



**LAUSD**  
**UNIFIED**

HUMAN RESOURCES  
**CERTIFICATED  
EMPLOYEE  
HANDBOOK**





# **CERTIFICATED**

# **EMPLOYEE**

# **HANDBOOK**



Welcome to the Los Angeles Unified School District!

The Human Resources Division is pleased to provide you with this Certificated Employee Handbook as a resource to support your employment with the District. Whether you are beginning your career with Los Angeles Unified or continuing your service, you are an important member of a team dedicated to serving our students, families, and communities.

Our work is grounded in the values of **equity, collaboration, and excellence**. These principles guide how we support one another, strengthen our schools, and ensure every student has access to a safe, inclusive, and high-quality educational experience. The success of Los Angeles Unified depends on the collective efforts of our teachers, administrators, and support staff working together to fulfill our shared mission of ensuring all students graduate ready for the world.

The Human Resources Division is committed to supporting certificated employees throughout every stage of their careers by providing guidance, professional learning opportunities, and the resources needed to be successful. This handbook is designed to familiarize you with District policies, procedures, employment practices, and available services. It also serves as a reference for important information regarding your responsibilities, benefits, and the supports available to you as a certificated employee.

We encourage you to review this handbook carefully and refer to it throughout your employment. Thank you for your dedication, professionalism, and commitment to educational excellence. Together, we will continue to create opportunities that empower every student to thrive and succeed.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dr. Serrato', is written over a faint, circular blue stamp.

Dr. Francisco J. Serrato  
Chief Human Resources Officer

# PREFACE

The Human Resources Division has developed this handbook to provide certificated employees with a comprehensive resource regarding District policies, employment practices, workplace procedures, and available benefits. It is intended to help employees understand their rights, responsibilities, and the resources available to support their success throughout their employment with the Los Angeles Unified School District.

This handbook summarizes many of the policies, rules, and regulations that govern certificated employment. These provisions are established through applicable federal and California law, Board of Education policies, administrative regulations, and District procedures.

For employees represented by a collective bargaining unit, salaries, benefits, and other terms and conditions of employment are governed by the applicable collective bargaining agreement. Because these provisions may differ by bargaining unit, certain information contained in this handbook may not apply to all employees or assignments.

Employees represented by a bargaining unit are encouraged to consult the applicable collective bargaining agreement or contact their union, including the United Teachers Los Angeles (UTLA) or the Associated Administrators of Los Angeles (AALA), for guidance on matters governed by negotiated agreements. In the event of any inconsistency between this handbook and an applicable collective bargaining agreement, law, or Board policy, the governing authority shall prevail.

# TABLE OF CONTENTS

| <u>SECTION</u>                                                        | <u>PAGE</u>      |
|-----------------------------------------------------------------------|------------------|
| <b>I. THE LOS ANGELES UNIFIED SCHOOL DISTRICT</b>                     | <b><u>1</u></b>  |
| Overview.....                                                         | <u>1</u>         |
| Mission/Vision.....                                                   | <u>2</u>         |
| Strategic Plan.....                                                   | <u>3</u>         |
| Strategic Plan Pillars.....                                           | <u>4</u>         |
| Superintendent and Board of Education.....                            | <u>5</u>         |
| Region Superintendents.....                                           | <u>7</u>         |
| Key District Contacts.....                                            | <u>8</u>         |
| Human Resources Key Contacts.....                                     | <u>9</u>         |
| <b>II. GENERAL EMPLOYEE INFORMATION</b>                               | <b><u>11</u></b> |
| Expectations and Guidelines.....                                      | <u>11</u>        |
| LAUSD Single-Sign On and E-Mail.....                                  | <u>11</u>        |
| Use of Telephones and E-Mail.....                                     | <u>12</u>        |
| Responsible Use Policy for District Computer and Network Systems..... | <u>12</u>        |
| Employee Self Service (ESS) Portal.....                               | <u>12</u>        |
| Updating Contact Information.....                                     | <u>13</u>        |
| Notification of Absences.....                                         | <u>13</u>        |
| Visiting Guidelines.....                                              | <u>14</u>        |
| Employee Organizations.....                                           | <u>15</u>        |
| <b>III. EMPLOYMENT STATUS</b>                                         | <b><u>16</u></b> |
| Status for Certificated Staff.....                                    | <u>16</u>        |
| Status for Certificated Administrators.....                           | <u>17</u>        |
| <b>IV. COMPENSATION PRACTICES</b>                                     | <b><u>19</u></b> |
| Payroll.....                                                          | <u>19</u>        |
| Salary Basis.....                                                     | <u>19</u>        |
| Salary Tables.....                                                    | <u>20</u>        |
| Salary Allocation Unit.....                                           | <u>20</u>        |
| Salary Deductions.....                                                | <u>20</u>        |

| <b><u>SECTION</u></b>                                                                                 | <b><u>PAGE</u></b>        |
|-------------------------------------------------------------------------------------------------------|---------------------------|
| Salary Differentials.....                                                                             | <a href="#">20</a>        |
| Mileage Reimbursement.....                                                                            | <a href="#">21</a>        |
| <b>V. PERFORMANCE MANAGEMENT AND PROFESSIONAL GROWTH</b>                                              | <b><a href="#">22</a></b> |
| Frequency of Evaluation.....                                                                          | <a href="#">22</a>        |
| Educator Development and Support (EDS).....                                                           | <a href="#">22</a>        |
| Professional Development Opportunities.....                                                           | <a href="#">22</a>        |
| Promotional Opportunities.....                                                                        | <a href="#">23</a>        |
| <b>VI. BENEFITS</b>                                                                                   | <b><a href="#">24</a></b> |
| Medical, Vision, Dental Care.....                                                                     | <a href="#">24</a>        |
| Pension.....                                                                                          | <a href="#">24</a>        |
| Life Insurance.....                                                                                   | <a href="#">24</a>        |
| Unemployment Insurance.....                                                                           | <a href="#">24</a>        |
| Deferred Compensation Plans.....                                                                      | <a href="#">25</a>        |
| Vacation.....                                                                                         | <a href="#">25</a>        |
| Wellness.....                                                                                         | <a href="#">25</a>        |
| Paid Illness.....                                                                                     | <a href="#">25</a>        |
| Credit Union Membership.....                                                                          | <a href="#">26</a>        |
| Discounts.....                                                                                        | <a href="#">26</a>        |
| <b>VII. HOLIDAYS AND LEAVES</b>                                                                       | <b><a href="#">27</a></b> |
| Holidays.....                                                                                         | <a href="#">27</a>        |
| Certifications and/or Request of Absences.....                                                        | <a href="#">27</a>        |
| Family and Medical Leave Act, California Family Rights Act and<br>Pregnancy Disability Leave Law..... | <a href="#">29</a>        |
| Personal Necessity Leave.....                                                                         | <a href="#">30</a>        |
| Bereavement.....                                                                                      | <a href="#">30</a>        |
| Worker's Compensation .....                                                                           | <a href="#">31</a>        |
| Military Leave BUL 145909.0.....                                                                      | <a href="#">31</a>        |
| Jury Duty Leave BUL 4223.1.....                                                                       | <a href="#">31</a>        |
| Leave to Respond to Court Subpoenas.....                                                              | <a href="#">32</a>        |
| Unpaid Leaves of Absence.....                                                                         | <a href="#">32</a>        |

