
SERVICE:	Certificated	GENERAL INFORMATION
ISSUED BY:	Pers. Research (10-30-13)	
REPLACES:	PG: E 7 (10-01-09)	
REFERENCE:	LAUSD - UTLA Collective Bargaining Agreement, Article XII and Article XIII, LAUSD - AALA Collective Bargaining Agreement Article XI, Bulletin 1347.2, Education Codes 45034, 44830, 44325, 44328, 22504, 22503, 22404, and Penal Code 11166.5	
CHANGES:	Reorganized content. References to other policy guides added.	

The following general information is provided to inform applicants and employees of some specific employment procedures, benefits, rights and duties. Specific information concerning many items described below can be obtained from the District and UTLA Agreement, the District and AALA Agreement, and from the Personnel Policy Guides maintained in schools, offices, and online at www.teachinla.com.

1. Employment Guidelines

The systems of selecting, transferring, and promoting certificated employees shall be based upon merit. The use of any kind of personal, political, or social influence to secure such appointment, transfer, or promotion, or the urging of any consideration other than fitness for the work as grounds for such appointment, transfer, or promotion is held to be an act of unprofessional conduct and is strictly forbidden.

2. Eligibility for Employment

In accordance with the Immigration Reform and Control Act of 1986, all prospective employees must demonstrate and attest their eligibility to work legally in the United States by signing the Employment Eligibility Certification (Form I-9) published by the U.S. Department of Justice Immigration and Naturalization Service. For additional information refer to Policy Guide E10, Employment Eligibility.

3. Social Security Number

An applicant cannot be processed for employment unless he/she has a Social Security Number and provides this number to the District. (E.C. 22404, IRS Reg. 6109). Temporary Social Security Numbers may be assigned to international candidates selected for employment while awaiting issuance of their Social Security Number.

4. Child Abuse Reporting

All employees shall certify knowledge of and intended compliance with the provisions of Section 11166.5 of the California Penal Code by signing the Employee Acknowledgement of Suspected Child Abuse Reporting District Policy and Legal Requirements (BUL – 1347.2).

5. Acknowledgement of Policies and New Hire Information

All employees will sign HR Form 1890, certifying that they have read and received District policies and information on:

- Bloodborne Pathogen
- Child Abuse Reporting Laws/Requirements
- Drug-free and Alcohol-Free Workplace
- Employee Attendance Policy
- Employee Code of Ethics
- Health Benefit Application Information
- Marketplace Insurance Coverage
- Nondiscrimination Statement
- Reasonable Accommodations for Individuals with Disabilities Sexual Harassment Policy
- Social Media Policy
- Social Security Form SSA-1945
- Tobacco-free Schools
- UTLA or AALA Dues/Agency Fees Information Worker's Compensation Information and Physician Pre-Designation Form

6. Selection of New Employees

a. Teacher Examinations

- (1) Selection of probationary employees shall, in general, be on the basis of competitive examinations prescribed and conducted by the Human Resources Division. The competitive examination process may include a written examination, a technical oral presentation/ lesson evaluation in the applicant's subject field, an evaluation of training and experience (NCLB requirements, credentials, certifications, etc.), and an evaluation of personal qualifications that includes an oral interview, as deemed necessary by the District.
- (2) All eligible lists are established in unranked order. For a name to be placed on the eligible list, scores must be above the pass-point(s) established by the Human Resources Division.
- (3) The name of an eligible candidate may remain on an eligible list for one (1) calendar year from the date the name is placed on the list, unless the time is extended for such list by the head of the Human Resources Division.
- (4) For teacher applicants, when a continuous examination procedure is used, an applicant may not take more than one examination in a field during any one (1) year period.
- (5) Whenever an eligible list is established before a previous list has expired, the names on the two lists will be merged into one eligible list. The names of those on the previous list will be deleted when their expiration date is reached.

6. Selection of New Employees (Cont'd)

- (6) Additional specific information regarding the examination process can be obtained from examination announcements, or from the Certificated Recruitment and Selection Unit of the Human Resources Division.

b. Selection of Administrators

- (1) Selection of probationary employees shall, in general, be on the basis of competitive selection conducted by the supervisor of the position. The competitive selection process typically includes an evaluation of training and experience (experience requirements, credentials, certifications, etc.; completed by the Administrative Selection Unit of the Human Resources Division), and a paper screening evaluation of candidate resumes, letters of interest, and/or responses to supplemental topic areas, and technical oral interview (both facilitated by the hiring administrator and completed by a selected rater committee[s]). The selection process may also include additional assessments such as writing projects, situational judgment exercises, mock trainings, etc. which may be used to further assess candidates knowledge, skills, and abilities related to the specific position.
- (2) Based on the performance of the candidates and the recommendations from the rater committee(s), a candidate(s) may be chosen to fill the vacant position(s).

c. Basic Educational Skills Test

Demonstration of success on a California State approved Basic Educational Skills Test is required for employment consideration pursuant to Education Code Section 44830, except those specifically excluded. Applicants who have been employed in a position requiring certification in a California public school district within 39 months prior to employment with the LAUSD are not subject to this requirement.

d. Assignment

For non-administrative assignments, candidates on the eligible list will be interviewed and selected by a school site. For administrative assignments, candidates on the Human Resources Approved Applicant Roster will participate in the selection process administered by those supervising the specified position. If a candidate refuses an interview and/or an offer of assignment, the name may be removed from the appropriate eligible or approved list. For additional information refer to Policy Guide A13, Assignment of Employees.

