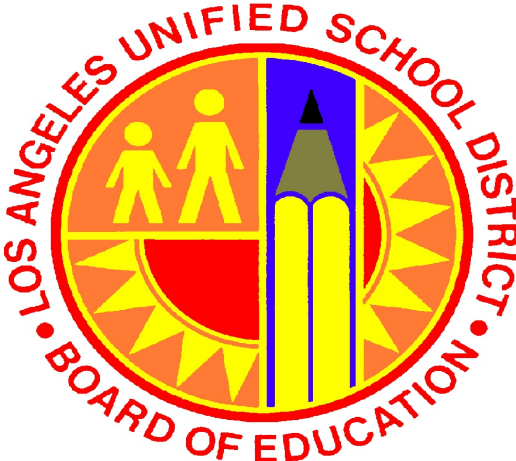


CLASSIFIED EMPLOYEES HANDBOOK





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DISCLAIMER

## PREFACE

This handbook is designed to provide you with answers to many of the questions that new classified employees typically ask. It is also designed to explain rules, regulations, rights, privileges, and benefits that apply to you.

Unless you are assigned to a management or confidential position, your salary and other conditions of employment are governed by collective bargaining agreements. California State laws, federal laws, and the rules of the Board of Education and the Personnel Commission also govern many conditions relating to your work. Ask your supervisor if you are represented by a union and, if so, which union represents you. If you are represented by a union, some of the information contained herein may not apply to you because the subjects are covered in a collective bargaining agreement. It is recommended that you consult with a representative of the appropriate classified employee union rather than rely solely on this publication. If you are not represented by a union, all the information contained herein applies to you.

## I. LOS ANGELES UNIFIED SCHOOL DISTRICT

### THE LAUSD'S MISSION

"The teachers, administrators, and staff of the Los Angeles Unified School District believe in the equal worth and dignity of all students and are committed to educate all students to their maximum potential."

We welcome you as a new employee of the Los Angeles Unified School District. As you can tell from our mission statement, we take very seriously our commitment to serving the future of our society--its children. We wish you success and happiness in your new position and throughout your entire career with the District.

### THE SCHOOL SYSTEM

The Los Angeles Unified School District is composed of Elementary, Middle, Senior High and Continuation Senior High Schools, as well as Multilevel, Magnet, Special Education Schools, Opportunity Senior High Schools, Small Learning Communities, and Community Adult Schools. There are also Early Education Centers, Infant Centers, Magnet Centers, Opportunity Centers, A Newcomer Center, Primary Centers, Regional Occupational Centers, and Skills Centers.

The Los Angeles Unified School District is the second largest district in the United States in terms of enrollment. More than 1,000 schools and centers are now in operation, serving more than 900,000 students who are educated by a certificated staff of approximately 45,000 teachers, supervisors, administrators, and other specialists.

The Los Angeles Unified School District reflects great ethnic and cultural diversity. There are approximately 86 languages represented by the student and employee populations.

Geographically, the Los Angeles Unified School District is the second largest public school district in the United States. It covers more than 700 square miles and is larger than the City of Los Angeles itself. The District provides educational facilities for a number of other incorporated cities as well as some unincorporated areas of Los Angeles County.

Approximately 40,000 classified employees serve in support services such as Information Technology, School Police, Accounting, Payroll, Facilities Services, Human Resources, Maintenance and Operations, Transportation, Food Services, Procurement Services, and Environmental Health and Safety, bringing the total number of employees to over 80,000.

The District is divided into eight Local Districts, each of which is headed by a Local District Superintendent who reports directly to the Superintendent of Schools. Contact information and electronic addresses are included in Section X and XI of this publication.

In addition to the numerous school locations and the Local District Offices, classified employees work at other sites located throughout the District including a large concentration of employees at 333 South Beaudry Avenue in Downtown Los Angeles.

A complete list of District schools, offices, and staff, along with contact information is available on the Los Angeles Unified School District website at <http://www.lausd.k12.ca.us>.



## THE BOARD OF EDUCATION AND STAFF

The Board of Education is composed of seven elected officials who serve as the governing body for the District. They establish the broad operating policies under which the District functions, drawing on the counsel and advice of the District's chief administrator, the Superintendent of Schools.

Administration of the District's operation is delegated by the Board of Education to the Superintendent of Schools. The Superintendent is assisted in this task by a staff of District educational, business, and financial administrators; managers; supervisors; professionals; and others in a variety of occupations.

## II. THE BASICS FOR NEW EMPLOYEES

### ORIENTATION

The work you perform as a classified employee is ultimately for the purpose of serving the students of the District. You have a valuable role in making the District an effective and efficient organization that educates and serves our students.

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.
- 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.

### EXPECTATIONS AND GUIDELINES

- 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 it is 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 in the District. Be courteous and cooperative with the public, fellow workers, prospective employees, teachers, students, and parents who are all a part of the District you serve.
- 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.

- Try to 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.
- Always try to 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.
- Remember to keep all District business confidential. While many things that happen at the District 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.
- Dress appropriately for your type of work. Maintain a well-groomed, clean, neat, and business-like appearance at all times. Remember, you are representing the District to students and the public.

### PERFORMANCE APPRAISALS

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. The evaluations will be discussed with you by your supervisor and a copy of the completed form will be given to you. 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 appraisal form also offers you an opportunity to indicate if you believe you are working "out of class," i.e. whether you are performing duties different from the ones listed in your class description. It is important for you to provide this information so that your position is classified and compensated appropriately.

### DISCIPLINARY ACTION: CAUSES FOR SUSPENSION, DEMOTION, AND DISMISSAL

Several causes can lead to disciplinary action. They include incompetency; inefficiency; insubordination; inattention to or dereliction of duty; abuse of illness or other leave privileges; discourteous, abusive or threatening treatment of the public, fellow employees, or students, including sexual harassment; or any other willful and persistent violation of provisions of the Education Code or the Board of Education or Personnel Commission rules, regulations, and 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 Section VII for additional information regarding appeals.)

### NOTIFICATION OF ABSENCES

It is extremely important that you notify your supervisor as soon as possible of any anticipated absences so that, if necessary, alternate arrangements can be made. An absent employee must report his/her absence to a supervisor (or other designated person) before the start of the employee's workday or as soon as practical given the nature of the absence. It is not sufficient for an employee to notify a co-worker, secretary, or receptionist, unless such person has been designated by the supervisor as the appropriate contact for this purpose. You should also call your supervisor by noon

of the day before you expect to return to work so that your substitute, if any, can be released. If 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. These requirements apply unless otherwise specified in the applicable bargaining agreement. Also, ask your supervisor what the procedure is for reporting absences at your location, as procedures may vary.

#### USE OF TELEPHONES AND E-MAIL

Please be prompt and courteous when answering the telephone. If a caller must be placed on "hold," return to the caller with 30-45 seconds. Telephones in schools and offices are to be used only for official business with the exception of 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. Remember that your District e-mail account is reserved for District business purposes and use of e-mail or the District's computer system has no guarantee of privacy.

#### CHANGE OF ADDRESS AND TELEPHONE NUMBER

Promptly report any change of address or telephone number by completing a name and address card (Form 8021) with the current information and submitting it to your time reporter.

#### ACCIDENTS AND SAFETY

All injuries to students, employees, or guests that occur on District property must be reported to the proper authority no matter how trivial they seem. Be alert to safety hazards, the presence of strangers, and other unusual or suspicious situations and immediately report to the proper authority any incidents in which you witness an accident or are yourself injured.