| <b><u>SECTION</u></b>                                                                                                     | <b><u>PAGE</u></b> |
|---------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>VIII. EMPLOYEE SERVICES</b>                                                                                            | <b><u>32</u></b>   |
| Employment Verification.....                                                                                              | <u>32</u>          |
| Access to Personnel Files and Records.....                                                                                | <u>33</u>          |
| Integrated Disability Management.....                                                                                     | <u>33</u>          |
| <b>IX. RETIREMENT</b>                                                                                                     | <b><u>35</u></b>   |
| Pension Benefits.....                                                                                                     | <u>35</u>          |
| Retirement Process and Documentation.....                                                                                 | <u>35</u>          |
| Transfer of Membership.....                                                                                               | <u>36</u>          |
| Retiree Health Benefits.....                                                                                              | <u>36</u>          |
| <b>X. DISTRICT POLICIES</b>                                                                                               | <b><u>37</u></b>   |
| Ethics Policies.....                                                                                                      | <u>37</u>          |
| Employee Code of Ethics.....                                                                                              | <u>37</u>          |
| Code of Conduct with Students BUL 5167.0.....                                                                             | <u>37</u>          |
| Child Abuse and Neglect Reporting Requirements BUL 1347.2.....                                                            | <u>38</u>          |
| Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure.....                  | <u>38</u>          |
| Title IX Non-Discrimination Complaint Procedures (Including Sex Discrimination and Sexual Harassment) .....               | <u>39</u>          |
| Non-Discrimination Statement.....                                                                                         | <u>39</u>          |
| Bullying and Hazing Policy (Student-to-Student-and-Student-to-Adult) BUL 5212.3.....                                      | <u>40</u>          |
| Workplace Violence: Threat Assessment and Management (Adult-to-Adult, Adult-to-Student, Student-to-Adult) BUL 5798.0..... | <u>40</u>          |
| Suicide Prevention, Intervention, and Postvention (Students) BUL 2637.5.....                                              | <u>41</u>          |
| Abolition of Corporal Punishment BUL 5747.2.....                                                                          | <u>41</u>          |
| Access to Critical Information Systems BUL 114700.1.....                                                                  | <u>41</u>          |
| Political Activities Board Rule 1267.....                                                                                 | <u>41</u>          |
| Social Media Policy for Employees and Associated Persons BUL 5688.2.....                                                  | <u>42</u>          |

| <b><u>SECTION</u></b>                                                                                           | <b><u>PAGE</u></b>        |
|-----------------------------------------------------------------------------------------------------------------|---------------------------|
| Responsible Use Policy (RUP) for District Computer and Network Systems BUL 1077.2.....                          | <a href="#"><u>42</u></a> |
| Guidelines for the Authorized Use of Artificial Intelligence, (AI) BUL-15113.0.....                             | <a href="#"><u>42</u></a> |
| Information Protection Policy BUL 1077.2.....                                                                   | <a href="#"><u>43</u></a> |
| Employee Attendance Policy.....                                                                                 | <a href="#"><u>43</u></a> |
| Outside District Employment or Activities BUL 049895.0.....                                                     | <a href="#"><u>43</u></a> |
| Uniform Complaint Procedures (UCP) BUL 5159.14.....                                                             | <a href="#"><u>44</u></a> |
| Student and Employee Security BUL 5721.1.....                                                                   | <a href="#"><u>44</u></a> |
| Automated External Defibrillator (AED) BUL 4480.2.....                                                          | <a href="#"><u>44</u></a> |
| Crisis Preparedness, Response, and Recovery BUL 5800.1.....                                                     | <a href="#"><u>45</u></a> |
| Threat Assessment and Management BUL 5799.2.....                                                                | <a href="#"><u>45</u></a> |
| Whistleblower Protection Policy.....                                                                            | <a href="#"><u>45</u></a> |
| Reasonable Accommodations for Individuals with Disabilities BUL 4569.4.....                                     | <a href="#"><u>46</u></a> |
| Family and Medical Leave Act/California Family Rights Act/Pregnancy BUL 1205.7.....                             | <a href="#"><u>46</u></a> |
| Drug-Free and Alcohol-Free Workplace Policy BUL 6488.2.....                                                     | <a href="#"><u>46</u></a> |
| Section 504 of the Rehabilitation Act of 1973 Policy BUL 4692.10.....                                           | <a href="#"><u>46</u></a> |
| Compliance with Title II of the Americans with Disabilities Act (ADA) BUL 04682.1.....                          | <a href="#"><u>47</u></a> |
| Rights of Victims of Domestic Violence, Sexual Assault.....                                                     | <a href="#"><u>47</u></a> |
| Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct BUL 6532.2..... | <a href="#"><u>47</u></a> |
| Office of Inspector General – Hotline for Suspected Fraud.....                                                  | <a href="#"><u>48</u></a> |
| Inquiries Regarding Policies and Procedures.....                                                                | <a href="#"><u>48</u></a> |

# LOS ANGELES UNIFIED SCHOOL DISTRICT

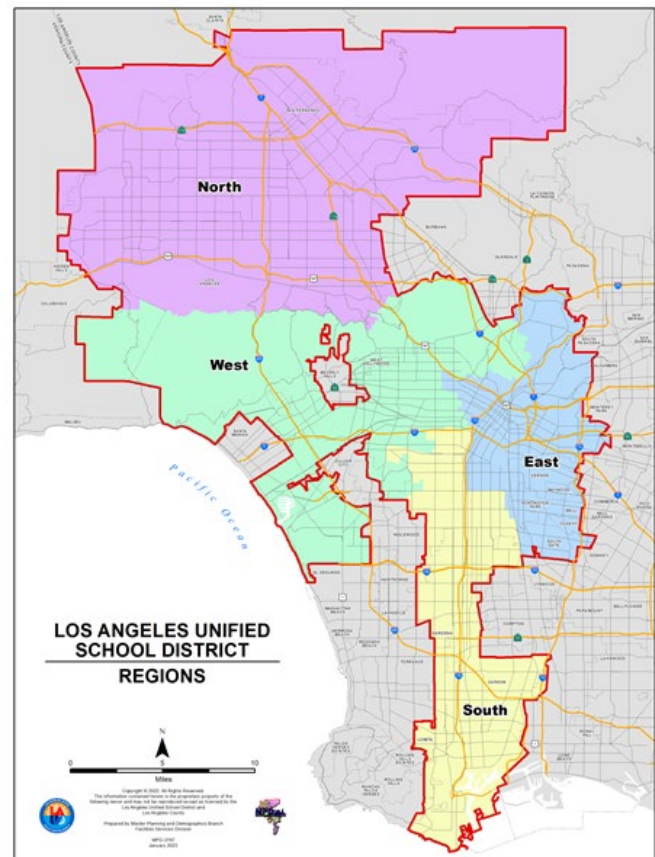
## OVERVIEW

The Los Angeles Unified School District (LAUSD) is the second largest school district in the nation, serving approximately 391,500 students in Pre-K through Grade 12 at over 1,100 campuses.

