executive, and police classes must serve 260 days in probationary status. Upon successful completion of the probationary period, the employee becomes "permanent" in the Classified Service.

To attain permanency in a classification, a probationary period must be served in that classification whether it is the employee's initial job with the school system or one reached by promotion, transfer, or demotion.

### **Evaluations**

At regular intervals, your immediate supervisor should provide you with a written evaluation of your work performance. This evaluation typically includes ratings in the following areas: quantity and quality of work, work habits and attitudes, interpersonal skills, dependability, and attendance. Two performance evaluations should be completed during your probationary period. Thereafter, performance evaluations should be completed at least annually. Your supervisor will discuss the evaluation with you and provide a copy of the completed form. If you do not receive your evaluation, ask your supervisor about it. If your work is

exemplary, your supervisor may present you with a Notice of Outstanding Service.

The performance evaluation form also offers you an opportunity to indicate if you believe you are working out of class, i.e. performing duties different from the ones listed in your class description. It is important for you to provide this information so that you are properly compensated for the work performed.

### **Disciplinary Action**

Several causes can lead to disciplinary action. They include incompetence; inefficiency; insubordination; inattention to or dereliction of duty; abuse of illness leave or other leave privileges; discourteous, abusive or threatening treatment of the public, fellow employees, or students, including sexual harassment; failure to report incidents of child abuse; or any other willful and persistent violation of provisions of the Education Code, Board of Education, Personnel Commission rules, regulations, or procedures. Only permanent employees who have completed the probationary period in their current classification may appeal disciplinary actions. Disciplinary appeals are adjudicated by the Personnel Commission.

See p. 39 for additional information regarding appeals of disciplinary actions.

## **PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

To support your professional development, LAUSD's Organizational Excellence Classified Training Branch provides professional development for classified employees including certificate programs for supervisors and employees working towards becoming supervisors; one-on-one support; training for school office staff; productivity trainings; and on demand courses in various topics.

To register for training, you may access the LAUSD My Professional Learning Network (My PLN) by visiting [www.lausd.org/mypln](http://www.lausd.org/mypln).

Permanent classified employees in active status are eligible to receive between \$600 to \$1,400 per fiscal year in tuition reimbursement for courses or training programs, depending on the amount outlined in your bargaining unit agreement. For more information, visit <https://oelausd.org/college-programs/tuition-reimbursement>.

Additional details about professional development opportunities for classified employees can be found on the Organizational Excellence website at [www.oelausd.org](http://www.oelausd.org).

## PROMOTIONAL OPPORTUNITIES

LAUSD has over 1,200 job classifications in diverse work areas with many different career ladders for classified employees. Once you have passed probation and attained permanency in a classification as a regular employee, you become eligible to apply for promotional examinations in job classifications with a higher maximum salary rate. As you gain experience in your current job classification and complete ongoing professional development, you can work toward meeting the minimum qualifications for higher paying job classifications with increased responsibilities.

Visit [www.lausdjobs.org](http://www.lausdjobs.org) and select "LAUSD Employee Login" in the blue bar at the top of the website to view all job openings available for current employees, learn more about LAUSD's career ladders, and set job alerts.

## EMPLOYEE SELF SERVICE WEBSITE

Employee Self-Service (ESS) is a secure website available at [www.ess.lausd.net](http://www.ess.lausd.net) that provides you instant access to the following information:

- **My Paystubs** – View, download, and print any of your paystubs
- **Time Statement** – View, download, and print your time reported and approved by each work site
- **My W2** – View, download, and print any of your W2s
- **My Benefits** – View your Health Plans, Life Insurance plans, deferred compensation plans, and flexible spending accounts
- **My Profile** – View and update your personal address or telephone number(s), emergency contact information, and doctor's information
- **My Tax Withholdings** – View and update your Federal and State tax withholdings
- **My TB Compliance** – View the due date for your next TB compliance update
- **My Vacation Balance** – View your current vacation balance and projected vacation earnings
- **Travel Management** – Access LAUSD's travel management system for work travel
- **My Travel Approvals** – View the status of your LAUSD travel requests, if any
- **My Career Center** – Access LAUSD's Classified Careers and Certificated Careers websites
- **My Attendance** – View your attendance percentage for the current fiscal year

## **UPDATING YOUR PERSONAL CONTACT INFORMATION**

Review your personal home address, telephone number(s), and emergency contact information in Employee Self-Service (ESS) at [www.ess.lausd.net](http://www.ess.lausd.net) on an annual basis and promptly report any change of home address, telephone number, or emergency contact information by updating your profile on ESS.

## **UPDATING YOUR SUCCESS FACTORS PROFILE**

Your Success Factors profile is your key to promotional opportunities at LAUSD. Be sure to keep your LAUSD Success Factors profile up to date by visiting [www.lausdjobs.org](http://www.lausdjobs.org), selecting LAUSD Employee Login>My Account>View Profile in the blue bar at the top of the website. Alternatively, you can visit [www.ess.lausd.net](http://www.ess.lausd.net), select My Career Center>My Account>View Profile in the blue bar at the top of the website. You will submit your Success Factors profile any time you apply for a job opening at LAUSD.

## **UPDATING YOUR LAUSD CONTACT INFORMATION**

All LAUSD contact information is listed in the global address email directory. It is important that you update your LAUSD contact information as you change locations, or if your contact information changes. Update your LAUSD contact information by visiting [www.mylogin.lausd.net](http://www.mylogin.lausd.net), selecting your role, and selecting "Change your current password, or review and update information about yourself."

## **ACCIDENTS AND SAFETY**

You must report all injuries to students, employees, or guests that occur on LAUSD property to the school administrator and the proper authority no matter how trivial they seem. Promptly report all incidences of child abuse or neglect by telephone immediately, or as soon as practically possible, to an appropriate child protective agency and prepare and send a written report thereof to the same child protective agency within 36 hours of receiving the information concerning the incident. For more information regarding Child Abuse Reporting review the Child Abuse Reporting Policy on p. 24-25 and BUL-1347.5 Child Abuse and Neglect Reporting Requirements. Be alert to safety hazards, the presence of strangers, and other unusual or suspicious situations.

## **PERSONAL PROPERTY**

It is your responsibility to ensure that your handbag, wallet, and other personal property are kept in a safe place. There is no LAUSD insurance available to



cover personal property or loaned equipment, and the Board of Education cannot legally repair or replace stolen or damaged personal property. LAUSD has established the Employee Reimbursement Program (ERP) to assist employees in such cases. Damage or theft of tools and other equipment brought to work by employees for use in schools and offices may be reimbursed if prior written approval and valuation is obtained from the school or office administrator. If your apparel is damaged while you are in the line of duty, or if your car is damaged while it is parked on or adjacent to school property or when you are driving it on LAUSD business, LAUSD may be able to pay the costs of repair. For more information, contact the Risk Management and Insurance Services/ERP section at 213-241-3124, visit [www.lausd.org/page/909](http://www.lausd.org/page/909), or email [claims@lausd.net](mailto:claims@lausd.net).