#### PERSONAL PROPERTY

It is your responsibility to ensure that your handbag, wallet, and other personal property are kept in a safe place. If personal property is stolen from school premises, the District may be able to reimburse you. Damage or theft of tools and other equipment brought to work by employees for use in schools and offices may be covered 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 District business, the District may be able to pay the costs of repair. Check with your time reporter for further information.

#### DRESS STANDARDS FOR EMPLOYEES

An employee is deemed appropriately dressed when the clothing worn is neat and clean and is in reasonable conformity with the mode of dress generally acceptable as representative of the occupation or profession within the community or required by the nature of the duties assigned where the employee renders services. 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 the employee, the Los Angeles Unified School District, or the profession. (Board Rule 1906 - Adopted 6-14-76)

## EMPLOYEE ORGANIZATIONS

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

“Confidential employees” are not represented in negotiations by an exclusive employee 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 position 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.

A management employee is one who has significant responsibility for formulating District policies or administering District programs. Management employees may not be represented by an exclusive bargaining representative, but they may represent themselves individually or be represented unofficially by an employee organization.

## CREDIT UNIONS

Classified employees may become members of the *Los Angeles Schools Federal Credit Union* (formerly known as the Classified Employees Credit Union) by subscribing for one \$5.00 share and paying a \$1.00 lifetime membership fee. Application forms are available from the credit union at the following locations: the **Los Angeles Branch** at 701 West Cesar Chavez Avenue, Suite 204 in Los Angeles; the **South Bay Branch** at 2200 West Artesia Boulevard in Rancho Dominguez; the **Encino Branch** at 17200 Ventura Boulevard, Suite 301 in Encino; the **East LA Branch** at 2085 South Atlantic Boulevard, Suite E and the **CSU Dominguez Hills Branch** at 1000 East Victoria Street - Loker Student Unit, Carson, CA 90747. All of these locations can be reached by calling (866) 459-2345. The website can be accessed at [www.schoolsfcu.org](http://www.schoolsfcu.org).

Classified employees are also eligible for membership in the *California Credit Union* (formerly known as the Los Angeles Teachers Credit Union) by paying a one time membership fee of \$5.00. Application forms may be obtained from the California Credit Union at the following branch locations: the **Glendale (Main Branch)** at 701 North Brand Boulevard, Suite 120; the **Beaudry Branch** at 333 South Beaudry Avenue, Suite 215; the **Inglewood Branch** at 2852 Imperial Highway; the **North Hollywood Branch** at 11331 Camarillo Street, Suite B; the **North San Fernando Branch** 9025 Woodley Avenue; the **Torrance Branch** at 22733 Hawthorne Boulevard, Suite A; the **Pasadena Branch** at 95 South Lake Avenue; the **Rosenell Terrace Branch** at 420 North Rosenell Terrace; the **Woodland Hills Branch** at 6037 Topanga Canyon Boulevard; and the **West Los Angeles Branch** at 2215 Westwood Boulevard. All of these locations can be reached by calling (800) 334-8788 or accessed at [www.californiacu.org](http://www.californiacu.org).

## CHARITABLE CONTRIBUTIONS

Employees may contribute to various charitable organizations during an approved District-wide Consolidated Charitable Campaign each year by donating directly or through payroll deduction.

## POLITICAL ACTIVITY

No employee of the District may engage in political activities on District property or during working hours.

## PUBLICATIONS

In addition to this booklet, there are several other publications that contain additional information about the organization and operation of the District. These include the Board Rules, the Personnel Commission Rules, the Guide to Schools and Offices (all available on the District website) and a number of handbooks prepared for specific jobs, such as School Cafeteria Manager and Building and Grounds Worker. Your supervisor can introduce you to these and other publications when you need or want to see them.

Remember to ask your supervisor for any resources that may help answer any of your questions.

### III. IMPORTANT POLICIES

#### NONDISCRIMINATION STATEMENT

The Los Angeles Unified School District is committed to providing a working and learning environment that is free from discrimination and harassment.

The District prohibits discrimination and harassment based on an individual's ethnicity (such as race, color, national origin, and ancestry); gender (including sex, sexual orientation, sexual perception, pregnancy, childbirth, or related medical condition); religion (including religious accommodation); disability (mental, physical, cancer, genetic characteristics, or reasonable accommodation); leaves of absence protected by the Family & Medical Leave Act and the California Family Rights Act; age (40 and above); marital status; political belief; Vietnam-era veteran status (or special disabled veteran-status); or any other basis protected by federal, state, or local law.

All LAUSD employees are expected to behave at all times relating to the job in a manner which maintains a working environment free of harassment. Harassment can be unwelcome or abusive behavior toward a student or employee that creates a hostile or offensive environment. Sexual harassment, or any other form of illegal harassment committed by supervisors or any employee at any level will not be tolerated by the District and will be subject to disciplinary action, including reprimand, job transfer, suspension, and/or termination. Prohibited harassment can also be from a student, parent, or person having any business with the District.

Harassing conduct can take many forms, including verbal remarks or name-calling, graphic and written statements, adverse decisions linked to a condition or consequence of employment (or linked to status as a student), or conduct that is physically threatening or humiliating.

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 other District policies that are available at all schools and offices. It is the intent of the District that all such policies be discussed and read annually, or more frequently if needed, in order to provide the highest level of protection to prevent unlawful discrimination in the provision of educational services and opportunities.

For employees, any inquiries regarding the District's nondiscrimination 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. The telephone number is (213) 241-7633.

For students, any inquiries regarding the District's nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to: the Director of the Educational Equity Compliance Office, Los Angeles Unified School District, 333 South Beaudry Avenue, 20<sup>th</sup> Floor, Los Angeles, CA 90017. The telephone number is (213) 241-7682.

### ETHICS POLICY

The LAUSD Board of Education adopted the revised LAUSD Code of Ethics in 2003. The Code of Ethics provides District 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 <http://www.lausd.net/ethics>.

It is critical that all of the District's employees strive for excellence in the public service that they provide. Consequently, as an employee of the District, you are expected to conduct yourself fairly, honestly, and with the highest integrity. This means treating students, coworkers, parents, and all of your other customers with respect and in a manner that is exactly the way that you want to be treated. This also means being respectful of the District's resources and property. Recognizing that each of us plays a critical role in student success, striving for excellence is not only a responsibility that all District employees share, but a personal commitment.

### OFFICE OF THE INSPECTOR GENERAL - HOTLINE

The Office of the Inspector General operates a telephone hotline to provide employees with a means to express concerns or complaints about fraud, waste, and abuse. You may call the Hotline at (213) 241-7778 or toll free at (866) LAUSD-OIG (528-7364); or send an e-mail to [Inspector-gen@lausd.k12.ca.us](mailto:Inspector-gen@lausd.k12.ca.us); or access the website at [www.laoig.org](http://www.laoig.org) to provide information regarding suspected fraud. All calls are kept confidential and you may remain anonymous.

### WHISTLEBLOWER PROTECTION POLICY

The LAUSD Board of Education passed the LAUSD Whistleblower Protection Policy in 2002. The policy protects District employees who make allegations of improper governmental activity from retaliation or reprisal from the District. You may download the Whistleblower Protection Policy via the Office of the Inspector General's website.

### HEALTH AND SAFETY POLICY

The safety of students and staff is among the highest priorities for the Los Angeles Unified School District. Injuries and illnesses create personal loss to employees, students, and their families, and reduce the District's ability to provide quality education. It is the District's position that all accidents are preventable. Site administrators have primary responsibility for providing a safe working and learning environment and are accountable for ensuring strict compliance with applicable health and safety requirements. All supervisory employees, from executives to first line supervisors, share responsibility for ensuring the safety of students and staff. All their employees are expected to work safely, adhere to safety requirements, and immediately report accidents and hazards to their supervisors.