LAUSD covers an area totaling 710 square miles, which includes most of the city of Los Angeles, along with all or portions of 25 cities and unincorporated areas of Los Angeles County. Approximately 4.8 million people live within these boundaries.

In the 2025-2026 school year, LAUSD employed approximately 40,000 certificated employees reflecting the vibrancy, diversity, and energy of Los Angeles itself. The District is strongly committed to developing and supporting its employees in their career journeys by providing pathways for continuous and rigorous professional growth to cultivate high-quality learning environments ensuring every student achieves academic success.

A complete list of LAUSD schools and offices, along with contact information is available on the LAUSD website at [www.lausd.org](http://www.lausd.org).





## Mission

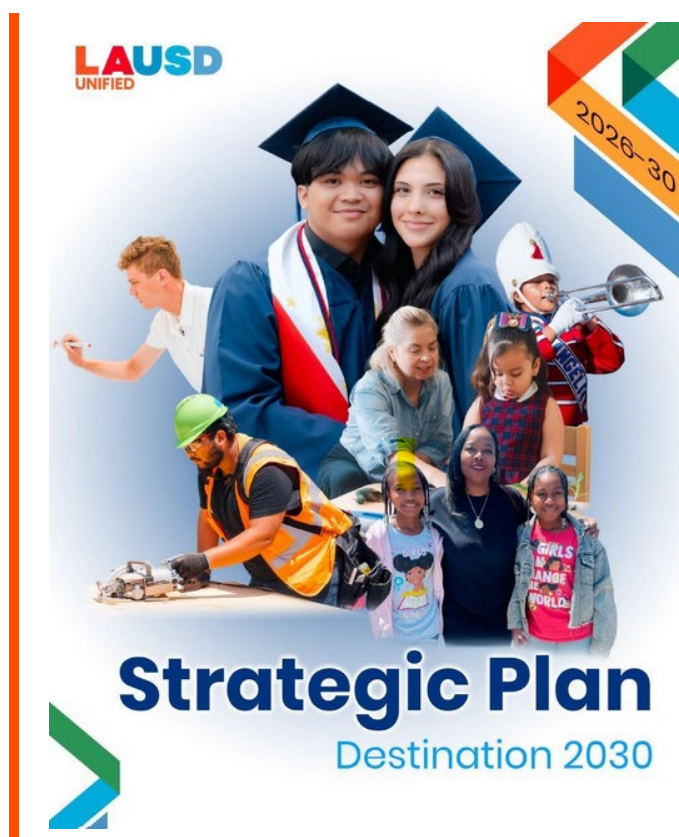
Provide a rigorous, joyful, and culturally relevant education for all that ensures students achieve academic success and social-emotional well-being.

## Vision

# LOS ANGELES STRATEGIC PLAN

## Ready for the World!

LAUSD is focused on a singular goal: to ensure ALL our students graduate **READY FOR THE WORLD** – to thrive in college, career, and life. Being ready for the world means our students will graduate with the skills and knowledge they need to live out their dreams. The Strategic Plan represents a promise to our entire LAUSD community that we will achieve this goal. With this plan, we are establishing a new, inspiring vision on how we can improve student achievement and close opportunity gaps. We believe that by outlining a singular goal, and a vision for achieving this goal, we can ensure that everyone who is a part of LAUSD will be able to support and uplift our district together.



“Embracing our diversity to educate L.A.’s youth, ensure academic achievement and empower tomorrow’s leaders. We are Los Angeles Unified.”



[LAUSD 2026-30 Strategic Plan](#)

# CONNECTING TO THE STRATEGIC PLAN

## Academic Excellence

High Quality  
Instruction

Eliminating  
Opportunity Gaps

College and Career  
Readiness

## Joy and Wellness

Welcoming  
Learning  
Environments

Whole-Child  
Well-Being

Outstanding  
Attendance

## Engagement and Collaboration

Strong  
Relationships

Accessible  
Information

Leading for Impact

## Operational Effectiveness

Modernizing  
Infrastructure

Sustainable  
Budgeting

District of Choice

## Investing in Staff

Strong and  
Sustainable  
Workforce

Staff Support and  
Development

High Performance  
Standards

## SUPERINTENDENT AND THE BOARD OF EDUCATION

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



**Andrés E. Chait**  
Superintendent



**Scott Schmerelson**  
Board President  
Board District 3



**Sherlett Hendy Newbill**  
Board District 1



**Dr. Rocio Rivas**  
Board Vice President  
Board District 2



**Nick Melvoin**  
Board District 4



**Karla Griego**  
Board District 5



**Kelly Gonez**  
Board District 6



**Tanya Franklin Ortiz**  
Board District 7

## SUPERINTENDENT AND THE BOARD OF EDUCATION

### CONTACT INFORMATION

| Office                                                              | Contact                                                      | Map                                  | Website                                  |
|---------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------|------------------------------------------|
| <b>Superintendent</b><br>Andrés E. Chait                            | (213) 241-1000                                               | <a href="#">LA UNIFIED Maps</a>      | <a href="#">Superintendent Website</a>   |
| <b>Board District 1</b><br>Sherlett Hendy Newbill                   | <a href="mailto:district1@lausd.net">district1@lausd.net</a> | <a href="#">Board District 1 Map</a> | <a href="#">Board District 1 Website</a> |
| <b>Board District 2</b><br>Dr. Rocio Rivas<br><b>Vice President</b> | <a href="mailto:district2@lausd.net">district2@lausd.net</a> | <a href="#">Board District 2 Map</a> | <a href="#">Board District 2 Website</a> |
| <b>Board District 3</b><br>Scott Schmerelson<br><b>President</b>    | <a href="mailto:district3@lausd.net">district3@lausd.net</a> | <a href="#">Board District 3 Map</a> | <a href="#">Board District 3 Website</a> |
| <b>Board District 4</b><br>Nick Melvoin                             | <a href="mailto:district4@lausd.net">district4@lausd.net</a> | <a href="#">Board District 4 Map</a> | <a href="#">Board District 4 Website</a> |
| <b>Board District 5</b><br>Karla Griego                             | <a href="mailto:district5@lausd.net">district5@lausd.net</a> | <a href="#">Board District 5 Map</a> | <a href="#">Board District 5 Website</a> |
| <b>Board District 6</b><br>Kelly Gonez                              | <a href="mailto:district6@lausd.net">district6@lausd.net</a> | <a href="#">Board District 6 Map</a> | <a href="#">Board District 6 Website</a> |
| <b>Board District 7</b><br>Tanya Ortiz Franklin                     | <a href="mailto:district7@lausd.net">district7@lausd.net</a> | <a href="#">Board District 7 Map</a> | <a href="#">Board District 7 Website</a> |