## **EMPLOYEE REPRESENTATION**

Most employees are represented by exclusive representatives in matters related to wages, hours, and other terms and conditions of employment. The exclusive representatives for different collective bargaining units of employees are as follows:

- UTLA (Certificated Employees - Teachers, etc.)
- AALA/Teamsters 2010 (Certificated Management - Administrators, etc.)
- LASPA - Unit A (School Police)
- SEIU Local 99 - Unit B (Instructional Aides)
- SEIU Local 99 - Unit C (Operations - Support Services)
- CSEA Chapter 500- Unit D (Office - Technical and Business Services)
- LA/OC Building Trades - Unit E (Skilled Crafts)
- SEIU Local 99 - Unit F (Teacher Assistants)
- SEIU Local 99 -Unit G (Playground Aides)'
- LASPMA - Unit H (Sergeants and Lieutenants)
- AALA/Teamsters 2010 - Unit J (Classified Management)
- Teamsters 572 - Unit S (Classified Supervisors)

Confidential employees are not represented in negotiations by an exclusive representative. A confidential employee is one who develops or presents management positions for collective bargaining, or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions for collective bargaining. Confidential employees have the right to represent themselves individually or be represented by an employee organization composed entirely of confidential employees; however, such an organization may not formally negotiate with the school district.



Management employees are not represented in negotiations by an exclusive representative. A management employee is one with significant responsibility for formulating LAUSD policies or administering LAUSD programs. Management employees have the right to represent themselves individually or be represented unofficially by an employee organization; however, such an organization may not formally negotiate with the school district.

## IMPORTANT POLICIES

This section provides an overview of the following policies:

- Equal Employment Opportunity Policy
- Non-Discrimination Policy
- Ethics Policy
- Whistleblower Protection Policy
- Health and Safety Policy
- Attendance Policy
- Drug, Alcohol, and Tobacco-free Workplace Policy
- Workplace Violence Prevention Policy
- Code of Conduct with Students
- Child Abuse Reporting Policy
- Suicide Prevention and Awareness Policy
- Information Security Training and Awareness Policy
- Information Protection Policy

LAUSD's eLibrary houses policy bulletins, reference guides, and other official documents at [www.my.lausd.net](http://www.my.lausd.net). Log-in with your single sign on account and password to access all documents.

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at LAUSD, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, age, national origin, disability, or any other protected characteristic as established by law.

This principle of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

LAUSD's Equal Opportunity Section has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to:

Equal Opportunity Section  
Los Angeles Unified School District  
333 South Beaudry Avenue, 20<sup>th</sup> Floor  
Los Angeles, CA 90017  
Tel: (213) 241-7685

Anonymous Hotline: (213) 241-7676  
Email: [EqualOpportunitySection@lausd.net](mailto:EqualOpportunitySection@lausd.net)  
Website: <https://generalcounsel.lausd.org>

## **NON-DISCRIMINATION POLICY**

LAUSD is committed to providing a working and learning environment that is free from discrimination, harassment, intimidation, abusive conduct, or bullying.

LAUSD prohibits discrimination, harassment, intimidation and bullying based on actual or perceived race, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions) sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (not union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Further, any person may report at any time (including non-business hours) sex discrimination, including sexual harassment in person, by mail, by telephone, or by electronic mail, using the contact information listed below, or by other means that results in the Title IX Coordinator receiving the verbal or written report.

At all times, LAUSD employees are expected to conduct themselves in a manner which maintains a working environment free of harassment. Harassment may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or any conduct that may be threatening or humiliating. Harassment based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by LAUSD and can result in disciplinary action against the offending student or employee.

Additional information pertaining to responsibilities, coverage, investigations, and prohibitions against other forms of unlawful discrimination, harassment, inappropriate behavior, and/or hate crimes may be found in LAUSD policies that are available at all schools and offices. It is the intent of LAUSD that all such policies be discussed and read annually or more frequently if needed, to provide the highest level of protection to prevent unlawful discrimination in the provision of educational services and opportunities.

For inquiries about District policies and procedures related to student-to-student, student-to-staff, and staff to student harassment/discrimination, including how to file a harassment/discrimination complaint, contact:

Binh Nguyen  
Compliance Officer, LAUSD Section 504 and Title IX  
Coordinator  
Office of Student Civil Rights  
333 S. Beaudry Ave, 18th Floor  
Los Angeles, CA 90017  
Email: [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)  
Website: [www.lausd.org/oscr](http://www.lausd.org/oscr)

Inquiries about Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights.

For inquiries about District policies and procedures related to the Americans with Disabilities Act (ADA/Title II), including how to file a complaint, contact:

Kenneth Arrington  
Title II/ADA Compliance Administrator  
Office of ADA Compliance  
333 S. Beaudry Ave, 18th Floor  
Los Angeles, CA 90017  
Tel: (213) 241-4530  
Email: [ADA-info@lausd.net](mailto:ADA-info@lausd.net)  
Website: [www.lausd.org/ada](http://www.lausd.org/ada)

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment-related discrimination or harassment, contact:

Melissa A. Espinoza  
Supervising Investigator  
Equal Opportunity Section  
Los Angeles Unified School District  
333 South Beaudry Avenue, 20th Floor  
Los Angeles, CA 90017  
Tel: (213) 241-7685  
Anonymous Hotline: (213) 241-7685  
Email: [EqualOpportunitySection@lausd.net](mailto:EqualOpportunitySection@lausd.net)  
Website: <https://generalcounsel.lausd.org>

## **ETHICS POLICY**

The LAUSD Code of Ethics provides LAUSD employees, consultants, contractors, and lobbyists with a common set of expectations about ethical behavior and performance. You may download the Employee Code of Ethics from [www.lausd.org/ethics](http://www.lausd.org/ethics).

It is critical that all LAUSD employees strive for excellence in the public service that they provide. Consequently, as an employee of the LAUSD, you are expected to act fairly, honestly, and with the highest integrity. You must make decisions in the best interest of the LAUSD, avoid conflicts of interest and the appearance of impropriety, and use your position and LAUSD resources properly. Recognizing that each of us plays a critical role in student success, striving for excellence is not only a responsibility that all LAUSD employees share, but also a personal commitment.

### **Gifts**

A gift is a benefit we receive that we did not pay for and can include merchandise, food, tickets, use of facilities, discounts that are not offered to the public, etc. An LAUSD employee shall not accept a gift or gratuity that exceeds \$100 from a single source in a single year or gives the appearance that the gift improperly influenced our decisions regardless of the amount.

### **Gift to Agency**

There are allowances to receiving a gift. If a third party wishes to provide a gift to LAUSD, the Superintendent may choose the person(s) who will benefit from the gift. In this event, the receiving person shall complete the Form 801 – Gift to Agency. The gift may be payment for a conference and/or conference travel.

### **Political Activity**

No LAUSD employee may engage in political activities during working hours or use LAUSD property for political activities.

