



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Performance Evaluation for UTLA Bargaining Unit Personnel

NUMBER: BUL-5335.0

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Human Resources Division

DATE: December 3, 2010

POLICY: This Policy Bulletin delineates certificated bargaining unit personnel to be evaluated and administrative staff responsible for these evaluations.

MAJOR CHANGES: This Policy Bulletin replaces Office of the Chief Operating Officer BUL-4849.0 of the same subject issued August 24, 2009. The content has been revised to reflect new contact information.

GUIDELINES: The following guidelines apply.

I. Purpose

These guidelines assist in implementing the requirements of California Education Code Section 44664 and Article X of the District-UTLA Agreement.

II. Personnel to be Evaluated and Required Forms

A. Instructional Personnel

For purposes of performance evaluation, the following employees shall be considered instructional personnel: Adult and Career Education teachers, Early Education Center teachers and all those paid on the Preparation Salary Table with “Teacher” or “Instructor” in the title (except Preparation Salary Table personnel who teach less than half-time).

Final evaluation reports for certificated bargaining unit employees in classroom teaching assignments are completed through the online process. Forms to be used in conjunction with the online evaluation are listed as follows:

- Initial Planning Sheet, Form 1024 (www.teachinla.com HR Forms)
- Observation/Conference Sheet, Form 1025 (www.teachinla.com HR Forms)

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- Final Evaluation Report Form (accessed and completed online for Permanent, Probationary and Intern teachers)
- Form 1022 (accessed and completed online for Provisional contract teachers)

The LAUSD Final Evaluation Report is aligned with the California Standards for the Teaching Profession (Section 3 and Section 5.1). Also, the report is based upon the K-12 academic content standards in the appropriate grade span of the core academic subject area in which the teacher is assigned.

B. Support Services Personnel

For the purpose of performance evaluation, employees assigned in classes paid on the Special Services Salary Table (except those with “teacher” or “instructor” in the title) shall be considered service personnel, including School Psychologist and Pupil Services and Attendance (PSA) Counselors. Also included are employees in classes paid on the Preparation Salary Table who teach less than half-time, School Nurses, Teacher Advisers, Academic Coaches, Library Media Teachers and others with class codes 0704, 0706 and 0707.

Final evaluation reports for Support Services Personnel are completed through the online process. Forms to be used in conjunction with the online evaluation are listed as follows:

- Initial Planning Sheet, Form 1072 (www.teachinla.com HR Forms)
- Observation/Conference Sheet, Form 1073 (www.teachinla.com HR forms)
- Evaluation of Service Personnel, Final Evaluation Report (accessed and completed online)

III. Frequency of Evaluations

District policy provides that permanent personnel shall be evaluated at least every other year. Highly qualified permanent employees who have been employed by the District as a full-time teacher for at least ten (10) years may, in the joint discretion of the evaluator and the employee, extend the frequency of evaluation beyond the two-year period up to five (5) years. Any arrangement to extend the evaluation cycle is entirely discretionary and individualized and may be withdrawn by either party at any time, provided:



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- Written notice is provided by the withdrawing party identifying the cause or reason.
- Such notice is given before the end of the school year or no later than the beginning of the evaluation process for the new school year.

Non-permanent and qualifying personnel shall be evaluated at least once each school year, including the following:

- Probationary (B1,B2)
- District Intern (G1,G2); University Intern (F1,F2); and Temporary Contract (K1) personnel
- Qualifying personnel (Q1,Q2)
- Provisional (V1)

Personnel who receive a “Below Standard Performance” rating in any given year must be evaluated the following year.

IV. Administrators Responsible for Evaluations

Principals are responsible for evaluating teachers serving at school sites. For administrative units at non-school sites, the immediate administrator is responsible for evaluating instructional personnel serving at or assigned to that site.

Teachers who are scheduled to be evaluated and who then transfer or go on a leave of absence after the first semester or equivalent number of weeks (approximately 17) shall be evaluated by the site administrator or designee who supervised the teacher prior to the transfer or commencement of the leave of absence.

For service personnel such as School Nurses, School Psychologists, Pupil Service and Attendance Counselors, and other non-school based service personnel, the immediate administrator or designee is responsible for their evaluation. Evaluation of school-based service personnel, excluding Library Media teachers, shall be done by consultation between the school administrator and the technical supervisor of the employee, if any, prior to either one issuing the final evaluation.

Library Media teachers are to be evaluated by the administrator of the site to which they are assigned.



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The administrator may delegate portions of the evaluation process to a designee possessing an administrative credential, but retains the overall responsibility and personally must submit the final evaluation report through the online process.

V. Sequence of Events

A. Initial Planning Sheet

1. The Initial Planning Sheet shall be provided by the evaluator, completed by the employee, and returned to the evaluator soon after the commencement of the employee's regular assignment basis for the academic year.
2. The evaluation of performance should include, but not be limited to, the employee's responsibility as set forth in the class description and other standards such as those described in Article X, Section 4.1 of the District-UTLA Agreement.
3. If the Initial Planning Sheet is not returned to the administrator in a timely manner, the administrator may create an Initial Planning Sheet for the employee, the contents of which must be discussed at the Initial Planning Conference.