## REGION SUPERINTENDENTS

### Region East

- Dr. Lourdes Ramirez-Ortiz, Superintendent
- 2151 N. Soto Street, Los Angeles CA 90032
- (323) 224-3100

### Region North

- Dr. David Baca, Superintendent
- 6621 Balba Boulevard, Lake Balboa, CA 91406
- (818) 654-3600

### Region South

- Dr. Robert Whitman, Superintendent
- 1208 Magnolia Avenue, Gardena, CA 90247
- (310) 354-3400

### Region South

- Dr. Denise Collier, Superintendent
- 11380 W. Graham Place, Los Angeles, CA 90064
- (310) 914-2100

## KEY DISTRICT CONTACTS

| DEPARTMENT                       | CONTACT INFORMATION                                                                                                                                                                                            | DEPARTMENT FUNCTION                                                                                                                                                                   |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>BENEFITS ADMINISTRATION</b>   | Phone: (213) 241-4262<br>Website: <a href="#">Benefits Webpage</a>                                                                                                                                             | <ul style="list-style-type: none"> <li>• <a href="#">Medical Benefits/Enrollment</a></li> <li>• <a href="#">Retirement Plans</a></li> <li>• <a href="#">Life Insurance</a></li> </ul> |
| <b>EMPLOYEE HEALTH SERVICES</b>  | Phone: (213) 241-6326<br>Website: <a href="#">Employee Health Services Webpage</a>                                                                                                                             | <ul style="list-style-type: none"> <li>• <a href="#">Health and TB Clearance</a></li> </ul>                                                                                           |
| <b>EQUAL OPPORTUNITY SECTION</b> | Phone: (213) 241-7685<br>Website: <a href="#">General Counsel Webpage</a>                                                                                                                                      | <ul style="list-style-type: none"> <li>• Counsels LAUSD employees in matters of discrimination in employment</li> </ul>                                                               |
| <b>ITS HELP DESK</b>             | Phone: (213) 241-5200<br>Website: <a href="#">ITS Webpage</a>                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Single Sign-On, Passwords, Activating account</li> <li>• <a href="#">Technology assistance, troubleshooting</a></li> </ul>                   |
| <b>PAYROLL ADMINISTRATION</b>    | Phone: (213) 241-2570<br>Email: <a href="mailto:payrollsupport@lausd.net">payrollsupport@lausd.net</a><br>Website: <a href="#">Payroll Administration Webpage</a>                                              | <ul style="list-style-type: none"> <li>• <a href="#">Direct Deposit</a></li> <li>• <a href="#">Paystubs</a></li> <li>• <a href="#">W-2s</a></li> </ul>                                |
| <b>SCHOOL MENTAL HEALTH</b>      | Phone: (213) 241-3841<br>Email: <a href="#">School Mental Health Webpage</a>                                                                                                                                   | <ul style="list-style-type: none"> <li>• Services for LAUSD students, families and employees</li> </ul>                                                                               |
| <b>WORKERS COMPENSATION</b>      | Phone: (213) 241- 3123<br>Email: <a href="mailto:workerscompensation@lausd.net">workerscompensation@lausd.net</a><br>Website: <a href="#">Workers' Compensation – Integrated Disability Management Webpage</a> | <ul style="list-style-type: none"> <li>• Dedicated to providing timely and compassionate support to employees affected by work-related injuries or illnesses</li> </ul>               |

*Looking for something else?*

*The directory of LAUSD offices with links and phone numbers is located [here](#).*

# HUMAN RESOURCES KEY CONTACTS

| DEPARTMENT                                             | CONTACT INFORMATION                                                                                                                                              | DEPARTMENT FUNCTION                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATED EMPLOYMENT</b>                         | Phone: (213) 241-5300<br>Email: <a href="mailto:HRAssignments@lausd.net">HRAssignments@lausd.net</a><br>Website: <a href="#">Certificated Employment Webpage</a> | <ul style="list-style-type: none"> <li>• Certificated Recruitment</li> <li>• HR Certificated General Information</li> <li>• Forms, Maps, HR Updates</li> </ul>                                                                                                                                                                                                                                                                 |
| <b>CREDENTIALS, CONTRACTS, AND COMPLIANCE SERVICES</b> | Phone: (213) 241-5300<br>Website: <a href="#">Credentials, Contracts, and Compliance Services Webpage</a>                                                        | <ul style="list-style-type: none"> <li>• Credential applications</li> <li>• <a href="#">Credential renewals</a></li> <li>• Credential recommendations</li> <li>• Updates to credential information</li> <li>• <a href="#">Changing contract status</a></li> <li>• <a href="#">Contract renewal</a></li> <li>• Adding authorizations</li> <li>• Assignment Monitoring Inquiries (appropriate assignment of teachers)</li> </ul> |
| <b>EARLY CHILDHOOD EDUCATION (ECE)</b>                 | Phone: (213) 241-2404<br>Website: <a href="#">Early Child Education Webpage</a>                                                                                  | <ul style="list-style-type: none"> <li>• ECE teacher staffing assignments</li> </ul>                                                                                                                                                                                                                                                                                                                                           |
| <b>MASTER PLAN FOR ENGLISH LEARNERS VERIFICATION</b>   | Phone: (213) 241-5862<br>Website: <a href="#">Master Plan for English Learners Verification Webpage</a>                                                          | <ul style="list-style-type: none"> <li>• Differentials and incentive stipends</li> <li>• California Teacher of English Learners (CTEL) and California Educator Credentialing Examinations (CSET): Languages Other Than English Equivalency Exam (LOTE)</li> <li>• Preparation classes and vouchers</li> </ul>                                                                                                                  |
| <b>PERSONNEL SPECIALISTS</b>                           | Phone: (213) 241-5300<br>Website: <a href="#">Personnel Specialists Webpage</a>                                                                                  | <ul style="list-style-type: none"> <li>• Teacher staffing, <a href="#">transfers</a>, <a href="#">leaves</a>, <a href="#">resignation</a>, <a href="#">retirement</a></li> </ul>                                                                                                                                                                                                                                               |
| <b>SALARY ALLOCATION</b>                               | Phone: (213) 241-6121<br>Email: <a href="mailto:HRSalary@lausd.net">HRSalary@lausd.net</a><br>Website: <a href="#">Salary Allocation Webpage</a>                 | <ul style="list-style-type: none"> <li>• Initial "rating-in" salary evaluation</li> <li>• Verification and processing of salary points</li> <li>• Advancement on salary table; career increments</li> </ul>                                                                                                                                                                                                                    |