For additional information you may contact:

Ethics Office  
Los Angeles Unified School District  
333 South Beaudry Avenue, 18<sup>th</sup> Floor  
Los Angeles, CA 90017  
Tel: (213) 241-3330  
Helpline: (213) 241-3330  
Email: [AskEthics@lausd.net](mailto:AskEthics@lausd.net)  
Website: [www.lausd.org/ethics](http://www.lausd.org/ethics)

The Office of Inspector General (OIG) operates a Hotline so anyone can easily report allegations of fraud, waste, or abuse occurring within LAUSD, or related to people and organizations who do business with LAUSD (such as vendors and contractors). Allegations can be reported online via the OIG hotline 24 hours a day, seven days a week.

You may provide information regarding suspected fraud confidentially and you may remain anonymous by contacting:

Office of Inspector General  
Los Angeles Unified School District  
333 South Beaudry Avenue, 12<sup>th</sup> Floor  
Los Angeles, CA 90017  
Hotline: (213) 241-7778 or (866) LAUSD-OIG (528-7364)  
Email: [Inspector.General@lausd.net](mailto:Inspector.General@lausd.net)  
Website: [www.lausd.org/oig](http://www.lausd.org/oig)

## **WHISTLEBLOWER PROTECTION POLICY**

The LAUSD Whistleblower Protection Policy protects LAUSD employees who make allegations of improper governmental activity from retaliation or reprisal from LAUSD. Any complaint filed with the OIG must be filed within 12 months of the alleged act or threat of retaliation or similar acts. For more information, contact the OIG at (213) 241-7700.

## **HEALTH AND SAFETY POLICY**

The safety of students and staff is of the highest priority for LAUSD. Injuries and illnesses create personal loss to employees, students, and their families, and reduce LAUSD's ability to provide quality education. It is LAUSD's position that all accidents are preventable.

Site administrators have primary responsibility for providing a safe working and learning environment and are accountable for compliance with applicable health and safety requirements. All supervisory employees, from senior managers to first line supervisors share responsibility for ensuring the safety of students and staff.

Every employee is expected to work safely, adhere to safety requirements, and immediately report accidents and potential workplace hazards to their supervisors.

## **ATTENDANCE POLICY**

The contribution of each LAUSD employee is critical and each employee's efforts are needed to help LAUSD reach its goals. Absenteeism results in reduced productivity, loss of service, and significant cost to LAUSD.

Employees are expected to:

- maintain regular attendance and avoid absenteeism;
- work the number of hours they are assigned;
- be at their work stations on time every working day; and
- comply with legal, LAUSD, and collective bargaining rules regarding reporting of absence and providing appropriate documentation.

Supervisors are expected to provide feedback, monitor attendance, and maintain attendance records.

Illness and personal necessity leave benefits are provided to ease the financial burden on employees who are required to be absent from duty due to legitimate illness, injury, or personal necessity. Employees who use illness and personal necessity leave for unauthorized reasons are in violation of LAUSD policy. Failure to comply with this policy can result in appropriate disciplinary action, up to and including termination. This policy ensures that our fellow employees do not unfairly bear the burden of the workload of those who inappropriately use illness or personal necessity leave.

## **DRUG, ALCOHOL, AND TOBACCO-FREE WORKPLACE POLICY**

The federal government's anti-drug regulations require employers, including school districts, to take certain measures to ensure that the workplace is free from illicit drugs and alcohol.

In accordance with federal government mandates, LAUSD is committed to the following:

1. The manufacture, sale, distribution, dispensing, possession, or use of illicit drugs and alcohol are prohibited in any and all LAUSD workplaces;
2. Employees are prohibited from being under the influence of alcohol or any controlled substance while in the workplace, performing the duties and responsibilities of their terms of employment, or at a work-related event;

3. Violation of paragraph 1 and 2 by any employee will result in timely appropriate administrative or disciplinary action up to and including dismissal;
4. Employees are required to notify the Employee Relations Section, Human Resources Division at (213) 241-6591 of any criminal drug and alcohol statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
5. Within 30 days of receiving the notice required by paragraph 3, upon receiving notification of an employee's criminal drug or alcohol statute conviction for a violation occurring in the workplace, LAUSD shall take appropriate administrative or disciplinary action, as specified in paragraph 2; and
6. Employees and family members who need assistance in these areas are encouraged to use one of LAUSD's provided health insurance plans, as appropriate.

For more information, please review the BUL-6488.2 Drug, Alcohol and Tobacco-Free Workplace.

## **WORKPLACE VIOLENCE PREVENTION POLICY**

LAUSD is committed to providing a safe and civil working environment. It is essential that all LAUSD employees are able to work in an environment that is safe and free from acts of intimidation, threats of violence, or actual violence. Any individual who commits acts of violence or threatening or disruptive behavior in the workplace may be subject to removal from the premises, subject to disciplinary action and/or subject to criminal penalties. All LAUSD employees are expected to adhere to the Workplace Violence Prevention Policy, promptly report any suspected Workplace Violence behaviors to their site administrator or designee, and cooperate in the investigation of employee Workplace Violence complaints by providing relevant information.

## **WORKPLACE HARASSMENT POLICY**

LAUSD is committed to maintaining a working and learning environment that is free from workplace harassment based on actual or perceived race or ethnicity, gender, gender identity, gender expression, sex (including pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer-



related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation.

Sexual harassment of or by employees, students, third parties or persons doing business that takes place or is affiliated with LAUSD, is a form of gender discrimination in that it constitutes differential treatment on the basis of sex (including pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, gender, gender identity and gender expression and for that reason is a violation of State and federal laws and this policy.

LAUSD considers all forms of workplace harassment, including sexual harassment, to be a serious offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve.

LAUSD students or employees who believe that they have been a target of workplace harassment, including sexual harassment, shall bring the issue to the attention of the site administrator, site Title IX/Bullying Complaint Manager, or LAUSD's Equal Opportunity Section. All complaints will be promptly investigated in a way that respects the privacy of all parties concerned. LAUSD will take appropriate actions reasonably calculated to eliminate the harassment, prevent its recurrence and remedy its effects. LAUSD prohibits retaliatory behavior against anyone who files a sexual harassment complaint or who participates in the complaint investigation process.

Additional information pertaining to responsibilities, coverage, investigations, and prohibitions against other forms of unlawful harassment, inappropriate behavior, and/or hate crimes may be found in LAUSD's policies that are available at all schools and offices. It is LAUSD's intent that all such policies be discussed and read annually or more frequently if needed, to provide the highest level of protection to prevent unlawful workplace harassment in the provision of educational services and opportunities.