B. Initial Planning Conference

1. Article X, Section 4.0 of the District-UTLA Agreement states:

"Soon after commencement of the academic year the evaluator and employee shall work cooperatively to establish the employee's objectives for the year. This shall be accomplished through one or more planning conferences to discuss objectives."
2. An initial planning conference should be held by the evaluator with the employee not later than the end of the eighth (8th) week of the employee's regular assignment basis, whether assigned to a year-round school or to a school on a single-track calendar.
3. Administrators should discuss and emphasize in the initial planning conference the criteria to be used in the Final Evaluation Report. Performance objectives developed by an administrator may be included on the initial planning sheet.



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4. If there is disagreement concerning the objectives or any subsequent modifications to the objectives that may be suggested by either party, the employee may note on the form that objectives were not the product of mutual agreement and may appeal the matter to the next higher administrative level in accordance with the District-UTLA Agreement, Article X, Sections 4.2 and 4.3. In such cases, the employee's required signature indicates only receipt and acknowledgement of the stated objectives.

C. Observation, Documentation of Performance and Assistance

1. Observations should be followed by conferences and performance evaluated in relation to the stated objectives. If problems are identified, the evaluator shall:
 - a. Make specific written recommendations for improvement.
 - b. Offer appropriate assistance and guidance.
 - c. Provide the employee with a written summary within four (4) working days of the conference documenting the observations, advisory conferences, and assistance offered or provided.
2. If an evaluator anticipates that an employee may receive a "Below Standard Performance" rating on the Final Evaluation Report, the evaluator should do the following:
 - a. Contact your Staff Relations Field Director if you have any concerns related to Probationary II employees on or before **November 1**.
 - b. For those certificated employees on Track D on a 4-Track Calendar or Track C on a Concept 6 calendar, please contact your Staff Relations Field Director on or before **December 1**.
 - c. For all other certificated employees, please contact your Staff Relations Field Director and Local District administrator by **January 15**.
 - d. Notify the employee in writing of the possibility of issuing such a rating.
 - e. Continue assistance and guidance to the employee.



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D. Final Summary Conference

1. The evaluator shall prepare and issue the Final Evaluation Report not less than thirty (30) calendar days before the last regularly scheduled school day of the employee's scheduled work year in which the evaluation takes place. Refer to the appropriate payroll calendar for ending dates of tracks so that the forms are completed within the required time frames.
2. If there is more than one evaluator responsible for the evaluation, both evaluators must sign the form.
3. At least thirty (30) calendar days before the last regularly scheduled school day of the employee's scheduled work year in which the evaluation takes place, the evaluator shall hold a conference with the employee to discuss contents of the Final Evaluation Report. When a Final Evaluation Report is marked "Below Standard Performance," the evaluator shall specifically describe in writing the area of Below Standard Performance, together with recommendation for improvement, the assistance given, and the assistance to be given. A copy of the report shall be given to the employee at this conference. **Evaluations shall not be considered a public record.**

E. Filing and Retention of Final Evaluation Report

1. Final Evaluation Reports for Certificated Instructional and Service Personnel
 - a. Print one copy of the final evaluation document for use during the final conference with the employee.
 - b. At the conclusion of the final evaluation conference the original document is to be signed by both the evaluator and employee. The employee is to be issued the original and a copy of the signed final document is to be retained at the work site.
 - c. **The Final Evaluation Report must be filed electronically through the online process at least thirty (30) calendar days before the last regularly scheduled school day of the employee's scheduled work year.**



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2. “Below Standard Performance”

In the event that the overall evaluation is marked “Below Standard Performance,” the signed final document must be sent to Human Resources Division, Employee Relations Section, Beaudry Building, 14th floor, for inclusion in the personnel service folder of the employee. A copy of the signed final document is to be retained at the work site.

3. Written Responses

Written responses should be attached to a copy of the Final Evaluation Report and forwarded to Human Resources Division, Employee Relations Section, Beaudry Building, 14th floor, for inclusion in the personnel service folder of the employee.

VI. Distribution of Forms

All required forms for the evaluation process are available online at www.teachinla.com HR Forms.

AUTHORITY: This is a policy of Education Code Sections 44660 – 44665; District-UTLA Agreement Article X.

RELATED RESOURCES: Additional details can be found in Personnel Policy Guide P2 www.teachinla.com. For guidelines for the evaluation of extended day-to-day substitutes and contract employees assigned March 1 or thereafter, refer to Personnel Policy Guide P3 www.teachinla.com. For guidelines for the evaluation of day-to-day substitute teachers, refer to Personnel Policy Guide P4.

ASSISTANCE: For assistance or further information please contact the appropriate Local District Staff Relations Field Director.