| DEPARTMENT                                                            | CONTACT INFORMATION                                                                                                                                                                                                                                                                                                                    | DEPARTMENT FUNCTION                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDUCATOR DEVELOPMENT AND SUPPORT (EDS)</b>                         | Phone: (213) 241-3444<br>Email: <a href="mailto:mypgs@lausd.net">mypgs@lausd.net</a><br>Website: <a href="#">MyPGS Webpage</a>                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Online platform guiding professional growth and evaluation</li> <li>• Resources for EDS cycles</li> </ul>                                                                                                                               |
| <b>EMPLOYEE RELATIONS</b>                                             | Phone: (213) 241-6591<br>Email: <a href="mailto:EmployeeRelations@lausd.net">EmployeeRelations@lausd.net</a><br>Email: <a href="mailto:EmployeeVerify@lausd.net">EmployeeVerify@lausd.net</a><br>Website: <a href="#">Employee Relations Webpage</a><br>Verification Website: <a href="http://theworknumber.com">theworknumber.com</a> | <ul style="list-style-type: none"> <li>• <a href="#">Verification for public loan forgiveness</a></li> <li>• <a href="#">Employment verification for lenders, loans, etc.</a></li> </ul>                                                                                         |
| <b>INTERN, CREDENTIALING, AND ADDED AUTHORIZATION PROGRAM (iCAAP)</b> | Phone: (213) 241-5466 (Current District Interns)<br>Phone: (213) 241-5581 (Enrollment Questions)<br>Website: <a href="#">District Intern Program Webpage</a>                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• <a href="#">CTC-accredited programs for new teachers earning their credentials</a></li> <li>• <a href="#">CTC-accredited programs for credentialed teachers earning added authorizations</a></li> </ul>                                 |
| <b>MY PROFESSIONAL LEARNING NETWORK (MyPLN)</b>                       | Phone: (213) 241-3444<br>Website: <a href="#">MyPLN Webpage</a>                                                                                                                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• <a href="#">Employee learning management system</a></li> <li>• Offers employees a wide array of diverse learning opportunities</li> </ul>                                                                                               |
| <b>SUBSTITUTE TEACHER UNIT</b>                                        | Phone: (213) 241-6117<br>Email: <a href="mailto:subdesk@lausd.net">subdesk@lausd.net</a><br>Website: <a href="#">Substitute Teacher Unit Webpage</a>                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Processing of new substitute teachers</li> <li>• Automated calling system assistance</li> </ul>                                                                                                                                         |
| <b>TEACHER DEVELOPMENT AND SUPPORT</b>                                | Phone: (213) 241-5495<br>Email: <a href="mailto:TDAS@lausd.net">TDAS@lausd.net</a><br>Website: <a href="#">Teacher Development and Support Webpage</a>                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• <a href="#">New hire support for teachers</a></li> <li>• Supports for <a href="#">Provisional Permit Teachers</a> and <a href="#">University Interns</a></li> <li>• <a href="#">National Board Certified Teacher Program</a></li> </ul> |
| <b>TEACHER GROWTH AND INDUCTION (TGI)</b>                             | Phone: (213) 241-4252<br>Website: <a href="#">Teacher Growth and Induction Webpage</a>                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• District-sponsored induction program</li> <li>• Pathways to clear credential</li> </ul>                                                                                                                                                 |

## II. GENERAL EMPLOYEE INFORMATION

### Expectations and Guidelines

#### Employee Code of Ethics

LAUSD's mission is to educate all students to their maximum potential. To achieve this mission, LAUSD strives to create a district culture that fosters trust and focuses on excellence. The Employee Code of Ethics is intended to set expectations and increase trust, commitment, and teamwork within LAUSD and between the District community.

LAUSD is committed to the following three core ethical principles:

- **Commitment to Excellence:** We are committed to being the best school district and personnel we can be, educating our students to their maximum potential. Everything we do has an impact on the classroom.
- **District and Personal Integrity:** To maintain our integrity, we are committed to making decisions in the best interests of LAUSD. We will avoid conflicts of interest and the appearance of impropriety.
- **Responsibility:** We are committed to holding one another accountable for our performance as a district and as individuals.

### LAUSD Single Sign-On (SSO) and E-Mail

LAUSD provides each employee with an account that can be used to receive and send LAUSD e-mail as well as take attendance and access other key LAUSD information, documents, and resources. This is known as the employee's single sign-on (SSO) account. If you have questions or need assistance with this process, contact the IT Help Desk:

[ITS Help Desk](#)

(213) 241-5200

7:30 AM – 4:45 PM

Monday – Friday

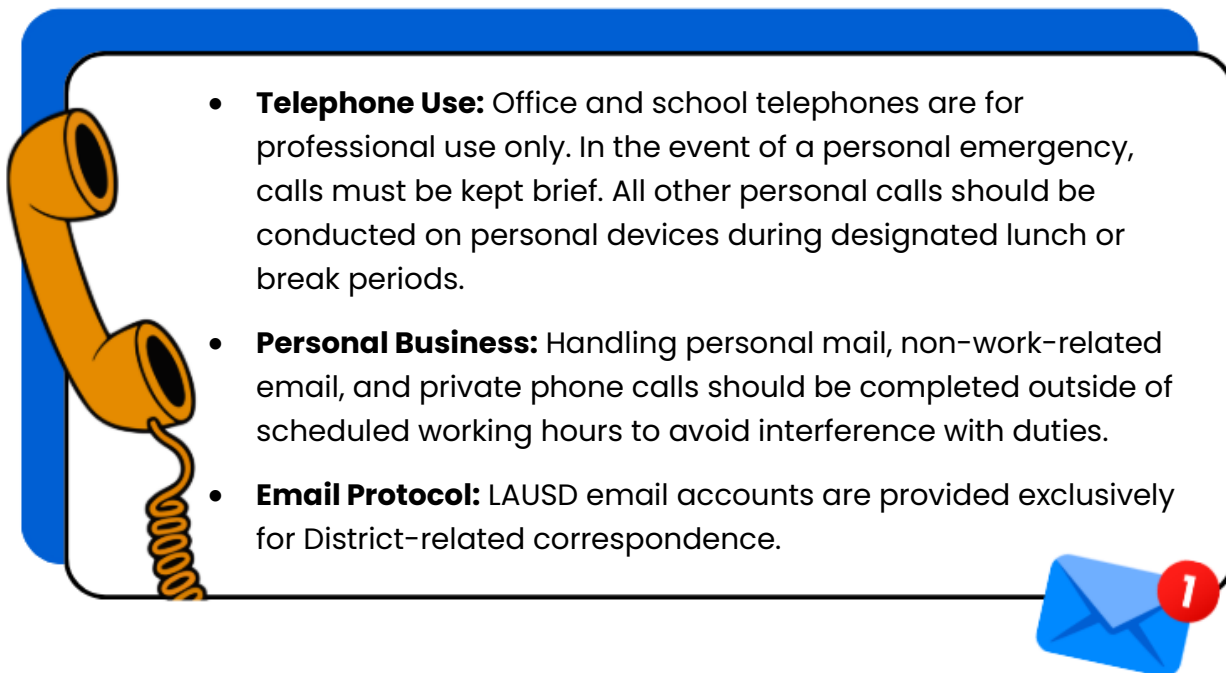
Specific information regarding Outlook mail can be found at: [Activating Your LAUSD Email Account](#).