Any inquiries regarding LAUSD's workplace harassment prevention policy or the filing of discrimination/harassment complaints may be directed to:

Equal Opportunity Section  
Los Angeles Unified School District  
333 South Beaudry Avenue, 20<sup>th</sup> Floor

Los Angeles, CA 90017  
Tel: (213) 241-7685  
Anonymous Hotline: (213) 241-7676  
Email: [EqualOpportunitySection@lausd.net](mailto:EqualOpportunitySection@lausd.net)  
Website: <https://generalcounsel.lausd.org>

## CODE OF CONDUCT WITH STUDENTS

LAUSD is committed to providing a safe and secure learning environment for its students; therefore, the most important responsibility of all LAUSD employees is the safety of our students. While LAUSD encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior. Employees and individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid the situations including, but not limited to the following:

- Engaging in behaviors either directly involving students or in their presence that are unprofessional, unethical, illegal, immoral, or exploitative.
- Meeting individually with a student of any gender behind closed doors or in spaces designated for students only (e.g., restrooms, locker rooms), except for specific school-related purposes (e.g., assessments, counseling, required services, supervision).
- Remaining on campus with student(s) after the last administrator leaves the site, except for activities with advance administrative approval such as afterschool programs, drama/music activities, or academic decathlon.
- Providing preferential treatment and/or giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.
- Making gestures, statements, or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, profane, obscene, abusive, intimidating, bullying, harassing, discriminatory, or demeaning.
- Touching, having physical contact, or requesting the removal of clothing with a student(s) that is not age-appropriate or within the scope of the employee's/individual's professional responsibilities.
- Engaging in any conduct that endangers students, inclusive of physical violence or threats of violence.
- Using alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity.

- Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance for LAUSD approved reasons. Meeting with, taking or accompanying student(s) off campus for activities other than an LAUSD-approved school activity or field trip.
- Providing students with, or requesting from students, personal contact information and/or communicating/socializing with student(s), orally, in writing, by phone/email/electronically/webcam, via Internet, social media, or in person for purposes that are not specifically school-related.
- Taking pictures or videos of or requesting them from students, except for specific school-related purposes with appropriate approvals.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above conduct are potentially subjecting themselves to perceptions of impropriety. Any individuals who witness potential boundary violations are advised to report such conduct. LAUSD takes such matters seriously and may be obligated to investigate the allegations, as warranted and/or when law enforcement clearance has been given, and take appropriate administrative corrective/disciplinary action. LAUSD prohibits retaliation against anyone who reports or participates in an investigation of inappropriate conduct. Individuals who need further information should contact the site administrator or the Office of Student Civil Rights at (213) 241-7682; [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

## **CHILD ABUSE REPORTING POLICY**

LAUSD recognizes the responsibility of all staff to protect students from abuse or neglect by becoming knowledgeable about abuse/neglect, its indicators, and procedures for filing suspected child abuse reports.

Child abuse includes physical abuse, sexual abuse, neglect, willful cruelty or unjustifiable punishment, mental suffering, and endangered emotional well-being. Child abuse does not include the use of an amount of force that is reasonable and necessary for a person employed by or engaged in a public school to quell a disturbance threatening physical injury to a person(s) or damage to property, for purposes of self-defense, or to obtain possession of weapons or other dangerous objects within the control of the pupil; a mutual fight or physical altercation between minors.

All LAUSD employees are mandated reporters of suspected child abuse or neglect. Mandated reporters with reasonable suspicion of child abuse or neglect must file a Suspected Child Abuse Report (SCAR). If the employee has an emergent (urgent) SCAR to make (e.g., immediate risk of abuse, neglect, or exploitation, or that the child is in imminent danger of harm or death), the

employee must: 1) call an appropriate local law enforcement agency or Department of Children Family Services (DCFS) immediately or as soon as practically possible (site administrator should provide class coverage if needed); and 2) submit the written report to the agency called within 36 hours of receiving the information. If the employee has a non-emergent (non-urgent) SCAR to make, the employee has the option to immediately or as soon as practically possible report to Department of Children Family Services by using the one-step online "Child Abuse Reporting Electronic System" offered by DCFS: <https://mandreptla.org>.

Failure to comply with this policy may subject an employee to discipline, including dismissal, and suspension or revocation of credentials. Also, failure to comply may subject an employee to personal civil and/or criminal liability.

State law provides immunity from civil or criminal liability for mandated reporters who file suspected child abuse reports. LAUSD will defend employees in any legal actions who file in the course and scope of their employment duties. Also, mandated reporters shall not be subject to discipline or retaliation for following this policy.

## **SUICIDE PREVENTION AND AWARENESS POLICY**

The Los Angeles Unified School District (LAUSD) is committed to providing safe, healthy, welcoming, and affirming learning and working environments. LAUSD recognizes that suicide is a leading cause of death among youth ages 6-18 (National Center for Injury Prevention and Control, 2018). The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. It is each employee's responsibility, as well as LAUSD's charge, to know the signs that a student may be heading down a pathway towards violence or self-harm, provide an appropriate and timely response in preventing and addressing suicidal ideation, suicide attempts, and deaths by suicide. Suicide prevention involves school-wide activities and programs that enhance connectedness, build community, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for students.

All LAUSD employees must complete the online Suicide Prevention and Awareness Training annually. The training certifies that employees know the warning signs and risk factors for suicide, as well as what to do if they are concerned about a student who might be suicidal. Employees must inform the school site administrator/designee and/or Suicide/Threat Prevention Liaison immediately or as soon as practically possible of concerns, reports, or behaviors relating to students who might be suicidal and/or engaging in self-injury.

## **INFORMATION PROTECTION POLICY**

It is the policy of the LAUSD to protect sensitive information pertaining to students, employees and LAUSD operations. As a public institution, much of the information possessed by LAUSD is a matter of public record. However, there are types of information that require care and sensitivity in handling, such as student education records, employee personnel records, and health care records.

Every employee of the school district must ensure the proper protection of information, whether in paper or electronic form. An employee is not to take sensitive records home nor leave them lying unprotected in the open, such as on a desk, where they can be accessed. An employee is not to convert sensitive information into an electronic format and send it unprotected through email or over the internet. Whenever requests for access to information are made, employees should check with the data owner (specified individuals who collect or use the information on behalf of LAUSD). It is best to err on the side of protecting information rather than risk violating an employee's or student's rights of privacy.

## **INFORMATION SECURITY TRAINING AND AWARENESS POLICY**

Many LAUSD employees have regular access to sensitive information, which is protected with multiple layers of security. Employees are the first of these layers to protect LAUSD data but they are also the most vulnerable. Most data breaches start with an attacker exploiting the human nature of employees in various social contexts to gain access to sensitive information.

Annual basic cybersecurity training is mandatory and must be completed by September 30th. Training content is made available through MyPLN, which can be accessed at [www.lausd.org/mypln](http://www.lausd.org/mypln).

## VACATION, HOLIDAYS, AND LEAVES

### VACATION

Full time regular employees accrue vacation time monthly and the total will be listed on your paycheck stub. Beginning full time regular employees on 12-month assignments, in other than certain administrative or executive classes (see Personnel Commission Rule 812), earn 80 hours vacation (ten days) annually. After four years, you will earn vacation at the rate of 120 hours (15 vacation days) a year. After 15 years, you will earn an extra 8 hours of vacation each year. After 20 years, you will earn 160 hours (20 vacation days) annually. If you work fewer than 40 hours a week or fewer than 12 months a year, your earned vacation hours will be decreased proportionally. You may not accrue more vacation than you can earn during 18 pay periods.