## ATTENDANCE POLICY

The contribution of each LAUSD employee is critical and the efforts of each and every one are needed to help LAUSD to reach its goals. Unnecessary absenteeism results in reduced productivity, loss of service, and in significant cost to LAUSD. It is LAUSD's responsibility to ensure that employees clearly understand the expectation for performing their job duties and how their attendance impacts their performance, and that they are given a fair opportunity to succeed. Specifically:

- Employees are expected to work the number of hours they are assigned.
- Employees are expected to be at their work stations on time.
- Employees are expected to 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 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 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. When LAUSD employees succeed, LAUSD students succeed.

## DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY

The federal government adopted various anti-drug regulations that require employers, including school districts, to take certain measures to ensure that the workplace is free from illicit drugs and alcohol. These regulations are included in the Drug-free Workplace Act which took effect in 1989, and the Drug-free Schools and Communities Act Amendments which became effective in 1990.

As required by these acts, the Los Angeles Unified School District hereby notifies its employees that:

1. The unlawful manufacture, sale, distribution, dispensing, possession, or use of illicit drugs and alcohol is prohibited in any and all District workplaces.
2. Violation of paragraph 1 by any employee will result in appropriate administrative or disciplinary action, including, but not limited to, written reprimand, suspension, termination, and/or the requirement for satisfactory participation in and completion of drug and alcohol abuse assistance or a rehabilitation program.
3. 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 five (5) days after such conviction.
4. Within thirty (30) days of receiving the notice required by paragraph 3, the District shall take appropriate administrative or disciplinary action, as specified in paragraph 2.

## WORKPLACE VIOLENCE PREVENTION POLICY

The Los Angeles Unified School District is committed to providing employees with a work environment that is safe, secure, and free of intimidation, threats, and violence. The District intends to maintain this commitment by responding with zero tolerance to acts of violence, by training employees to recognize and effectively respond to behavior which may lead to violence, and by communicating to employees the expectations of responsible behavior in the workplace. With the participation and willingness of all staff to stay alert, be informed, and take appropriate action, a safe and positive working environment can be sustained.

## SEXUAL HARASSMENT POLICY

The Los Angeles Unified School District is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and for that reason is a violation of State and federal laws and this policy.

The District considers sexual harassment to be a major 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.

Any student or employee of the District who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the proper authority (whether in an office or a school) so that appropriate action may be taken to resolve the problem. The District prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive or derogatory comments, sexual innuendos, slurs; unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.



- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, or assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats, demands, or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

You may reach the Equal Opportunity Office at (213) 241-7633. For further assistance with student concerns, contact the Educational Equity Compliance Office at (213) 241-7682.

### CHILD ABUSE REPORTING POLICY

In accordance with Section 11166 of the California Penal Code, all certificated employees, employees of child care centers, instructional aides, teacher's aides, teacher's assistants, and classified employees who have been trained in the duties imposed by this law are considered to be mandated reporters. Any one of these specified employees who knows or reasonably suspects that a child has been a victim of a child abuse incident must do the following:

1. Report the incident to a child protective agency (i.e., Department of Children and Family Services), the Police (not School Police), or Sheriff's Department, County Probation Department, or a County Welfare Department immediately by telephone.
2. Send a written report of the incident to the same agency within 36 hours. Although the Penal Code obligation to report applies to the aforementioned employees only, it is the policy of the Los Angeles Unified School District that all employees shall comply with the law's reporting procedure whenever they have knowledge of or observe a child in the course of their employment whom they know or reasonably suspect to have been the victim of child abuse.

### FINGERPRINT POLICY

All employees of the LAUSD are fingerprinted and the prints are transmitted to the California Department of Justice and the Federal Bureau of Investigation for a criminal conviction records check. No employee can perform any of the duties of his/her position until this processing has been completed and it is determined that there is no criminal conviction that would prohibit the employee from working with students and staff.

### ACCEPTABLE USE POLICY FOR THE INTERNET

The District has adopted an Acceptable Use Policy (AUP) and established guidelines for District employees and students. Detailed information regarding this policy is available at the District web site (type "AUP" in the "site search" box on the home page). Additional information can be obtained by calling the Office of the Chief Information Officer at (213) 241-4906.

## INFORMATION PROTECTION POLICY

It is the policy of LAUSD to protect sensitive information. Every employee of the school district must ensure the proper protection of information, either in paper or electronic form. An employees 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 the District). It is best to err on the side of protecting information. For specific guidance on how to respond to requests for information, whether from within or outside LAUSD, you should refer to the Information Protection Policy posted on *Inside LAUSD*.

## IV. THE PERSONNEL COMMISSION, THE MERIT SYSTEM, AND THE CLASSIFIED SERVICE

### MISSION STATEMENT

The Personnel Commission is responsible for the administration of an effective and efficient merit system of employment for Classified employees in order to provide students and the community with a quality workforce that furthers the educational program.

### 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.

Its primary purposes were and still are to ensure that employees are selected for employment and promotion solely on the basis of merit and removed 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.

### ACTIVITIES

Through the Personnel Director, the Personnel Commission directs the activities of a staff of Human Resources Specialists in the following areas:

- **Classification:** Determining appropriate titles and classification levels based on duties and responsibilities performed and the minimum knowledge, skills, and abilities needed by the employees who perform them.

- **Compensation:** Conducting surveys of salaries in the public sector and private industry for consideration in collective bargaining, recommending salaries for new classifications not in bargaining units, and conducting special salary and benefit studies.
- **Recruitment:** Attracting well qualified job applicants from diverse segments of the population.
- **Selection:** Designing and administering employment and promotional assessment procedures that identify the job related knowledge, skills, abilities, competencies, and traits of applicants.
- **Staff Development:** Providing a full range of professional staff development services and opportunities for classified employees.
- **Employment Transaction Services (Assignments):** Handling personnel processing transactions for classified employees, maintaining service records, and dispatching substitute employees.
- **Labor Relations:** Serving as a resource to the District and employee organizations during negotiating sessions.
- **Legislation and Rules:** Interpreting related State laws and developing and maintaining merit system rules (copies of which are maintained in schools and offices throughout the District and on the Personnel Commission's website) that govern issues related to classified employees, their rights and obligations.
- **Appeals:** Hearing and adjudicating appeals of suspensions, demotions, dismissals, examination procedures, and medical disqualifications; directing and conducting investigations of alleged violations of rules and other matters affecting the merit system.

## THE MERIT SYSTEM OF SELECTION

The Classified Service consists of the majority of non-teaching employees of the District. They are hired under the provisions of the merit system that dictates that employees be selected and promoted on the basis of merit and fitness as demonstrated in a competitive selection process that assesses job related factors. Inherent in the concept of the merit system is that race, color, national origin, ancestry, age, marital status, gender, sexual orientation, religious creed, political affiliation, medical condition, physical disability, or mental disability are not considered in employment decisions.

## THE EMPLOYMENT PROCESS IN THE CLASSIFIED SERVICE

Monthly "Classified Employment Opportunities" job bulletins announcing examinations scheduled for administration are published and available on the Personnel Commission's Classified Career Source Center website at <http://www.lausdjobs.org>. Applications are only accepted for positions that are open for recruitment and may be submitted electronically through the Classified Career Source Center website. "Applicant Profiles" can be completed on-line at any time when recruitment for a classification is opened. The applicant need only update his/her profile and answer the supplemental questions in order to apply.