Employees can also access their e-mail through [Outlook](#) online.

Employees should check their LAUSD e-mail regularly as this is the primary communication channel between employees, the school community, parents, and LAUSD.

## Use of Telephones and E-Mail

District communication systems, including telephones and email accounts, are reserved strictly for official business. To ensure operational efficiency and maintain professional standards, employees should adhere to the guidelines noted below.



- **Telephone Use:** Office and school telephones are for professional use only. In the event of a personal emergency, calls must be kept brief. All other personal calls should be conducted on personal devices during designated lunch or break periods.
- **Personal Business:** Handling personal mail, non-work-related email, and private phone calls should be completed outside of scheduled working hours to avoid interference with duties.
- **Email Protocol:** LAUSD email accounts are provided exclusively for District-related correspondence.

## Responsible Use Policy for District Computer and Network Systems

LAUSD has adopted a Responsible Use Policy (RUP) for its computer and network systems to ensure that employees, students, and parents use these systems in a responsible, efficient, ethical, and legal manner, and that such use supports the District's business and education objectives. To access LAUSD applications, all employees must accept and adhere to LAUSD's RUP policy. Additional information about the policy is available on the Information Technology Services webpage: [RUP – Information Technology Services](#).

## Employee Self Service (ESS) Portal

Employee Self-Service (ESS) is a secure website available at <https://ess.lausd.net>, which provides employees with instant access to the following information:

- **My Paystubs** – View, download, and print paystubs
- **My Time Statement** – View, download, and print time reported and approved by each work site

- **My W2** – View download, and print W2s
- **My Benefits** – View health plans, life insurance plans, deferred compensation plans, and flexible spending accounts
- **My Profile** – View and update personal address or telephone number(s), emergency contact information, and doctor's information
- **My Tax Withholdings** – View and update Federal and State tax withholdings
- **My TB Compliance** – View the due date for the next TB compliance update
- **My Vacation Balance** – View current vacation balance and projected vacation earnings
- **Travel Management** – Access LAUSD's travel management system for work travel
- **My Travel Approvals** – View the status of LAUSD travel requests, if any
- **My Career Center** – Access LAUSD's Classified Careers and Certificated Careers websites
- **My Attendance** – View the attendance percentage for the current fiscal year

## Updating Contact Information

### Personal Contact Information

Employees can review their personal home address, telephone number(s), and emergency contact information in the Employee Self-Service (ESS) portal at [www.ess.lausd.net](http://www.ess.lausd.net) and promptly report any changes by updating their profile.

### LAUSD Contact Information

All LAUSD contact information is listed in the global address email directory. It is important for employees to update their LAUSD contact information when they change locations, or if their contact information changes. Employees can update LAUSD contact information by visiting [mylogin.lausd.net](http://mylogin.lausd.net), selecting their role, and selecting "Change your current password, or update personal information."

## Notification of Absences

Employees are expected to comply with the usual call-in and reporting procedures in accordance with their work location and collective bargaining agreement whenever they need to be away from work during assigned hours of service. Specific contracts can be found on the [Labor Relations Webpage](#). For more information regarding leaves of absence go to [Section VII. Holiday and Leaves](#).

## Visiting Guidelines

### **Access to LAUSD Headquarters**

Access to the LAUSD Administrative Offices is through the main entrance of the Beaudry Building at 333 S. Beaudry Ave, Los Angeles 90017. Visitors may enter the building between 6:00 AM to 6:00 PM, Monday through Friday.

When visiting the LAUSD Headquarters, employees will be required to check in at the Visitor Desk located in the lobby and be issued a Visitor Pass. To expedite this process:

- ✓ Know the name of the office being visited, or the name, time, and location (floor and room number) of the meeting.
- ✓ For appointments, have the name and telephone number of the person(s) being met.
- ✓ Present a government-issued identification (state driver's license, state identification card, passport) to present when registering at the Visitor Desk.

### **Visiting School Campuses**

LAUSD is committed to providing a safe and secure learning environment for students. The enhanced involvement and assistance of parents, community members, and organization representatives in school programs and activities has increased the number of school campus visitors. Therefore, all school campus visitors must be informed of and must adhere to the laws and school policies for visitors, as stated in the California Education Code [44810\(a\)](#); [444811\(a\)](#); [51101\(a\)](#): (1), (2), (12) and [BUL 6492.2, Visitors to School Campuses and Locked Campuses During Class Hours at All Schools](#).

It is the responsibility of each school to develop and post a visitor's policy in appropriate languages. This visitor's policy must be published and distributed to parents and staff annually thereafter. The law prohibits schools from setting arbitrary time limits regarding frequency and durations of visits. Adults and minors over 16 years of age who enter a school campus and fail to adhere to the posted "Visitor's Policy" or who defy the principal/designee's authority may be reported to the appropriate police agency and may be subject to criminal charges. Complete information regarding visitor's guidelines is outlined in [BUL 6492.2, Visitors to School Campuses and Locked Campuses During Class Hours at All Schools](#).

## Employee Organizations

The majority of employees are represented by exclusive bargaining representatives in matters related to wages, hours, and other terms and conditions of employment. Those not represented by collective bargaining units may be confidential or management employees due to their access to confidential employee information used for collective bargaining purposes and/or for formulation of district policies.

### **BARGAINING UNITS**

The representatives for different collective bargaining units of certificated employees are as follows:

#### **UTLA**

Certificated Employees and Teachers

[www.unitedteachers.com](http://www.unitedteachers.com)

#### **AALA/Teamsters 2010**

Certificated Management and Administrators

[www.aala.us](http://www.aala.us)

### III. EMPLOYMENT STATUS

#### Status for Certificated Staff

Employment status for certificated employees defines tenure rights, salary seniority, benefits of eligibility, and reemployment rights. To verify employee status, contact the [personnel specialist](#) for the region.

