

**LDC OPERATIONS AND STAFF RELATIONS  
UPDATES/REMINDERS**

**1. BEGINNING OF THE YEAR REMINDERS FOR CLASSIFIED AIDES:**

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

**2. VERIFICATION OF VALID FIRST AID/CPR CERTIFICATION:**

Procedures for Monitoring First Aid/CPR Certification for Special Ed Paraprofessionals (REF-6770.2) Verification of valid First Aid/CPR for Special Ed Assistants/Trainees, Health Care Assistants, Personal Needs Attendant, Instructional Aides for Deaf and Hard of Hearing due first day of assignment and when previous certification is about to expire.

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

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

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

**5. TEACHER ASSISTANT ELIGIBILITY REQUIREMENTS AND RELEASE:**

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

Teacher Assistants with questions may email [TeacherAssistantAssignments@lausd.net](mailto:TeacherAssistantAssignments@lausd.net).

**6. ON-LINE CHILD ABUSE TRAINING:** The on-line Child Abuse training must be completed by ALL staff by **September 30, 2019**. It is a basic responsibility of an administrator to ensure that all staff has completed this and other mandatory trainings. For classified, this training should be on work time.

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

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

**\*Units B (Spec Ed Assts, Campus Aides, Instr Aides) or F (Teacher Assts):**

Rest periods cannot lengthen lunch period or shorten workday.

**\*\*Unit D (clerical staff):**

Rest periods may be combined with lunch period only by mutual agreement of the employee and the supervisor.

**Unit S (School Administrative Assistants):** Rest periods (duty free time) shall be scheduled in consultation with the direct supervisor and not taken during the first or last hour of the assignment.

**8. SIGN IN/OUT PROCEDURES:**

-Sign in by recording your actual time of arrival each day, but not earlier than the assigned start time of \_\_\_\_\_.

-Sign out by recording your actual time of departure, but not later than the scheduled stop time of \_\_\_\_\_.

- If applicable, include rest and/or meal breaks

**9. PERFORMANCE EVALUATIONS:** Classified performance evaluations are due May 8, 2020.

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

**NON-BUS RIDING AIDES/TEACHER ASSISTANTS:** On minimum shortened days, non-bus riding aides, including teacher assistants should attend the first hour of PD.

## 11. TRAINING

- a) My Professional Learning Network. Visit the website at <https://achieve.lausd.net> or call the office at 213-241-3440.
- Top Tips and Tools for Organizing Your Workday (Recorded Webcast)
  - First Time Manager: Meeting Expectations
  - First Time Manager: Challenges
  - Time Management: Quit Making Excused and Make Time Instead
  - Welligent
  - Best Practices for Elementary School Administrative Assistants
- b) Integrated Disability Management Training Series Visit the website at <https://achieve.lausd.net/Page/15928> (Fall and Summer)

### Division of Risk Management and Insurance Services

- Home <
- Benefits Administration <
- Integrated Disability Management >
- Absence Management <
- IDM Training Series**
- Reasonable Accommodation
- Stay At Work
- Workers' Compensation <
- Risk Finance and Insurance Services <

## INTEGRATED DISABILITY MANAGEMENT

Dawn Watkins, Director

[Division Home](#) | [Contacts](#) | [Resources/Forms](#) | [FAQS](#)



**Division of Risk Management and Insurance Services**  
**Integrated Disability Management (IDM) Branch**  
**2019 Summer Training Series**

As part of our ongoing support to Central Office  
IDM is offering our "What District Staff Need to Know" Series.

333 S. Beaudry Ave. Los Angeles, CA 90017

July 17	10:30–12:00	Room 2-202	<b>IDM Products &amp; Services Overview:</b> An Integrated Approach to Reasonable Accommodation & Return to Work, Protected Leaves & Absences, Staff Attendance, and Workers' Compensation
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## **12. UNION REPRESENTATION ON SCHOOL SITE CAMPUSES**

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

General Expectations of Union Representatives:

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

ATTACHMENT A

**STAFF RELATIONS**  
**PARAPROFESSIONALS**  
**BEGINNING – OF – YEAR REMINDERS**

**EXPECTATIONS**

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

**POLICIES**

- ☐ LAUSD Attendance Policy
- ☐ Special Education Paraprofessional Attendance Policy (BUL-6527.1)
- ☐ Certification of Absence Forms (BUL-6307.5)
- ☐ Dress standards (Board Rule 1906)
- ☐ LAUSD Code of Conduct with Students (BUL-5167.0)
- ☐ Ethics Policies (BUL-4748.0)
- ☐ Procedures for Monitoring First Aid and CPR Certification for Special Education Paraprofessionals (REF-6770.2)
- ☐ Mandatory Annual Online Training Modules for Special Education Paraprofessionals (REF-6889.1)
- ☐ Responsible and Acceptable Use Policy (RAUP) for District Computers and Network Systems (BUL-999.12)
- ☐ Social Media Policy for Employees and Associated Persons (BUL-5688.2)
- ☐ Administrative Policy Regarding Falsification of Records (BUL-3723.0)
- ☐ Bullying and Hazing Policy (Student to Student and Student to Adult) (BUL-5212.2)
- ☐ Child Abuse and Neglect Reporting Requirements (BUL\_1347.2)
- ☐ Family and Medical Leave Act/California Family Rights Act Policy (BUL-1205.3)
- ☐ Sexual Harassment Policy (Employee to Employee) (BUL-1893.1)
- ☐ Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult) (BUL-3349.1)
- ☐ Classified Employees Handbook
- ☐ Special Education Paraprofessional Handbook

**TEACHER ASSISTANTS**

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

**MISCELLANEOUS**

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

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