Applicants are typically notified by mail regarding the scheduling of the test administration. Candidates

who are successful in the examination process and meet all employment requirements will have their names included on an eligibility list and may be considered to fill vacant positions in the job classification.

### REGULARLY APPOINTED EMPLOYEE

An employee may be selected for appointment to a regular position at a school site if the employee's name is:

- On any rank on an eligibility list, which is an employment list for a specific classification established as the result of a competitive examination.

An employee may be appointed to a regular position at a non-school site if the employee's name is:

- Among the top three ranks of available candidates on the appropriate eligibility list.
- On a lower rank on the eligibility list, but the employee meets special requirements that a higher-ranking person on the list does not, (e.g. language, specialized license, certification, knowledge, or ability that cannot reasonably be acquired during the probationary period, or a specific gender required for successful job performance.) This option is only available when specifically authorized in the examination announcement.

An employee may be appointed to a regular position anywhere if the employee is:

- Eligible for another reason, e.g., a transfer (change to a different classification with approximately the same salary range), change of location, or a reinstatement.

An employee who is regularly 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 every new class for which the employee is selected, whether it is the initial job with the school system or one which is reached by promotion, transfer, or demotion.

The many rights, privileges, and benefits that a regular employee attains include:

- Competing in promotional examinations. After completion of 130 paid days in regular status in one position, an employee is eligible to be considered for promotion if the employee has successfully placed on an eligibility list and is reachable at the time of appointment.
- Automatic pay raises through the steps of a salary range (unless assigned to a class with a single salary rate).
- Paid holidays and vacations.
- Paid leaves of absence, including illness, personal necessity, bereavement, jury duty, etc.
- Protection against suspension, demotion, or dismissal without just cause and due process.
- Health, vision, and dental care plans, and a life insurance program for which premiums are

currently fully paid by the school district for employees assigned half-time or more in one class (or worked over 800 hours during the preceding fiscal year).

- Eligibility, when qualified, for a retirement income through the California Public Employees' Retirement System (CalPERS).

An employee who has been selected to serve in a restricted class such as Education Aide III (Restricted) is considered a regular employee and has most of the rights and privileges of other regular employees. Such an employee must, however, complete 130 days of paid service before the employee may take an examination to become permanent and be entitled to other benefits, such as appeals of disciplinary actions, seniority, and re-employment rights.

### LIMITED -TERM EMPLOYEE

There are three kinds of limited-term assignments. When no eligibility list exists, an employee may be assigned in provisional status to a position until an eligibility list is produced. Provisional employees do not have a right to permanency in the position and may only compete in the examination for that class if they meet the minimum requirements of the class.

The second kind of limited-term assignment is to a relief position. An employee is hired into a relief assignment when there is a special project or an unusually heavy work load which requires additional temporary help.

The third kind of limited-term assignment is as a substitute. In this instance, an employee is assigned to replace a regular employee who is temporarily off duty.

An employee who is in a limited-term position and hired for day-to-day assignments, is expected to be ready to report to the assigned location immediately after being notified of the job. The employee should present the LAUSD employee identification card to the School Administrative Assistant or supervisor upon arrival.

### PROMOTION, CHANGE OF LOCATION, AND TRANSFER OF CLASS

Promotion: Movement to a position in a classification with a higher maximum salary rate by successfully competing in a competitive examination. Monthly "Employment Opportunities" bulletins are sent to all schools and work locations announcing examinations to be given. At times, examinations are offered on a "promotional only" basis in which only District employees who have completed their initial probationary periods may compete. If you do not see the bulletins, be sure to ask your supervisor or call the Recruitment Branch at (213) 353-4200 for information on how to register for future examinations. This information is also available on the Personnel Commission website at <http://www.lausdjobs.org>.

Change of Location: Reassignment of an employee from one position to another in the same classification. For example, an Office Assistant in one school may be assigned as an Office Assistant in another school. Usually, this kind of job change is not made until an employee's probationary period is completed.

Transfer of Class: Reassignment of an employee from one classification to another classification with related requirements and duties.

Once a request for a change of location or transfer of class is approved, employees requesting transfers are considered for appropriate positions along with candidates from the eligibility list. If you have not yet become permanent, your division head or Local District Superintendent must approve your change of location or transfer.

## TRAINING OPPORTUNITIES

The Personnel Commission's "Organizational Excellence" Classified Training Branch provides staff development services for classified employees. Programs acquaint employees with the latest strategies, tools, and information to assist them to achieve their maximum performance potential. Classified employees are invited to register for classes through an open enrollment process. Employees must first obtain the approval of their supervisor before enrolling in the training programs.

Classes introducing and reinforcing job-related skills in areas such as customer service, communication, leadership, time management, career development, and supervision are held at locations throughout the District. Specialized programs such as the School Administrative Assistant Certificate course and the District's Instructional Assistants' Training program are also available.

Organizational Excellence also offers customized training services and develops specialized programs designed in conjunction with departmental representatives to address specific performance issues. Employees are encouraged to consult the course catalogue and advertisements or call Organizational Excellence directly for a list of current classes.

Trainers are available to visit specific work-sites to conduct training needs assessments and to instruct employees in technical areas such as District/school practices and procedures. Additionally, mentors are available by telephone to assist school-based clerical employees.

Mentor programs, internship programs, and career management services are offered through this branch. The District's Tuition Reimbursement Program is available for employees belonging to bargaining units B, D, and S, as well as for management and confidential employees. Through this program, employees can be reimbursed up to \$600 per year for completing course work that is related to their jobs. (See "Tuition Reimbursement" in Section V.)

The Personnel Commission's Organizational Excellence Classified Training Branch is located at 1543 Shatto Street near downtown Los Angeles. Organizational Excellence can be contacted by calling (213) 353-4300 or by visiting the internet website at [www.OETraining.net](http://www.OETraining.net). Detailed information is available in the Employment and Career Planning Sections of the Personnel Commission website at <http://www.lausd.k12.ca.us/lausd/offices/personnel/class>.

## CHARTER SCHOOLS -EMPLOYEE RIGHTS

The following information is provided for consideration by District employees represented by CSEA and SEIU (Local 99), and District-represented classified staff who are contemplating acceptance of employment with a Charter School. Employees are advised that the following conditions will affect their leave and return rights, irrespective of any Charter School provision to the contrary.

### Charter School Leave

- District employees who elect to accept employment with a charter school will be required to take an unpaid leave of absence from the District. During the leave of absence, they will be considered employees of the charter school.

- Charter school leaves must be taken for a minimum of one year and may be extended upon request. Employees on charter school leave must request extension of the leave every year. The maximum leave period cannot exceed the duration of the initial charter (i.e., no more than five years).
- Upon expiration of the initial charter period (usually five years), employees must return to District service or resign from the District.
- During an employee's charter school leave, all terms and conditions of the employee's employment will be set by the charter school. District policies and procedures will not apply to charter school employees. Similarly, the collective bargaining agreements between the District and its exclusive bargaining representatives, as well as Personnel Commission Rules, will not be applicable to charter school employees.
- During an employee's charter school leave, all compensation, including all salary and benefits, will be set by and be the responsibility of the charter school. The District will not be responsible for any employee's salary or benefits while the employee is on charter school leave.