The District describes the various employment relationships using the following LAUSD Employee Subgroup Status categories:

| CERTIFICATED STATUS                             | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Permanent (R1)</b>                           | Employees successfully completed the required probationary period*. With earned permanent status, the employees have tenure with the District and are considered regular (continuing) employees. Employees must have 1) completed two years in probationary status, 2) worked at least 75% of each probationary year, and 3) been recommended for permanency by the administrator. |
| <b>Probationary, 1st Year (B1)</b>              | Employees are serving the required probationary period necessary to attain permanent status with the District.                                                                                                                                                                                                                                                                     |
| <b>Probationary, 2nd Year (B2)</b>              | Employees are serving the required probationary period necessary to attain permanent status with the District.                                                                                                                                                                                                                                                                     |
| <b>University Intern, 1st Year (F1)</b>         | Employees are completing credential requirements by participating in a <a href="#">District approved</a> University Internship Program.                                                                                                                                                                                                                                            |
| <b>University Intern, 2nd Year or More (F2)</b> | Employees are completing credential requirements by participating in a <a href="#">District approved</a> University Internship Program.                                                                                                                                                                                                                                            |
| <b>District Intern, 1st Year (G1)</b>           | Employees are teaching under a valid District Intern certificate.                                                                                                                                                                                                                                                                                                                  |

| <b>CERTIFICATED<br/>STATUS</b>                       | <b>DESCRIPTION</b>                                                                                                                                                                                                                                           |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>District Intern, 2nd<br/>Year or More (G2)</b>    | Employees teach under a valid District Intern certificate.                                                                                                                                                                                                   |
| <b>Temporary<br/>Contract (K1)</b>                   | Employees teach in a temporary contract through June 30th.                                                                                                                                                                                                   |
| <b>Conditional<br/>Qualifying, 1st<br/>Year (Q1)</b> | Employees are serving the equivalent of a two-school-year probationary period in a classification other than the one in which regular (continuing) status was or would have been attained if the employee were working in his/her contracted classification. |
| <b>Conditional<br/>Qualifying, 2nd<br/>Year (Q2)</b> | Employees are serving the equivalent of a two-school-year probationary period in a classification other than the one in which regular (continuing) status was or would have been attained if the employee were working in his/her contracted classification. |
| <b>Provisional<br/>Contract (V1)</b>                 | Employees are teaching under a provisional intern permit, short term staff permit, or emergency permit required for service in the position.                                                                                                                 |
| <b>Limited Contract<br/>(L1)</b>                     | Employees are working on an assignment which may be limited to dates, hours, or benefits, and which is not in addition to a basic assignment.                                                                                                                |

## **Status for Certificated Administrators**

Employment status for certificated administrators pertains to the extent to which an employee has tenure or seniority and reemployment rights in any classification to which assigned. To verify employee status, email Certificated Administrative Services at [adminassignments@lausd.net](mailto:adminassignments@lausd.net).

| ADMINISTRATIVE STATUS                                        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Limited 1 (L1)</b>                                        | Temporary Adviser assignment; does not result in earning seniority or Regular/Permanent status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Qualifying 1 (Q1)</b>                                     | Employees selected from an eligibility list serving the first full year of the assignment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Qualifying 2 (Q2)</b>                                     | Employees selected from an eligibility list serving the second full year; end of probationary status. Q2 employees will automatically convert to Regular/Permanent status at the beginning of the third year if they are recommended to continue in the position for the third year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Regular/Permanent</b>                                     | Status is attained after serving the required number of years in one classification and the recommendation of the Regional Superintendent or Division Head.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Temporary 1 (T1)</b>                                      | Sub-acting or interim assignment; does not result in seniority or permanent status. All <u>interim assignments end June 30 of any given year.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Administrative Regulation 4213 (V1 Provisional)</b>       | These assignments are made through Administrative Regulation 4213, when fewer than 5 applicants from an eligibility list applied for the position. Employees must serve three (3) full school years in provisional status before being recommended for conversion to regular or permanent status.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Administrative Regulation 4214 (W1 Restricted Status)</b> | <p>These assignments are made through Administrative Regulation 4214, special appointments. Employees must serve three (3) full school years in restricted status before being recommended for conversion to regular or permanent status.</p> <p>For administrative assignments a conditional election may be made when there is no available candidate on a list or when the head of the Human Resources Division finds that a particular position requires an employee with special personal or professional qualifications not a part of the classification description. Such employee must take the examination for the classification and be placed on the eligibility list, or the employee's services shall be terminated at the end of the current school year in accordance with Education Code.</p> |

## IV. COMPENSATION PRACTICES

### Payroll

The Payroll Administration Branch oversees and manages all employee compensation processes. Payday for regular certificated employees is the fifth of each month. If employees are enrolled in direct deposit, paychecks are deposited into the specified account on the fifth of the month. For those not using direct deposit, paychecks are distributed via US Mail to the employee's address on file. If the fifth of the month falls on a weekend, paychecks (and direct deposits) are issued on the Friday before the fifth. Paystubs for those enrolled in direct deposit are available via the Employee Self Service (ESS) Platform: <https://ess.lausd.net>.

Employees 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 deduction will be itemized on the employee's pay statement.

Providing the Payroll Administration Branch with current personal contact information, including address, phone number, and emergency contacts, will ensure that employees receive their paycheck in an accurate and timely manner. Changes to this information, as well as changes to W-4/DE4 forms, including Federal and State tax exemptions, can be made via the ESS Platform, or through the Payroll Branch. Payroll forms, including direct deposit forms, are available through the [Payroll Branch Administration webpage](#).

For questions or concerns about discrepancies in paychecks, employees should first check with their time reporter. The Payroll Branch may also be contacted directly Monday – Friday between 8:00 AM and 4:00 PM at (213) 241-2570 or via email at [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net). Employees should include their employee number in all Payroll communications.

### Salary Basis

LAUSD salary basis refers to the number of paid days in a year for a certificated employee, with "A," "B," "C," and "E" basis levels corresponding to different pay calendars.

This basis, along with salary points for experience and education, determines an employee's annual salary.

| Basis | Paid Days |
|-------|-----------|
| A     | 260       |
| B     | 221       |
| C     | 204       |
| E     | 234       |

## Salary Tables

LAUSD offers competitive salaries to its employees and uses a salary schedule to determine certificated employee pay based on years of experience and education level. The schedule is structured with steps (representing years of service) and columns (representing units beyond a bachelor's degree). Employees may click here to view their salary table: [Certificated Salary Tables](#).

## Salary Allocation Unit

The Salary Allocation Unit evaluates, and processes required official documents that verify training (transcripts) and experience (employment verification letters) to determine placement and advancement on the Teacher Preparation, Early Education and Development Center Salary Tables. Placement and advancement guidelines are incorporated in LAUSD Collective Bargaining Agreement, California Education Code, and applicable state laws. They also verify eligibility for career increments and promotional opportunities and address appeals related to salary placement.