If you are a new (probationary) employee, you start earning vacation when you are assigned, but vacation time cannot be taken until you have worked 130 days.

As a general practice, your supervisor will make an effort to approve a vacation request that is mutually convenient for you and the school or office. Sometimes, however, the answer will have to be “no” if your absence will cause a disruption of service or place an undue burden on fellow employees. All vacation requests must be made in advance of the time to be taken. Most employees assigned to school locations are assigned to a work calendar with unassigned days during school holidays not included in LAUSD's paid holidays as listed below.

### HOLIDAYS

Most regular classified employees receive paid time off for observance of certain holidays. Among these are:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after
- Christmas Day
- Two other holidays at the discretion of LAUSD

Generally, when one of the above holidays falls on a Sunday, the following Monday is observed. When it falls on a Saturday, the preceding Friday is usually

observed as the holiday. Other holidays may be declared by the Board of Education, the Governor of California, or the President of the United States. A holiday that falls during an employee's vacation time or illness time is paid as a holiday and is not deducted from vacation or illness-leave balances.

To qualify for holiday pay, you must be a regular employee in paid status on the working day immediately preceding or following the holiday. Employees who are not assigned to work during the winter school recess receive pay for the two holidays (December 25 and January 1) occurring during that period if they are in paid status on the working day immediately before or after the recess.

Check your collective bargaining agreement or with the Staff Relations office for information on which holidays apply to you.

## LEAVES

Use the **Certification and/or Request of Absence for Illness (Form No. 60.III)** when you are requesting to use your full and/or half pay illness, including personal necessity and kin care, for:

- Your Own Personal Illness/Injury/Disability/Medical Appointment/Accident
- Your Occupational Illness/Injury or Act of Violence
- Your Pregnancy-related Illness/Disability
- Parental Leave (Birth of a child/Newly adopted/New foster care)
- Illness/Injury/Disability/Accident of Your Family Member

Use the **Certification and/or Request of Absence for Non-Illness (Form No. 60.NON-III)** when you are requesting to use vacation, personal necessity and/or LAUSD paid benefited time for:

- Accident or Imminent Danger to Your Person or Property
- Accident to Family Member's Property
- Auto failure (up to 2 hours) if car used for work on that day
- Registration or Final Exam in Higher Education
- Religious Holiday of Your Faith
- Court Appearance
- Bereavement
- Conference Approved by LAUSD
- Jury Duty
- Vacation
- Other Absences

Details about the following types of leaves are explained below:

- Illness Leaves
- Kin Care Leaves
- Family and Medical Leave Act, California Family Rights Act, and Pregnancy Disability Leaves
- Personal Necessity Leaves
- Bereavement Leaves
- Industrial Accident or Industrial Illness Leaves (Workers' Compensation)
- Military Leaves

### **Illness Leaves**

All regular, A-Basis employees who work full-time, 12 months a year are credited with 13 paid illness days each year that are added to the number of full-pay days they accumulated from previous years. This may be used for absences for illness or injury. If you work less time, you will earn a proportionally lesser amount of full-pay illness days. Employees who work full time for ten months, for example, accrue ten full-pay days of illness leave each year. A new regular employee may use no more than six full-pay days of illness leave until 130 paid working days in a regular assignment have been completed. Employees who are not on A-Basis are credited with the following number of paid illness days each year: E-Basis = 11.70; B-Basis = 11.05; and C-Basis = 10.2.

Until employees have accumulated 100 full-pay illness days, they also have half-pay days available. The number of half-pay days is equal to 100 minus the number of full-pay days accumulated in the illness leave account as of the beginning of each fiscal year. Once a balance of 100 full-pay days of illness leave has been reached, the employee continues to accumulate unused full-pay days credited each year, but no half-pay days will be available.

Eligible substitute and temporary employees are entitled to up to 5 protected paid sick days or 24 hours in a 12-month period, for the diagnosis, care or treatment of a health condition, or for preventative care for an employee or an employee's family member.

Ask your supervisor to explain the procedure you must follow and the forms you must complete when you are on illness leave. It is not appropriate or permissible to use illness leave for other purposes. Attendance at work every day is important. Refer to Personnel Commission Rule 808 or your collective bargaining agreement for more complete information on Illness Leave.



## **Family and Medical Leave Act; California Family Rights Act; and Pregnancy Disability Leaves**

The federal Family and Medical Leave Act (FMLA) and State of California Family Rights Act (CFRA) provide eligible employees with a maximum of 12 workweeks of protected leave during a rolling 12 month period when the employee or a covered family member experiences a "serious health condition," or when an employee requires time to bond with a child after the child's birth or placement through adoption or foster care.

The employee requesting FMLA/CFRA leave must have been employed with LAUSD for at least 12 months (the months need not be consecutive) and have served at least 130 workdays (or 1250 for Units A, E, G, and substitute employees) immediately preceding the effective date of the leave. FMLA/CFRA leave runs concurrently when the employee is eligible and takes a leave of absence for the same reason that is allowed under both FMLA and CFRA.

The California Pregnancy Disability Leave Law (PDL) provides eligible employees with up to 18 workweeks of job-protected leave when a physical or mental condition related to pregnancy or childbirth prevents an employee from performing essential duties of the employee's job, or if the employee's job would cause undue risk to the employee or the employee's pregnancy's successful completion.

To be eligible for PDL, the employee must be currently employed by LAUSD and have a disability due to pregnancy or childbirth as certified by their health care provider. Even if an employee is not eligible for FMLA/CFRA leave, if disabled by pregnancy, childbirth, or related medical condition, this employee is entitled to take PDL for the time that the employee is disabled. FMLA runs concurrently with PDL when an employee is eligible for FMLA.

When the need for the leave is foreseeable, an employee must provide LAUSD at least 30 days' advance notice before FMLA/CFRA leave is to begin. If 30 days' notice is not possible, notice must be given as soon as practicable. Notice must be provided to the employee's immediate supervisor or division head.

A serious health condition is an illness, injury (including, but not limited to, on the-job (Workers' Compensation) injuries and pregnancy), impairment or physical or mental condition that involves inpatient care or a regimen of continuing treatment by a health care provider. If leave is requested because of a serious health condition of the employee or the employee's spouse, child, parent, domestic partner (CFRA only), sibling (CFRA only), grandparent (CFRA only), grandchild (CFRA only), or designated person (CFRA only), LAUSD will require a

written medical certification issued by the employee's (or family member's) health care provider.

If LAUSD has reason to believe that an employee's absence is for a protected leave under FMLA and/or CFRA, it may request that the employee apply for such a leave by completing either a formal leave application or absence certification form and supplying appropriate medical certification.