#### Return Rights

- Return to District service (early or upon expiration of the leave) will be in accordance with existing provisions of Collective Bargaining Agreements (for bargaining unit classifications), and Personnel Commission rules (for District-represented classifications).
- Classified employees returning to District service will be returned to their same job classifications and with the same seniority earned prior to going on leave. No seniority credit will be earned during the period that an employee is on charter school leave.
- Classified employees returning to District service return with the same salary, benefits, and other terms and conditions of employment as their bargaining unit or District-represented counterparts at the time of return.
- Because Teacher Assistant employment rights are "site-specific", return rights are limited to the site from which the leave was taken.
- Classified employees who return to the District following a charter school leave will be assigned to an existing vacancy in their respective job classification. If no vacancy exists, they will "bump" the least senior employee in the class who has less seniority than they possess. If no one has less seniority, they may "bump" into a lower classification in which they have previously served. Otherwise, they will be laid off.

#### "Opt Out"

- a. Classified employees who "opt out" of the charter school at the time of establishment of the charter will be assigned to an existing vacancy in their respective job classification. If no vacancy exists, they will "bump" the least senior employee in the class who has less seniority than they possess. If no one has less seniority, they may "bump" into a lower classification in which they have previously served. Otherwise, they will be laid off.

- b. The District attempts to place Teacher Assistants and Instructional Aides I & II who “opt out” of the charter school at the time of the establishment of the charter into vacant positions. Nevertheless, placement is not guaranteed.

## V. COMPENSATION PRACTICES

### PAYROLL IDENTIFICATION

As an employee of the District, your identification for payroll purposes consists of your first and middle initials and your last name, followed by your employee number. It is necessary that your employee number always be included on all documents regarding payroll, assignments, or other personnel matters. The Employment Transaction Services Branch (Classified Personnel Assignments) of the Personnel Commission will issue you an identification card with your employee number when you are assigned to work.

### CLASSIFIED SALARY RANGES AND STEP INCREASES

If you are a regular employee, you will usually be paid the amount on the beginning “step” of an established salary range, and will advance in salary steps until you reach the maximum rate for your range. Some classes, such as those in the building trades, are allocated to a flat rate. Limited-term employees are usually paid at the beginning step of the salary range of the classification to which they are assigned.

Typically, regular employees receive their first salary increase, from the beginning step to the second step (about 5-1/2 percent), effective at the beginning of the pay period after receiving pay for 130 working days. In most instances the increase appears in the eighth pay period salary payment. (A pay period consists of four weeks or 20 working days or 160 hours.)

Subsequent salary increases to the next steps of the range occur annually, provided the employee has been on the current step for the full year and has received pay for 130 working days on that particular step for regularly assigned hours. (Regular employees temporarily serving in equal or higher-level classes also receive credit toward step advancement.)

### PAY DAY

The pay period is four weeks (20 working days or 160 hours), and not a month long. There are typically 13 pay periods in a year. Ordinarily you will be paid every four weeks on the Friday following the end of a pay period. Some employees in cafeteria, custodial, gardening, bus driving, and maintenance classes are paid every two weeks. If you are a new employee, your first salary payment may be delayed. If you are not paid on the first regular pay day, you will probably receive your salary payment a week later. Immediately notify your supervisor or time reporter if your salary payment is delayed.

You are strongly encouraged to have your salary payment automatically deposited to your bank or credit union account through the Automatic Payroll Deposit (APD) system. The deposit will be made even if you are on illness leave or vacation. Your payment stub or, if you do not choose APD, your salary payment, will be sent to your work location via school mail. Ask your supervisor for details regarding APD.



## SALARY DEDUCTIONS

- "Withholding" tax is required for salary payments. The amount withheld is determined by your taxable gross and the withholding information provided by you on your W-4 and DE-4 tax forms. Federal Medicare tax is also deducted.
- Most employees are automatically enrolled as members of the California Public Employees' Retirement System (CalPERS) and the Social Security System. If an employee is not enrolled into CalPERS they are enrolled into the Public Agency Retirement System (PARS). Deductions are made every pay period with the percentage amount determined by your collective bargaining unit, as applicable.
- Most regular employees are represented by unions. Consequently, monthly dues are automatically deducted from their paychecks.
- Employees represented by Bargaining Units B, C, F, G (Local 99), D (CSEA), and S (Teamsters) are subject to State Disability Insurance (SDI).

You may authorize withholding of additional deductions for such purposes as tax sheltered annuities, optional life insurance, purchase of United States Savings Bonds, charitable donations, credit union payments, voluntary benefits, etc. The deductions will be itemized on your salary payment stub.

## OVERTIME COMPENSATION

Most full-time classified employees are assigned to an eight hour a day schedule, not including a lunch period, five days a week, Monday through Friday. Some offices, however, do have alternative work schedules (i.e., 9/80, 4/10, etc.). Check with your supervisor for details regarding work hours.

Federal and State laws and union contracts require that most employees be paid at the rate of one and one-half times their regular rate as compensation for work performed beyond the regular full-time work day or week. Overtime work must be approved in advance by a supervisor. Administrative and executive employees do not receive overtime compensation.

Part-time employees who work an average of four or more hours a day, are compensated for overtime for the sixth consecutive day of work. Part-time employees who work an average of less than four hours a day are compensated for overtime for the seventh consecutive day of work.

## BILINGUAL SALARY DIFFERENTIALS

Some positions require that an employee be proficient in a language other than English. When it is determined that a job that ordinarily does not require bilingual skills requires an employee who fluently speaks a non-English language, the bilingual employee is paid a differential (a salary allowance in addition to the regular pay). If skill in writing and reading in addition to speaking a non-English language is required, a larger salary differential is paid. In order to qualify for jobs requiring bilingual skills and to receive the salary differential, an employee must pass a language fluency test administered by the Classified Personnel Selection Branch.

## OTHER SALARY DIFFERENTIALS

The District provides salary differentials to employees assigned to positions that require the application of specialized skills in the performance of assigned duties and responsibilities. The District currently provides salary differentials in such areas as: Supervising Special Education Assistants using specialized healthcare skills, Construction Inspectors with major project assignments, and notary public responsibility. Refer to Personnel Commission Laws and Rules and your collective bargaining agreement for a comprehensive explanation of the differentials.

## TUITION REIMBURSEMENT

Permanent classified employees may be eligible to receive tuition reimbursement for satisfactory completion of approved training to improve their job knowledge, skill, or ability. The request for reimbursement must be approved in advance by the supervisor. Necessary forms are available through the Organizational Excellence Classified Training Branch and on the Personnel Commission website at <http://www.lausd.k12.ca.us/lausd/offices/personnel/class>. Refer to Personnel Commission Rule 831 or your Collective Bargaining Agreement for complete information on Tuition Reimbursement.

## MILEAGE REIMBURSEMENT

Employees who must travel while performing their duties are reimbursed for mileage when they use their own cars. Mileage rates are specified in the Collective Bargaining Agreements. Consult your supervisor for details if you believe you may be eligible.

## VI. BENEFITS AND LEAVES

### VACATION

Beginning full-time regular employees on 12-month assignments, in other than certain administrative or executive classes (see Personnel Commission Rule 596), earn 80 hours vacation (ten days) annually. After four years, they earn vacation at the rate of 120 hours (15 vacation days) a year. After 15 years, they earn an extra 8 hours of vacation each year until at 20 years or more they 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 proportionally less. Employees may not accrue more vacation than they 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, you will find that 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. Employees assigned to school locations are ordinarily required to use their earned vacations during school holidays.

## 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, Independence Day, Labor Day, Veterans' Day, Admissions Day, Thanksgiving, and Christmas.

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.

