

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: Local District Superintendents
Executive Staff

DATE: July 24, 2020

FROM: Pedro Salcido, Chief of Staff
Office of the Superintendent

SUBJECT: UPDATE TO HIRING FREEZE FOR CERTIFICATED AND CLASSIFIED POSITIONS

As we open the 2020-21 school year, this memo is to advise that the freeze committee will continue to review requests for the establishment of **new** certificated and classified non-school based positions. The following guidelines apply:

CERTIFICATED POSITIONS

Freeze approval IS required for:

1. Creating **new** non-school based positions
2. Reallocating the salary of a position upward (single-incumbent positions will not be reviewed during 2020-2021 school year)
3. Increasing the basis of a position
4. Opening new limited-term assignments (includes, but is not limited to: Professional Experts and Temporary Certificated Assignments)

Administrators are strongly encouraged to requests only essential positions and consider potential negative impact on the District's R2 ratio of administrators to teachers.

Freeze approval is NOT required for:

1. Filling vacant, existing non-school based certificated positions (if there are no changes to job attributes, i.e. job purpose, duties, hours, hourly rate, or qualifications)
2. Continuing limited-term assignments (if there are no changes to job attributes)
3. School-based certificated positions
4. Categorical Limited Contract Teachers

For additional information related to certificated positions, please contact Leon Reyblat in the HR Division at (213) 241-6131 or at leon.reyblat@lausd.net.

CLASSIFIED POSITIONS

Freeze approval IS required for:

1. Establishing **new** non-school based vacancies
2. Requests for new classifications or upward reclassifications
3. Requests for changes in basis or hours for filled classified positions (subject to applicable bargaining agreements)

Freeze approval is NOT required for:

1. Creating and filling of school-based classified positions
2. Filling of existing, non-school based classified positions
3. Establishment of new school-based classified positions
4. Closure of any **vacant** classified position (still requires PC review)
5. Modification of basis/hours of **vacant** classified positions (still requires PC review and may be subject to applicable bargaining agreements)
6. Creating and filling Interns, Bus Drivers, Police Officers and skilled crafts positions
7. Relief positions

Classified positions closed in budget development for FY 2020-21 cannot be reopened for one (1) year. The closure of an occupied position will **not** be allowed. Vacant positions will be filled via reemployment lists, where applicable.

Should you have additional questions related to classified positions, please contact Donna Barrow in the Personnel Commission at (213) 241-7830 or at donna.barrow@lausd.net.

c: Tony Atienza