After receiving a request for FMLA or CFRA leave, LAUSD will provide notice to the employee as to whether the leave has been granted, along with other terms and conditions of leave, in accordance with the laws.

Upon the expiration of FMLA or CFRA leave, LAUSD must restore an employee to the employee's former or "equivalent position" with equivalent benefits, pay and other terms and conditions of employment. However, employees have no greater right to their positions than if they had been continuously employed. Retaliation for taking protected leave under the FMLA and/or CFRA is strictly prohibited. For more information, refer to Personnel Commission Rule 819.

The information above is a summary of rights and obligations under the FMLA and CFRA. Employees are urged to review the applicable LAUSD rules and collective bargaining agreement provisions, if any, for a more comprehensive discussion.

### **Personal Necessity Leaves**

There may be times when it is necessary to be absent from work for reasons other than those covered by other leave provisions. If you are a regular employee, you may use a specified number of days a year (charged against your illness leave account) for only the reasons specified in Personnel Commission Rule 807 or your Collective Bargaining Agreement.

If it is necessary for you to request this kind of absence, you must notify your supervisor at the earliest possible opportunity or contingent upon the notification requirements listed within your collective bargaining agreement. The personal necessity leave, however, will not be granted during a vacation, nor will it be granted during a strike, demonstration, or work stoppage. You will be required to sign and file a statement explaining the nature of the necessity before it can be approved.

### **Bereavement Leaves**

Classified employees are allowed up to 5 days of leave in case of the death of a qualified family member. Employees are allowed 5 days of paid bereavement leave if out-of-state travel or more than 200 miles of one-way travel is necessary because of bereavement. For bereavement leave that does not require out-of-state travel, employees are entitled to 3 paid days of

bereavement leave and 2 additional days as personal necessity, vacation, or unpaid.

Permanent classified employees may be permitted to interrupt or terminate vacation to take a bereavement leave. Bereavement leave must be completed within 3 months from the date of the qualified family member's death. If more than one such death occurs simultaneously, the leaves may be taken consecutively.

For this purpose, a qualified family member is defined as the employee's:

- spouse or cohabitant who is the equivalent of a spouse
- parent (includes in-law, step, foster, or parent of a cohabitant equivalent of a spouse)
- grandparent (includes in-law, step, or grandparent of a cohabitant equivalent of a spouse)
- child (includes step and foster)
- daughter-in-law/son-in-law
- grandchild (includes grandchild of spouse, spouse's step grandchild and grandchild of a cohabitant equivalent of a spouse)
- brother or sister (contingent upon certain collective bargaining agreements may include in-laws)
- any relative living in the employee's immediate household
- designated person

### **Industrial Accident or Industrial Illness Leaves (Workers' Compensation)**

The workers' compensation program at LAUSD offers state-mandated benefits to employees who suffer work-related injuries or illnesses without fault.

If you are an employee injured on the job, inform your manager, supervisor, site administrator, or their representative promptly. If you need emergency medical treatment for a critical injury, call 911 immediately. Non-emergency injuries can be administered first aid at your workplace. If your injury requires medical attention but is not an emergency, you can choose a physician from the LAUSD Medical Provider Network by visiting [www-sf.talispoint.com/sedgwick/campn1](http://www-sf.talispoint.com/sedgwick/campn1).

Your manager, supervisor, site administrator, or their representative will report the workers' compensation claim to Sedgwick, the third-party administrator responsible for managing workers' compensation claims for LAUSD. You will then be asked to complete an Employee Report of Injury (DWC Form 1). A Sedgwick claim representative will reach out to you within a few days to assist you. Refer to Personnel Commission Rule 804 or your collective bargaining agreement for complete information on Industrial Accident or Industrial Illness Leave.

Further information regarding Workers' Compensation is available by contacting:

Integrated Disability Management  
Los Angeles Unified School District  
333 South Beaudry Avenue, 28<sup>th</sup> Floor  
Los Angeles, CA 90017  
Tel: (213) 241-3138  
Email: [absencemanagement@lausd.net](mailto:absencemanagement@lausd.net)  
Website: [www.lausd.org/Page/1001](http://www.lausd.org/Page/1001)

### **Military Leaves**

If you enter military service or if you are a reservist called to active duty, you will receive pay for the first 30 calendar days of your military leave, provided you have completed one year of regular employment before your leave begins. Beyond 30 calendar days, you may be entitled to the difference in pay between the amount of your military pay and allowances and the amount you would have received in LAUSD salary for a period not to exceed 180 calendar days.

While you are on leave, subject to certain limitations, illness and vacation privileges as well as seniority credit continue to accrue. Your right to compete in promotional examinations continues while you are on leave. Upon completion of your military leave, you have the right to return to your former classification if there is a vacancy in the classification or if you have more seniority than the least senior employee in your classification.

Refer to Personnel Commission Rule 820 or your collective bargaining agreement for more complete information on Military Leave and return privileges.

### **Jury Duty Leaves**

Classified employees are obligated to perform jury service at the request of local courts. If you receive a questionnaire or summons for jury duty, discuss it with your supervisor to determine what arrangements can be made to avoid excessive work disruptions. Full pay is allowed while on jury service if you are a regular employee. You must repay LAUSD an amount equal to the compensation you received as a juror, exclusive of mileage, for any dates that you received pay as an employee. For more information, refer to Personnel Commission Rule 782.

### **Leaves To Respond To Court Subpoenas**

All regular employees are allowed paid time off to respond to court subpoenas in cases in which they are not litigants, i.e. as a witness. For more information, refer to Personnel Commission Rule 781.

### **Participation In LAUSD Examinations**

You may participate, without loss of pay, in examinations and other employment procedures that are scheduled during working hours. You must notify your supervisor at least two days before the date of the administration of the test part to be compensated for the time spent in testing. For more information, refer to Personnel Commission Rule 784.

### **Attendance at Hearings**

All LAUSD employees may, without loss of pay, attend hearings which are held as the result of an employee's appeal of an LAUSD decision, when their attendance is necessary to protect their rights.

### **Unpaid Leaves of Absence**

Leaves of absence without pay may be granted to employees for a variety of purposes, among which are family/child care, matrimony, pregnancy, rest, study, travel, military duty, and other employment with LAUSD such as charter school employment.

## EMPLOYEE BENEFITS

### MEDICAL, VISION, AND DENTAL PLANS

All regular classified employees employed half-time (4 or more hours per day or 80 or more hours per month) or more in one classification and substitute employees who worked 800 hours or more in classified service during the preceding school year are eligible to enroll in a medical plan, vision plan, and dental plan. Plan details and enrollment forms are available at [www.lausd.org/benefits](http://www.lausd.org/benefits).

Employees must remain in paid status to continue participation in LAUSD sponsored benefits unless unpaid leave of absence was protected through the Federal Family Medical Leave Act (FMLA). If no pay was received in a particular pay period, LAUSD contributions for the cost of benefits will stop. Substitute employees must work at least one day per pay period to maintain eligibility. If the substitute employee worked the last pay cycle of the school year, May, and received pay in June for May's work, continuation of health benefits may be available for June, July, and August.