## MEDICAL-HOSPITAL, VISION CARE, AND DENTAL CARE 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-hospital plan, a vision care plan, and a dental care plan. Currently, premiums are fully paid by the District as long as the employee is in paid status during each pay period.

Health Plan literature and enrollment applications are distributed to each new and returning regular employee via the Health Insurance Section. Enrollment is not automatic. If you have not received enrollment material or you need information regarding the benefit plans, call the Health Insurance Section 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 Home Page at <http://www.lausd.k12.ca.us/lausd/offices/benefits>.

## 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 the District. If you qualify for District-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

The District 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 the District.

## 403(b) PLANS (TAX SHELTERED ANNUITIES)

As an eligible District employee, you may participate in a special tax-sheltered savings plan, known as a 403(b) or a Tax-Sheltered Annuity (TSA). 403(b) plans are managed by major insurance companies or regulated investment companies. To participate in a 403(b) savings plan, employees contribute a portion of their pay (through automatic payroll deductions) to an annuity or mutual fund on a pre-tax basis. The money earned through these accounts is not subject to taxes as long as the money remains in the plan. Additional information regarding 403(b)/TSAs is available on the District website at <http://www.lausd.k12.ca.us/lausd/offices/benefits> .

## EMPLOYEE ASSISTANCE PROGRAM (EAP)

The Employee Assistance Program (EAP) provides information, resources, and referrals in the areas of Counseling, Legal Assistance, Financial Services, and Mental Health/Substance Abuse. For information, call toll-free (866) 312-3077 to speak with an experienced professional who will consult with you, or log on to the program's website at <http://www.liveandworkwell.com> using access code "LAUSD" and click on "Find Resources" on the main task bar to locate a network provider online.

## ATTENDANCE INCENTIVE PLAN

The District's Attendance Incentive Plan is intended to reward regular attendance. Employees with good attendance records help to improve the instructional program, increase the operational efficiency of the District, 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.

## ILLNESS LEAVE

All regular employees who work full-time, 13 pay periods 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 pay periods, 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.

Until employees have accumulated 100 full-pay illness days, they also have available half-pay days. 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.

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.

## STAY AT WORK/EARLY RETURN TO WORK PROGRAM

LAUSD has a mandatory Stay at Work/Early Return to Work Program. This program is designed to provide modified or transitional work assignments for employees who are recovering from injuries or illnesses. It enables an employee, based on competent medical opinion, to work within his/her medical restrictions until able to return to his/her usual and customary occupation. All such transitional assignments will be coordinated through the Office of Risk Management and Insurance Services, Disability Management Section at (213) 241-3139.

## FAMILY AND MEDICAL LEAVE ACT/CALIFORNIA FAMILY RIGHTS ACT AND PREGNANCY DISABILITY LEAVE POLICY, PROCEDURES, AND GUIDELINES

The federal Family and Medical Leave Act ("FMLA") and State of California Family Rights Act ("CFRA") provide eligible employees with a maximum of twelve weeks of protected leave per year 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 leave must have been employed with the District for at least 12 months (the months need not be consecutive) and have served at least 130 workdays (or 1250 hours, whichever is less) immediately preceding the effective date of each separate leave.

Even if an employee is not eligible for CFRA leave, if disabled by pregnancy, childbirth, or related medical condition, this employee is entitled to take a pregnancy disability leave for the time that the employee is disabled. If the employee is CFRA-eligible, the employee has certain rights to take both a pregnancy disability leave and a CFRA leave for reason of bonding with a new child.

Where the need for the leave is foreseeable, an employee must provide the District 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 Department head.

The definition of "serious health condition" is defined in the implementing regulations; it is the definition used by LAUSD. If leave is requested because of a "serious health condition" of the employee or the employee's spouse, child or parent, the District will require a written medical certificate issued by the employee's (or by the family member's) health care provider, setting forth certain medical information.

If the District has reason to believe that an employee's absence is for a protected leave under the FMLA and/or CFRA, it may request that the employee apply for such a leave by completing a leave application and supplying appropriate medical certification. If the employee declines to apply for leave, the District will nevertheless designate the leave as protected so long as the employee has provided sufficient information to indicate that the reason for the leave is, in fact, FMLA and/or CFRA qualifying.

After receiving a request for leave under the FMLA or CFRA, the District 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, the District must restore an employee to the employee's former or "equivalent position," as that term is narrowly defined, 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 District rules and collective bargaining agreement provisions, if any, for a more comprehensive discussion.

### PERSONAL NECESSITY LEAVE

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. The personal necessity leave, however, will not be granted during a vacation or other leave of absence, 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 LEAVE

Classified employees are allowed up to three days of absence at full pay in case of the death of a member of their immediate family. Employees are allowed five days if out-of-State travel or more than 200 miles of one-way travel is necessary because of bereavement. Permanent classified employees may be permitted to interrupt or terminate vacation to take a bereavement leave. Bereavement leave must commence within ten calendar days after the death. If more than one such death occurs simultaneously, the leaves may be take consecutively.

For this purpose, "member of the immediate family" is defined as the employee's: spouse or cohabitant who is the equivalent of a spouse; parent (includes parent in-law, step parent, foster parent, or parent of a cohabitant who is the equivalent of a spouse); grandparent (includes, grandparent in-law, step grandparent, and grandparent of a cohabitant who is the equivalent of a spouse); child (includes son/daughter-in-law, step child, foster child and child of a cohabitant who is the equivalent of a spouse); grandchild (includes grandchild of spouse, spouse's step grandchild and grandchild of a cohabitant who is the equivalent of a spouse); brother; sister; or relative living in the employee's immediate household.

### INDUSTRIAL ACCIDENT OR INDUSTRIAL ILLNESS LEAVE (WORKERS' COMPENSATION)

If you are a regular employee and are injured on the job, you will typically receive your regular salary payment while you are absent from work due to injury. You must, however, complete the Employee Report of Injury (DWC Form 1) which you should obtain from your supervisor. Deductions will be made from your illness leave balance until your industrial accident or illness is approved by the District's Workers' Compensation Claims Administrator. In most cases, pay will be limited to 60 working days for one accident. Limited-term and employees who meet certain requirements may also be eligible for industrial accident leave. Employees not cleared by their physicians to return to their full duties may be assigned to modified or alternative work on a temporary basis. See the "Stay at Work/Early Return to Work" section above. Please call (213) 241-3139 for further information regarding workers' compensation issues. Refer to Personnel Commission Rule 804 or your Collective Bargaining Agreement for more complete information on Industrial Accident or Industrial Illness Leave.

## MILITARY LEAVE

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 District 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 LEAVE

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 the District 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.

## LEAVE 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. For more information, refer to Personnel Commission Rule 781.

## PARTICIPATION IN DISTRICT 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, however, at least two days before the date of the administration of the test part in order to be compensated for the time spent in testing. For more information, refer to Personnel Commission Rule 784.

## ATTENDANCE AT HEARINGS

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

## UNPAID LEAVE 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 the District.

## VII. OTHER RIGHTS AND OPPORTUNITIES

### SENIORITY, LAYOFF, AND REEMPLOYMENT RIGHTS

Unrestricted 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. 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. An employee who has seniority in a lower class may "bump" (displace an employee with less seniority) to a position in this class, instead of being laid off. 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 means of adjudicating grievances for represented employees are 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. You should not be asked questions relating to your race, color, national origin, ancestry, age, marital status, sex, sexual orientation, religious creed, political affiliation, medical condition, physical or mental disability, nor may the appointment decision be influenced by any of these factors. 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 the District. Typically, written descriptive examination results, review procedures, and appeal deadlines are mailed to you soon after the administration of an examination in which you competed. You will be notified by the Classified Personnel 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 union 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 and may contact the Employment Transaction Services Branch (Classified Assignments) for further information regarding this procedure. Files may be inspected on an appointment-only basis.

