



# LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

**TITLE:** Special Education Paraprofessional Attendance Policy

**NUMBER:** BUL-6527.0

**ISSUER:** Sharyn Howell, Executive Director  
Division of Special Education

**DATE:** July 6, 2015

**ROUTING**

- All Locations
- Instructional Area Superintendents
- Administrators of Operations
- School Administrators
- Staff working with Special Education Programs
- Supervising Special Education Assistants
- Special Education Trainees/Assistants

**PURPOSE:** The purpose of this Bulletin is to provide schools with a Special Education Paraprofessional Attendance Policy document.

**MAJOR CHANGES:** None

**POLICY:** The Division of Special Education has developed an attendance policy guide for Special Education Paraprofessionals to be used by schools.

Special Education Assistants, Health Care Assistants and Trainees and other Special Education Paraprofessionals are allocated to school sites to provide direct services to students with disabilities. Daily attendance is a critical component of service provision. The attendance policy is designed to provide attendance standards for Special Education Paraprofessionals and to outline procedures for reporting absences.

Schools may customize the document to indicate site procedures and expectations. It is recommended that this policy be distributed at the start of the school year and reviewed at second semester.

**RELATED RESOURCES:**

- LAUSD Classified Employee Handbook
- Unit B Contract
- LAUSD Special Education Paraprofessional Handbook

**ATTACHMENTS:** Attachment A: Special Education Paraprofessional Attendance Policy

**ASSISTANCE:** For assistance, contact the Division of Special Education at (213) 241-6701, and ask to speak with a Supervising Special Education Assistant.



## Special Education Paraprofessional Attendance Policy

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### PURPOSE

Special Education Paraprofessionals are allocated to school sites to provide direct services to students with disabilities. Daily attendance ensures successful delivery of services and reliable provision of supports related to student health and safety. This policy is designed to provide attendance standards for Special Education Paraprofessionals and outlines the appropriate procedures for reporting absences.

### PROCEDURES

- Special Education Paraprofessionals shall be responsible for obtaining their work schedule, including hours of assignment, break & meal periods from their supervisor or administrator.
- Special Education Paraprofessionals shall be responsible for following district and school site procedures regarding reporting absences.
- Special Education Paraprofessionals who work in support of moderate to severe programs or in support of students with significant health or behavioral needs may be required to adhere to special absence reporting requirements.
- Special Education Assistants and Trainees contact SmartFindExpress at 1-866-477-3233 or [classifiedsubs.lausd.net](http://classifiedsubs.lausd.net) as directed by school administrator or designee.
- Health Care Assistants (HCA) assigned to general education sites are to call Nursing Services Health Care Assistant Absence Reporting at 213-202-7573 to report their absences. Health Care Assistants assigned to Special Education Centers are to call their supervisor or school site administrator to report an absence.
- Unless an emergency situation dictates otherwise, messages may not be left by third parties (i.e. friends, relatives, etc.) or left with co-workers unless the immediate supervisor has designated that individual to receive absence notifications.
- Special Education Paraprofessionals are required to turn in absence certification forms (Form No. 60.ILL or No.60.NON-ILL) prior to or on the day of their return.
- All employees are required to submit a signed attending physician's statement or appropriate health form to their administrator after the fifth consecutive absence. However, administrators may require employees to provide additional documentation at any time. Employees must notify the administrator in advance for the following types of absences:

Doctor Appointments  
Dentist Appointments  
Jury Duty

Vacation Request  
Subpoenaed Court Appearance  
Military Leave

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## EXPECTATIONS

- Paraprofessionals are to sign in and be at their work area by the beginning of their shift. If an employee is unable to report to work by the designated time, the employee must contact the supervisor and/or designated individual responsible for receiving call-ins prior to the start of the workday, including late arrival.
- Paraprofessionals must return to their work area following designated break and meal periods on time.
- Paraprofessionals must notify an administrator in advance if their regularly assigned break time needs to be adjusted.
- Paraprofessionals are expected to complete their entire shift, daily.
- Paraprofessionals may not leave work early unless excused by an administrator. Required documentation must be turned in to administrator for the portion of absence.
- Paraprofessionals are expected to complete assigned hours and leave promptly at the end of the shift. Additional time /overtime must be pre-approved by the administrator and the Special Education Service Center, Operations. Additional time and overtime are assigned in accordance with district policy and bargaining unit agreement.
- Employees are not permitted to work through the lunch period or breaks to make up time.
- Employees are not permitted to alter their work schedule unless approved by their supervisor in advance.

### *Meal Period*

Employees who are assigned more than 5 hours per day are entitled to a minimum 30 minute duty free, unpaid meal period. The meal period is typically scheduled at approximately the halfway point of the workday and is scheduled by the supervisor or administrator based on program needs. Meal period and rest period shall not be combined or used to shorten the workday.

### *Rest Period*

Employees who are assigned more than 5 hours per day are entitled to one 20 minute or two 10 minute duty free rest periods. Rest periods will be scheduled by the supervisor or administrator based on program needs.

### *Consequences of Excessive Absenteeism*

The supervisor and/or administrator may counsel an employee who has a total of five (5) separate incidents of unprotected absence or ten (10) days of unprotected absences within a ten-month period.

The informal counseling shall include:

1. An explanation that the counseling is not disciplinary but intended to bring a problem to the attention of the employee with the goal of improving attendance.
2. If the employee has not already submitted FMLA certification and protection request, the administrator will offer the appropriate forms and approval when documentation has been completed and submitted.
3. An explanation of how the absences have negatively impacted students and programs.
4. An opportunity for the employee to respond to, explain, or elaborate on the absences and clarify any extenuating circumstances.

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5. If the unprotected absences are considered excessive, the employee can receive a “Below Standard” evaluation or other disciplinary action.

Failure to comply with the directives of the supervisor or administrator will result in receipt of a written conference memo to be included in the employee’s personnel file. Failure to comply with the written directives will result in a “Below Standard” evaluation and disciplinary action including, but not limited to; unsatisfactory notice, suspension and dismissal from service.

Note: All unprotected absences related to Illness and Unpaid Time Off shall be considered when calculating the employee’s total number of days absent.

Excessive tardiness can also be subject to the above progressive discipline process.

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## Special Education Paraprofessional Attendance Policy

### Signature Acknowledgment Page

Your signature indicates that you have received a copy of the Special Education Paraprofessional Attendance Policy and discussed its content with your supervisor or administrator.

\_\_\_\_\_  
Employee Name/Title

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date