Enrollment into medical, vision, and dental plans is not automatic. If you need assistance enrolling or need information regarding the benefit plans, call Benefits Administration at (213) 241-4262.

An "open enrollment" period is held annually in November for employees who wish to make changes to their plans. Information is available on the Employee Benefits Administration website at [www.lausd.org/benefits](http://www.lausd.org/benefits).

### PENSION

Many classified employees are eligible for California Public Employees' Retirement System (CalPERS) benefits with LAUSD which will include a monthly benefit after retirement based on your job classification and years of service. The following employees are automatically enrolled into CalPERS membership upon employment:

- Permanent full-time employees (40 hours per week)
- Part-time employees averaging at least 20 hours per week, for one year or longer\*
- Temporary, full-time employees assigned for 6 months or more
- Former employees with funds on deposit at CalPERS

\*Substitutes and part-time employees whose assignments will extend for more than one work year become members once they accumulate a minimum of 1,000 hours in any one school year.

For more information about CalPERS, visit [www.calpers.ca.gov](http://www.calpers.ca.gov).

PARS is an alternative program for part-time, seasonal, and temporary employees who are not covered by CalPERS. For more information, visit [www.pars.org](http://www.pars.org).

## **LIFE INSURANCE**

All regular classified employees assigned half-time or more and all other classified employees who worked 800 hours or more during the preceding fiscal year are automatically covered by a \$20,000 life insurance policy, fully paid by LAUSD. If you qualify for LAUSD-paid life insurance, you may purchase additional life insurance in varying amounts depending on your earnings, your age, and the kind of insurance you select. Premiums for the additional insurance will be deducted from your salary payment.

## **UNEMPLOYMENT INSURANCE**

LAUSD pays the cost of unemployment insurance. Should you become unemployed, you may apply for unemployment insurance at your local Unemployment Insurance Office of the State Employment Development Department. Eligibility to receive unemployment compensation is determined by the State of California, not by LAUSD.

## **DEFERRED COMPENSATION PLANS**

LAUSD employees (with the exception of student workers) are eligible to enroll in one of LAUSD's deferred compensation plans. Deferred compensation plans are voluntary retirement savings plans that help supplement your retirement income. LAUSD offers both traditional and Roth options for 457(b) and 403(b) retirement savings plans. Traditional 457(b) and 403(b) plans allow for the investment of pre-tax earnings which may decrease your taxable income. Roth 457(b) and 403(b) contributions are made with post-tax earnings with the benefit that you may be able to withdraw from your account tax-free when you retire. Contributions to any of these four plans are made through automatic payroll deductions. Additional information is available on the Benefits Administration website at [www.lausd.org/benefits](http://www.lausd.org/benefits).

## **EMPLOYEE ASSISTANCE SERVICE FOR EDUCATION (EASE) PROGRAM**

The Employee Assistance Service for Education (EASE) Program provides information, resources, and referrals in the areas of Counseling, Legal Assistance, Financial Services, Child Care, Identity Theft, Mental Health/Substance Abuse, and more. For information, call toll-free (800) 882-1341 24/7 to speak with an experienced professional who will consult with you. More information about services can be found at <https://www.lacoe.edu/services/staff-support/ease>.

## **ATTENDANCE INCENTIVE PLAN**

LAUSD's Attendance Incentive Plan rewards regular attendance. Employees with good attendance records help to improve the instructional program, increase LAUSD's operational efficiency, and reduce the costs of absenteeism. Furthermore, unused illness days may be used to gain additional service credit for retirement. Ask your supervisor or consult your collective bargaining agreement for details regarding the Attendance Incentive Plan.

## **CREDIT UNION MEMBERSHIP**

LAUSD employees are eligible to become members of a credit union serving educational communities in California. The three credit unions listed here offer special accounts and loans for members who work in education including summer saver accounts.

**Schools Federal Credit Union** [www.schoolsfcu.org](http://www.schoolsfcu.org)

**California Credit Union** [www.ccu.com](http://www.ccu.com)

**Schools First Federal Credit Union** [www.schoolsfirstfcu.org](http://www.schoolsfirstfcu.org)

## **RECREATION DISCOUNTS**

LAUSD's Beyond the Bell Employee Recreation Unit offers current and retired employees the opportunity to purchase tickets at specialty prices to local amusement parks, museums, zoos, select movie theaters and more. Visit <https://btb.lausd.org> and select "Employee Recreation Unit" to learn more.

## **TECHNOLOGY DISCOUNTS**

Many of LAUSD's partners offer discounts to employees on technology-related products and services including computers, cell phones, wireless service, and software. Visit [www.achieve.lausd.net/itdiscounts](http://www.achieve.lausd.net/itdiscounts) to learn more.



## **OTHER RIGHTS AND OPPORTUNITIES**

### **SENIORITY, LAYOFF, AND REEMPLOYMENT RIGHTS**

Regular employees accumulate seniority in the classes to which they are assigned. Restricted employees who become unrestricted will be credited with seniority for the time their status was restricted. If a position is eliminated, the employee will be assigned to a comparable vacant position (with the same basis and same number of hours). If a vacant position is not available, the employee may "bump" or displace an employee with less seniority in this class, instead of being laid off. When layoffs must be made, employees (except restricted employees) are laid off according to seniority in the class in which the layoff occurs, plus any seniority they may have accumulated in higher level classes. Laid off employees are rehired in the reverse order from which they were laid off (most senior rehired first), before new employees are hired. For more information, refer to Personnel Commission Rule 740.

### **ADJUDICATION OF GRIEVANCES**

Employees may believe that their employment rights have been denied or violated and wish to formally complain or "grieve" the issue. The grievance procedure for represented employees is covered in the Collective Bargaining Agreements. For employees not covered by a collective bargaining agreement, Personnel Commission Rule 893 applies. Employees whose classifications are covered by a bargaining unit should contact the appropriate employee organization for information.

### **EMPLOYMENT AND PROMOTIONAL INTERVIEWS**

When you are invited to an examination interview or an interview for appointment from an eligibility list to a specific position, you will be asked questions that indicate your ability to perform the duties of the class or position for which you are being considered. It is your responsibility to be on time for your appointment and to notify your supervisor of the appointment time.

### **REVIEWS AND APPEALS OF EXAMINATIONS**

You are afforded an opportunity to review the records of each examination in which you participate for employment or promotion with LAUSD. Typically, written descriptive examination results, review procedures, and appeal deadlines are emailed to you soon after the administration of an examination in which you have competed. You will be notified by the Talent Acquisition and Selection Branch as to when you may review the examination records. Appeals

of examination results should be submitted to the Examination Appeals Unit. All examination appeals are thoroughly investigated and the decision on whether or not to grant the appeal is made by the Personnel Commission. For more information, refer to Personnel Commission Rule 624.