#### ACCOMMODATIONS FOR THE DISABLED

Disabled employees are encouraged to discuss with their supervisor any accommodations that would enable them to better perform the duties of their job. Accommodations for disabled employees may include facilities, equipment, assignments, job restructuring, and personal assistants. Special requests that cannot be informally accommodated at the work location should be submitted to the Office of Risk Management and Insurance Services at (213) 241-3139. Requests for special accommodations needed to compete in examinations must be made to the Human Resources Specialist in charge of the examination at the Personnel Selection Branch, (213) 353-4211, or to the designated Employment Services Manager.

#### EMPLOYMENT VERIFICATION

The *Work Number for Everyone*® gives employees and verifiers access to employment verification 24 hours a day, seven days a week. This verification service may be used for loan applications, apartment leases, credit card applications, and any other process that requires proof of employment. A descriptive brochure is available at work locations or through the District website at [www.lausd.k12.ca.us](http://www.lausd.k12.ca.us) (select "Employment," click on "General Information," then click "Employment Verification"); or access the *Work Number* website at [www.theworknumber.com](http://www.theworknumber.com) or call the *Work Number* Client Service Center at 1-800-367-5690.

### VIII. RETIREMENT BENEFITS

#### ELIGIBILITY

##### California Public Employees' Retirement System (CalPERS)

The minimum regular retirement age for CalPERS members is 50 years with at least five years of service credit.

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

There is no minimum retirement age or minimum years of service credit required for PARS members.

#### MEMBERSHIP

You will automatically become a member of the Public Employees' Retirement System (PERS) if you are assigned 80 hours or more per pay period. Regular employees with an assignment of at least 20 hours per week, temporary employees assigned for six months or more, and former employees with

funds on deposit at PERS, become members of PERS immediately upon employment.

#### DEDUCTIONS

The PERS contributions that are deducted from your paycheck and/or those that are paid for you by the District 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

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. 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.

## IX. SOURCES OF INFORMATION

<u>Subject</u>	<u>Personnel Commission Rule</u>
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## X. USEFUL TELEPHONE NUMBERS AND ELECTRONIC ADDRESSES

### School District Headquarters

333 South Beaudry Avenue • Los Angeles • California 90017

### Mailing Address

P.O. Box 3307 • Los Angeles • California 90051

### Website

<http://www.lausd.net>

Board Members' Office	(213) 241-6389
Beyond the Bell Branch - Employee Recreation Unit	
• Main Central Office - 333 South Beaudry Avenue, Los Angeles	(213) 241-7900
• Employee Rec. Central Office - 5607 Capistrano Avenue, Woodland Hills*	(818) 587-4363
• Los Angeles Office I - 600 East Pico Boulevard, Los Angeles*	(213) 743-3679
• Los Angeles Office II - 333 South Beaudry Avenue, 14 <sup>th</sup> Floor, Los Angeles (MWF)	
• Beyond the Bell - S. Field Office - 2060 West 156 <sup>th</sup> Street, Gardena*	(310) 515-3010
*It is advised that you call to verify office hours before visiting a recreation unit as business hours for each location vary.	
Computer Hotline	(213) 241-5200
(The District maintains a Hotline for employees to obtain assistance with LAUSD hardware, software, networks, and LAUSDnet.)	
Directory Assistance	(213) 241-1000
Employee Assistance Program	(866) 312-3077
Employee Relations Office	(213) 241-6591
Equal Opportunity Compliance Section	(213) 241-7633
Executive Officer of the Board	(213) 241-7002
Health Insurance Section (Medical-Dental-Vision-Life)	(213) 241-4262
Job Hotline	(866) 297-JOBS
Office of Risk Management and Insurance Services	(213) 241-3139
Office of the Chief Financial Officer	(213) 241-7888
Office of the Chief Human Resources Officer (Certificated Employment)	(213) 241-6131
Office of the Chief Information Officer	(213) 241-4906

Office of the Chief Operating Officer	(213) 241-4133
Office of the General Counsel	(213) 241-7600
Office of the Inspector General	(213) 241-7700
Office of the Superintendent <a href="mailto:superintendent@lausd.net">superintendent@lausd.net</a>	(213) 241-7000
Payroll Services Branch	(213) 241-3057
Personnel Commission Administrative Office <a href="http://personnel.lausd.net">http://personnel.lausd.net</a>	(213) 241-7800
<ul style="list-style-type: none"> <li>• Employment Transaction Services Branch (formerly Classified Assignments) (213) 241-6300</li> <li>• Organizational Excellence Classified Training Office (213) 353-4300 <a href="http://www.OETraining.net">www.OETraining.net</a></li> <li>• Personnel Recruitment Branch (213) 353-4200 <a href="http://www.lausdjobs.org">www.lausdjobs.org</a> <a href="mailto:jobs@lausd.k12.ca.us">email:jobs@lausd.k12.ca.us</a></li> <li>• Personnel Selection Branch (213) 353-4211 <a href="http://www.lausdjobs.org">www.lausdjobs.org</a> <a href="mailto:jobs@lausd.k12.ca.us">email:jobs@lausd.k12.ca.us</a></li> <li>• Area Employment Offices <ul style="list-style-type: none"> <li>• Central (213) 353-4211</li> <li>• Mid-Cities Classified Employment Office (MWF) (323) 753-3321</li> <li>• Classified Employment Evaluation Center (CEE Center)</li> <li>• Valley Classified Employment Office (818) 997-2533</li> </ul> </li> </ul>	
Public Agency Retirement System (PARS)	(800) 540-6369, ext. 127
Public Employees' Retirement System (PERS)	(888) CalPERS
Reasonable Accommodations Program	(213) 241-1319
School Police - Chief's Office	(213) 742-8222
School Police - Watch Commander	(213) 625-6631
Staff Relations Office	(213) 241-6056
Stay at Work/Early Return to Work	(213) 241-7630
24-Hour School District Information Line (recorded message)	(213) 241-4500
Workers' Compensation	(213) 241-3139

Los Angeles School Federal Credit Union (LASFCU)

(866) 459-2345

[www.schoolsfcu.org](http://www.schoolsfcu.org)

- Los Angeles Branch
- Encino Town Center Branch
- South Bay (Branch and Corporate Offices)
- East Los Angeles Branch
- CSU Dominguez Hills Branch

California Credit Union

(formerly known as the Los Angeles Teacher Credit Union - LATCU)

[www.californiacu.org](http://www.californiacu.org)

- General Number

(800) 334-8788

**PLEASE NOTE:** Although all numbers are current at the time of publication, they are subject to change. Consult the Guide to Schools and Offices (available on the District website) for a complete listing of District schools and offices.

