



LOS ANGELES UNIFIED SCHOOL DISTRICT INFORMATION TECHNOLOGY DIVISION

SUPERVISOR'S INSTRUCTIONS TO EMPLOYEE

At the time of the first assignment, every time the employee changes job classifications, and annually during performance evaluations, each classified employee should be given two (2) copies of the information on this form with a copy of the current class description. One copy should be signed by the employee and sent to IT-HR. The other copy is to be given to the employee. NOTE: for exempt employees, base schedule is the timeframe that the employees are expected to be servicing clients and/or the time the employees they supervise are at work.

EMPLOYMENT INFORMATION FOR EMPLOYEES

_____ EMPLOYEE'S NAME		_____ EMP #	_____ JOB TITLE		_____ JOB CODE
_____ WORK LOCATION		_____ LOC. CODE	_____ DATE ASSIGNED or PROMOTED		

Employee's physical work location is _____.

Employee's normal work hours are from _____ to _____ (hourly only).

Employee's normal meal break is from _____ to _____ (hourly only).

Employee's expected base schedule is from _____ to _____ (exempt only).

Employee's normal workdays are Monday through Friday
 _____ through _____

I hereby acknowledge receipt of the class description for the above job classification and a copy of this form.

EMPLOYEE'S SIGNATURE

DATE