## **APPEALS OF DISCIPLINARY ACTIONS**

The Education Code requires that classified employees who have passed probation and who file timely appeals of discipline (suspension, demotion, or dismissal) be provided with an appeal hearing. Appeals can only be made on the basis of failure to follow the disciplinary procedure, discrimination, abuse of discretion, or an allegation that the action was not taken in accord with the facts. The hearing is meant to provide a fair and objective resolution of appeals by employing experienced, impartial Hearing Officers to preside over administrative hearings and to make recommendations to the Personnel Commission for adjudication. Appellants are permitted to be represented by their exclusive employee representative or by a private attorney. Non-permanent employees and employees who have been demoted during a probationary period do not have appeal rights; however, they may request an administrative review.

For further information, see Personnel Commission Rules 901-904 and the applicable collective bargaining agreement.

## **ACCESS TO PERSONNEL FILES AND RECORDS**

Classified employees have the right to inspect their personnel files. Files may be inspected on an appointment-only basis.

For further information, contact Classified Employment Services at (213) 241-6300 or [classifiedpersonnel@lausd.net](mailto:classifiedpersonnel@lausd.net).

## **INTEGRATED DISABILITY MANAGEMENT**

Integrated Disability Management (IDM) supports schools and offices by centralizing various pieces of employee disability management through the Reasonable Accommodations, Stay-at-Work/Return-to-Work, Workers' Compensation, State and Federal protected leaves and Absence Management programs.

### **Reasonable Accommodation**

A Reasonable Accommodation assists an employee with a disability perform their essential job functions. The reasonable accommodation process requires

the cooperation of all involved to ensure the employee with a disability is provided the opportunity to engage in the interactive process to assess whether an accommodation may be provided that would enable the employee to perform the essential functions of their job and receive the benefits and privileges of employment.

Federal and state statutes mandate that an employer engage the employee in an interactive process to determine whether an effective modification or adjustment to the employee's job classification may be accomplished that would bridge the necessary performance of essential job duties and the employee's disability/medical condition. An employee has the right and opportunity to seek, obtain and hold employment and not be subjected to discrimination by reason of a disability.

Medical documentation should describe the nature, severity, and duration of the impairment, the activity or activities that the impairment limits, and the extent to which the impairment limits the employee's ability to perform the activity or activities and should substantiate why the requested reasonable accommodation is necessary. LAUSD does not require the diagnosis to proceed with the interactive process or reasonable accommodation. If the medical documentation provided does not sufficiently outline the specific work limitation, necessary accommodation, and the duration of the accommodation, LAUSD may request additional medical documentation be submitted by the employee to meaningfully engage in the interactive process.

For more information, visit [www.lausd.org/idm](http://www.lausd.org/idm) or call Integrated Disability Management at (213) 241-3138.

### **Stay At Work/Return To Work**

LAUSD provides a comprehensive program to keep injured and/or ill employees in gainful, productive and rewarding employment. The program enables an employee, based on competent medical opinion, to work within their medical restrictions until able to return to their usual and customary occupation.

For more information, visit [www.lausd.org/page/1000](http://www.lausd.org/page/1000), email [disabilitymanagement@lausd.net](mailto:disabilitymanagement@lausd.net) or call Integrated Disability Management - Reasonable Accommodations at (213) 241-3138.

### **Workers' Compensation**

The Workers' Compensation program provides state-mandated benefits to LAUSD employees who sustain a work-related injury/illness. The Workers' Compensation program ensures LAUSD employees who sustain work-related injuries or illnesses receive the necessary support, benefits, and resources.

For more information, visit [www.lausd.org/page/1001](http://www.lausd.org/page/1001), email [workerscompensation@lausd.net](mailto:workerscompensation@lausd.net), or call Integrated Disability Management - Workers' Compensation at (213) 241-3138.

## **EMPLOYMENT VERIFICATION**

The Work Number is an automated service that allows third parties (e.g., mortgage lenders, social service agencies, etc.) to quickly obtain verification of employment and income for current employees. As an employee, you benefit from having control of the process, since you authorize access to your information. The Work Number is widely known to mortgage lenders, banks, apartment complexes, and social service agencies. The Work Number can be used anytime, anywhere – available 24 hours a day, 7 days a week. For additional information, visit their website at [www.theworknumber.com](http://www.theworknumber.com) or call at (800) 367-2884.

Please note that you must obtain a salary key number to authorize third parties to access your employee information. To obtain a salary key number, call The Work Number or go to their website and register for an account by searching for the LAUSD Company Code 10721 and then creating an account. Once you have an account you can generate a salary key to provide to the third party.

## RETIREMENT PLANNING

Our hope is that all our employees will have a long and successful career until they eventually retire from LAUSD. Here is some information that will help you plan for retirement.

### PENSION

#### **California Public Employees' Retirement System (PERS)**

The minimum regular retirement age for PERS members is 50 years with at least 5 years of service credit. This is a program that covers regular employees. For more information, visit [www.calpers.ca.gov](http://www.calpers.ca.gov).

#### **Public Agency Retirement System (PARS)**

There is no minimum retirement age or minimum years of service credit required for PARS members. By the Federal Omnibus Budget Reconciliation Act of 1990 (OBRA 90), this is an alternative program for part-time, seasonal, and temporary employees who are not covered by CalPERS. For more information, visit [www.pars.org](http://www.pars.org).

### Membership

Pursuant to the California Government Code 20305, the following employees are mandated and automatically enrolled into PERS membership upon employment:

- Permanent full-time employees (40 hours per week)
- Part-time employees averaging at least 20 hours per week, for one year or longer\*
- Temporary, full-time employees assigned for 6 months or more
- Former employees with funds on deposit at PERS

\*Substitutes and part-time employees whose assignments will extend for more than one work year become members once they accumulate a minimum of 1,000 hours in any one school year.

### Deductions

The PERS contributions (deducted from your paycheck) and/or those that are paid for you by LAUSD will be recorded in your account and accumulate interest. If you terminate employment, you may withdraw only your contributions and the interest.

## **Allowance**

Your exact retirement allowance will depend on several factors, including years of service, age at time of retirement, the highest salary earned, and the plan options you select.

## **Transfer Of Membership And Reciprocity**

Your retirement membership may be transferred if you go to work for another school district in the State (except San Francisco) or for another agency under PERS (for example, the State of California). Your contributions will remain on deposit and you will accumulate additional service credit. In addition, many other public retirement programs allow for reciprocity. In this situation, employees leave their service credit in PERS and the highest yearly salary attained under either program is used to calculate retirement benefits for both retirement systems.

## **RETIREE HEALTH BENEFITS**

Employees who retire from LAUSD may be eligible for LAUSD-sponsored medical, dental, and vision retiree coverage. Employees must be eligible/enrolled in LAUSD-paid health benefits, be in paid status on the selected retirement date, and have the minimum number of years of qualifying service.

Employees must retire from LAUSD service in accordance with the rules of their retirement system (this includes disability allowance under PERS).

For more information, visit [www.lausd.org/benefits](http://www.lausd.org/benefits) and select "Retirees."