Although employees may have multiple assignments, no individual may serve as both an employee of LAUSD and concurrently serve as an independent contractor providing contracted services to LAUSD.

e. Conditional Elections (Administrative Regulation 4214)

For administrative assignments a conditional election may be made when there is no available candidate on a list or when the Superintendent of Schools or designee finds that a particular position requires an employee with special personal or professional qualifications not a part of the class description for the class. Conditional elections as described above require approval from the Board of Education. Conditionally appointed employees must take the examination for the class when offered and be placed on the eligible list or the employee's services shall be terminated at the end of the current school year in accordance with Education Code. For additional information refer to Policy Guide A 16, Special Appointments.

e. Disqualification

Employment or promotion may be denied for one year or longer if it is determined that a falsification or omission is made on an application or that false materials were submitted which, had the correct information been supplied, might have resulted in denial of employment or promotion. (True responses may similarly be cause for denial when, in the judgment of the District, the information supplied justifies such action.) If the District considers the falsification or omission to warrant denial, reapplication may be made no earlier than one year from the date of discovery. If disqualified, the candidate shall be notified in writing of such action by the head of the department in which the application was submitted with an invitation to review the decision with the department head.

7. Credentials

All California credentials (teaching and services certificates) must be registered by the District with the Office of the Los Angeles County Superintendent of Schools (E.C. 45034). An employee whose credential expires shall not be paid if that credential is required for the service being rendered.

8. Salary

Salary for employees is based on previous experience, education, and advanced degrees as determined by the appropriate collective bargaining agreement. Complete salary information is provided by Human Resources Division (Salary Allocation Unit) at the time of employment processing.

9. Health and Welfare Benefits

Regular employees in a status other than substitute, temporary, extra, exchange or relief assigned in one class half-time or more of a full-time assignment are eligible for Medical, Dental, Vision, and Life Insurance benefits. Employees who do not qualify as above, but who were in paid status the previous year for the equivalent of 100 or more full-time days in any one assignment or any combination of assignments in certificated service are eligible for Medical, Dental, and Vision benefits. Certain adult education employees may be entitled to only partial benefits. Some benefits are paid on a prorated basis by the District for new part-time employees.

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New employees must complete appropriate applications to obtain health and welfare benefits. For specific information and for enrollment applications contact the Benefits Administration Office.

10. Retirement

a. Membership

New full-time certificated employees become members of the State Teachers' Retirement System unless excluded from membership by provisions of the Education Code. New Adult Education and part-time employees qualify for membership after 60 hours of paid time in a single pay period unless membership is irrevocably elected prior to the 60 hours of paid time (E.C. 22504). Adult Education and part-time employees completing either 60 hours or 10 days for the first time in the month of June do not qualify for mandatory membership. New substitute employees automatically become members after receiving pay for 100 complete days or 600 work hours in one school district within a fiscal year unless membership is irrevocably elected prior to the 100 days of service (E.C. 22503). Substitutes do not qualify for membership upon completing 100 days or 600 hours for the first time in the month of June.

New employees who are already members of the Public Employees' Retirement System may elect to retain such membership and not become members of the State Teachers' Retirement System. Contributions are made by payroll deduction.

b. Benefits

To qualify for retirement benefits in either of the retirement systems, a minimum of five (5) years of service credit and the attainment of the minimum age required by the respective system are necessary.

11. Tenure

Contract service as a probationary employee for two school years if hired on or after 7-1-83 will qualify for permanent District status provided the employee serves 75% of the days school was in session during each school year. For additional information refer to Policy Guide E 21, Tenure.

- a. Service under contract as a conditional, intern, or temporary contract employee, or service as an extended substitute will count toward permanent District status if the employee serves 75% of the days that school was in session during a school year and is elected to probationary or permanent status and serves 75% of the ensuing school year. Years of service must be continuous.
- b. An employee who completes three consecutive school years of certificated service, composed of the first two years of service as a District intern and one additional (probationary) year, and is reelected for the next succeeding year (fourth year) to a certificated position shall, at the commencement of that (fourth) school year, be classified as a permanent employee of the District. The District may recommend a one-year extension of the district intern credential, pursuant to Education Code Sections 44325 and 44328, and may require extension of service as a district intern to the third year.

12. Leaves or Absences

Regular employees may be eligible for certain leaves upon application pursuant to Article XII of the LAUSD-UTLA Agreement and Article XI of the LAUSD-AALA Agreement. For illness, regular employees shall accrue 0.05 hour of full-pay illness absence credit for each hour for which salary is received in their normal certificated assignment. Full-pay illness absence days are cumulative. At the beginning of each school year, half-pay is allowed for regular employees who have not accrued the hours equivalent to 100 full days to provide a total of 100 full and half-paid days. For certain "personal necessities," necessary absence up to a maximum of six normal days may be charged to the full-pay illness absence allowance for probationary, permanent or provisional contract employees, or three days per school year for a day-to-day substitute employee. An additional six days may be allowed of personal necessity absence is taken to attend to the illness of the employees child, parent, spouse (to a total of twelve days). The provision however, does not extend the maximum period of leave to which an employee is entitled under Family and Medical Leave Act. For additional information refer to Leave based Policy Guides.

13. Name and Address Information

Each employee is responsible for keeping the District informed of his/her official current residence address and any change in name. Employee may view and update own personal address or telephone information on line at LAUSD Employee Self - Service, <https://selfservice.lausd.net>.

a. Name Change

An employee whose name is changed by marriage or other legal procedure shall submit a Change of Name Request-Certification (Form 8040) plus other required documents as noted on Form 8040, to the Employee Relations Unit.

Only the official name of an employee shall be used for District business while such employee is in the service of the District.

b. Address Change

An employee whose address has changed must submit a Change of Address Request Form (Form 8201) to Beaudry Building, Customer Service Center, 1st Floor or fax the form to (866) 761-7413.