## XI. LOCAL DISTRICT OFFICES

Local District 1  
Jean Brown, Superintendent  
6621 Balboa Boulevard  
Lake Balboa, California 91406  
(818) 654-3600  
(818) 881-6728 fax

Local District 5  
Carmen Schoeder, Superintendent  
2151 North Soto Street  
Los Angeles, California 90032  
(323) 224-3100  
(323) 222-5702 fax

Local District 2  
James Morris, Superintendent  
5200 Lankershim Boulevard  
North Hollywood, California 91601  
(818) 755-5300  
(818) 755-2810 fax

Local District 6  
Martin Galindo, Superintendent  
5800 South Eastern Avenue  
Commerce, California 90040  
(323) 278-3900  
(323) 720-9366 fax

Local District 3  
Susan Allen, Superintendent  
3000 South Robertson Boulevard  
Los Angeles, California 90034  
(310) 253-7100  
(310) 842-9491 fax

Local District 7  
Carol Truscott, Superintendent  
10616 South Western Avenue  
Los Angeles, California 90047  
(323) 242-1300  
(323) 242-1390 fax

Local District 4  
Richard Alonzo, Superintendent  
4201 Wilshire Boulevard  
Los Angeles, California 90010  
(323) 932-2266  
(323) 932-2115 fax

Local District 8  
Linda Del Cueto, Superintendent  
1208 Magnolia Avenue  
Gardena, California 90247  
(310) 354-3400  
(310) 532-4674 fax

## XII. BARGAINING UNITS AND EXCLUSIVE REPRESENTATION

### **Teachers: UTLA**

United Teachers Los Angeles  
3303 Wilshire Boulevard, 10<sup>th</sup> Floor, Los Angeles , CA 90010  
(213) 487-5560  
[www.unitedteachers.com](http://www.unitedteachers.com)

### **Certificated Administrators: AALA**

Associated Administrators of Los Angeles  
1910 Sunset Boulevard, Suite 510, Los Angeles, CA 90026  
(213) 484-2226  
[www.aalausd.org](http://www.aalausd.org)

### **Unit A (School Police): LASPA**

L.A. School Police Association  
2500 Wilshire Boulevard, Suite 1155, Los Angeles, CA 90057  
(213) 383-9876  
[www.lausd.k12.ca.us/orgs/poa](http://www.lausd.k12.ca.us/orgs/poa)

### **Unit B (Instructional Aides), Unit C (Operations - Support Services), Unit F (Teacher Assistants) and Unit G (Playground Aides): SEIU (LOCAL 99)**

L.A. City & County Service Employees International Union  
2724 West Eighth Street, Los Angeles, CA 90005  
(213) 387-8393  
[www.seiu99.net](http://www.seiu99.net)

### **Unit D (Office - Technical & Business Services): CSEA**

California School Employees Association, Los Angeles Chapter 500  
1505 Gardena Avenue, Glendale, CA 91204  
(818) 244-1545 or (800) 834-9959  
[www.csea.com](http://www.csea.com)

### **Unit E (Skilled Crafts)**

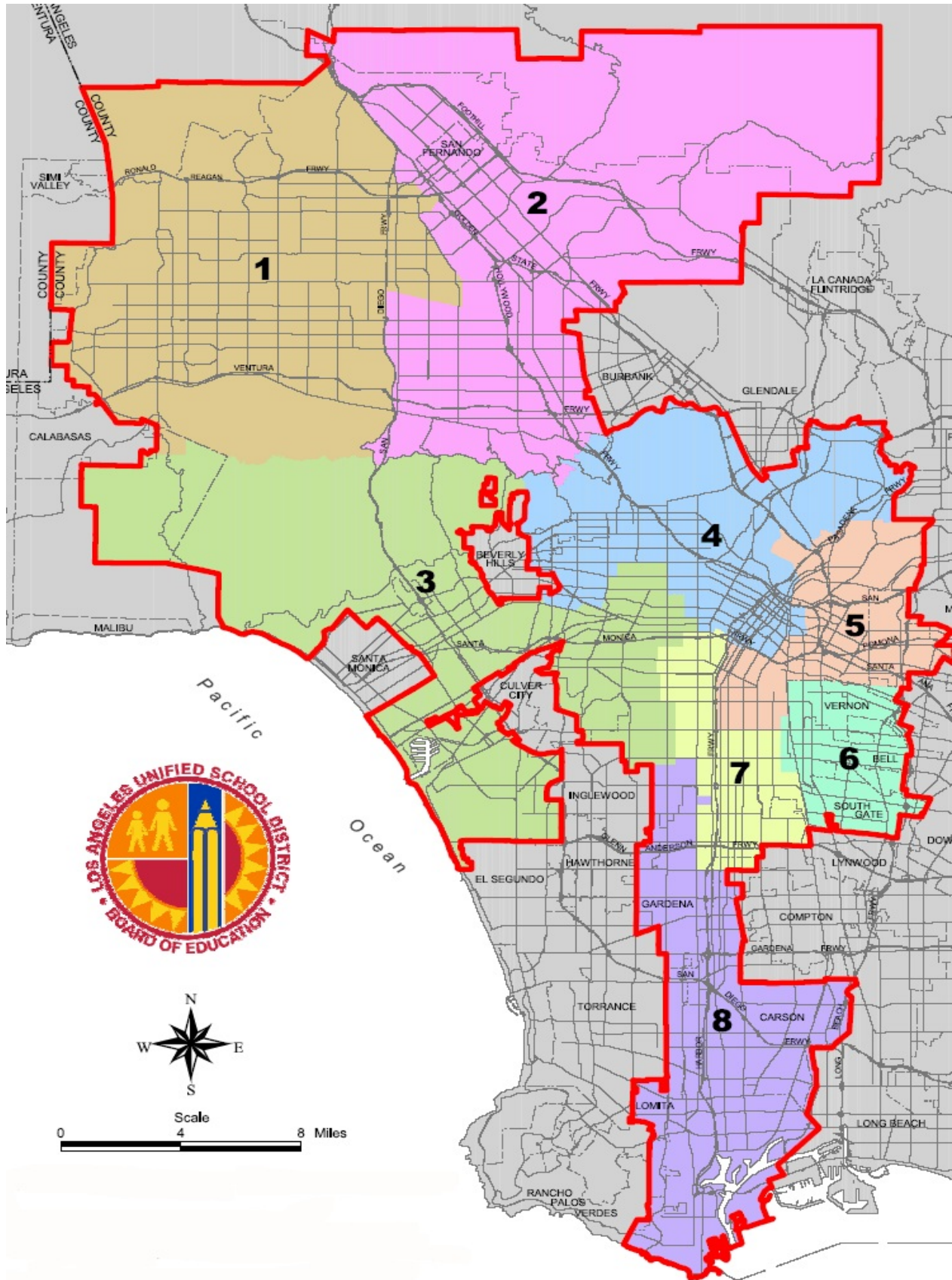
L.A./Orange County Building & Construction Trades Council AFL/CIO  
1626 Beverly Boulevard, Los Angeles, CA 90026  
(213) 483-4222

### **Unit S (Classified Supervisors)**

Teamsters Local 572  
450 Carson Plaza Drive, Suite A, Carson, CA 90746-3227  
(310) 515-0601  
[www.teamsters572.org](http://www.teamsters572.org)



# DISTRICT MAP



## DISCLAIMER

This handbook is designed to provide newly hired classified employees of the Los Angeles Unified School District with general information regarding policies, procedures, and benefits of the District. This handbook does not constitute an offer of employment, nor is it a contract of employment or a guarantee of continued employment or benefits. It does not create or define any legal rights of District employees, nor impose any legal duty upon the District. The School Board, the Superintendent, and the District Management reserve the right to add, amend, change, or eliminate the practices and policies referred to in this handbook at their discretion.

Although every effort was made to ensure the accuracy of this information at the time of publication, changes may occur. Therefore, it is recommended that you check the collective bargaining agreement which applies to you or the specific Personnel Commission rules indicated in the *Sources of Information* section of this booklet for the most up-to-date information.

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*achieving excellence through merit*

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