The Salary Allocation Unit strives to provide certificated employees with easy access to a variety of information, documents, and updates. For more information employees can email [HRSalary@lausd.net](mailto:HRSalary@lausd.net) or visit the [Salary Allocation Unit webpage](#).

## Salary Deductions

Withholding tax is required for salary payments. The amount withheld is determined by the taxable gross and the withholding information provided by the employee on the W-4 and DE-4 tax forms. Federal Medicare tax is also deducted.

Most certificated employees are automatically enrolled as members of the California State Teachers Retirement System (CalSTRS). Deductions are made for every pay period with the percentage amount determined by the collective bargaining unit, as applicable.

Regular employees may be represented by unions. Consequently, monthly dues are automatically deducted from their paychecks. For questions about these deductions, employees should contact their bargaining unit.

## Salary Differentials

Salary differentials may be paid for additional assignments or responsibilities per semester, pay period, or as otherwise noted in the collective bargaining agreement. Differentials are provided in areas including, but not limited to higher

degrees, activities/coordinating, and athletics. Review collective bargaining agreements for a comprehensive explanation of the differentials. Employees should consult with their site administrator for additional information.

## **Mileage Reimbursement**

Employees required to travel for work may be reimbursed for mileage when they use their own cars. Mileage rates are specified in the collective bargaining agreements. Employees should consult their supervisor for eligibility details.

## **V. PERFORMANCE MANAGEMENT AND PROFESSIONAL GROWTH**

### **Frequency of Evaluation**

Certificated employees are evaluated by their immediate supervisor or their designee. Non-permanent and qualifying staff shall be evaluated for each school year until they achieve permanent status. Staff whose last evaluation result was Below Standard Performance shall be evaluated each year until they receive a Meets Standard Performance or higher evaluation result. Permanent staff shall be evaluated at least once every other year. Evaluations of permanent staff with ten or more years of satisfactory service may be extended beyond the two-year period so that the evaluation may be made once in a three, four, or five-year period.

### **Educator Development and Support (EDS)**

The Educator Development and Support (EDS) system, the evaluation system for all certificated employees, is designed to ensure that students have access to high-quality instruction and support services. The EDS system is grounded in frameworks that describe clear expectations for effective practices across certificated classifications. The EDS cycle includes observations, conferencing opportunities, professional goal-setting activities, and a series of reflection activities throughout the year. EDS processes incorporate coaching practices that are conducive to professional reflection and growth. All certificated evaluations are completed on the My Professional Growth System (MyPGS) platform, which can be found at [the MyPGS webpage](#). For more information, employees may email [MyPGS@lausd.net](mailto:MyPGS@lausd.net) or visit the [Educator Development & Support webpage](#).

### **Professional Development Opportunities**

#### **My Professional Learning Network (MyPLN)**

My Professional Learning Network (MyPLN) is LAUSD's online learning management system, offering employees access to high-quality professional learning aligned with LAUSD's Strategic Plan. Employees can log in to [MyPLN](#) using their LAUSD single sign-on (SSO) credentials.

MyPLN offers in-person, virtual, and self-paced online courses covering topics such as instructional strategies, leadership development, and state and federal-mandated training. LAUSD-mandated courses are automatically assigned to employees, with email

notifications and due dates. Employees can track their progress and download transcript reports and certificates of completion from their [MyPLN transcript](#).

Certificated teachers may earn salary point credit through eligible MyPLN courses, including those that meet the multicultural coursework requirements for advancement on the teacher pay scale, as outlined in the [UTLA/LAUSD contract](#). Approved salary point courses can be located in MyPLN by entering the keyword '[Salary Point Courses](#)' in the search bar. Employees may also contact their supervisor to identify professional development opportunities.

## **Promotional Opportunities**

### **Updating Success Factors Profile**

Promotional opportunities may be found on the [Certificated Vacancies webpage](#). Employees must have a SuccessFactors profile established to apply for any new positions. Profiles may be established and kept up to date by visiting: <https://careers.lausd.org/hr>. Alternatively, employees may visit <https://ess.lausd.net>:

- Select My Career Center
- My Account
- View Profile in the blue bar at the top of the website.

Employees will submit their SuccessFactors profile any time they apply for a job opening in LAUSD. Employees should use their single sign-on (SSO) when applying for positions within LAUSD.

## **VI. BENEFITS**

### **Medical, Vision, and Dental Care**

Employees who work at least half of a full-time regular assignment in one classification may be eligible to enroll in a medical plan, vision plan, and dental plan. Plan details and enrollment forms are available at the [Benefits Forms and Publications](#) tab on the [Benefits Administration webpage](#).

Employees must remain in paid status, except for protected unpaid leaves, to maintain LAUSD-sponsored benefits. If no pay was received in a particular pay period, LAUSD contributions for the cost of the benefits will stop.

Enrollment into medical, vision, and dental plans is not automatic. If an employee has not received enrollment material or needs information regarding the benefit plans, they can call Benefits Administration at (213) 241-4262 or email [benefits@lausd.net](mailto:benefits@lausd.net).

An "open enrollment" period is held annually in November for employees who wish to make changes to their plans. Information is available on the [Benefits Administration webpage](#).

### **Pension**

Certificated employees are eligible to receive retirement benefits through the California State Teachers' Retirement System (CalSTRS), which provides a monthly income after retirement based on years of service and a final average salary. For more information about CalSTRS, visit [www.calstrs.com](http://www.calstrs.com).

### **Life Insurance**

All eligible active employees automatically receive \$20,000 basic life insurance coverage at no cost. Additionally, employees may enroll in optional life insurance for themselves, spouse/domestic partners, and/or children through payroll deductions. Refer to the [Benefits Administration webpage](#) for eligibility rules and resources related to life insurance.

### **Unemployment Insurance**

LAUSD pays the cost of unemployment insurance. Should employees become unemployed, they may apply for unemployment insurance by visiting the California Employment Development Department: <https://edd.ca.gov>. Eligibility to receive unemployment compensation is determined by the State of California.

## Deferred Compensation Plans

All LAUSD employees (except for student workers) are eligible to enroll in one of LAUSD's deferred compensation plans. Deferred compensation plans are voluntary retirement savings plans that help supplement retirement income. LAUSD offers both traditional and Roth options for 457(b) and 403(b) retirement savings plans. Both traditional 457(b) and 403(b) plans allow for the investment of pre-tax earnings, which may decrease taxable income. Roth 457(b) and 403(b) contributions are made with post-tax earnings, with the benefit that employees may be able to withdraw from their account tax-free when they retire. Contributions to any of these four plans are made through automatic payroll deductions.

Additional information is available on the [Benefits Administration webpage](#).

## Vacation

An employee assigned on an A-basis may earn vacation time for active service. As a general practice, employees will find that their supervisor will try to approve a vacation request that is mutually convenient for the employee and the school or office. Sometimes, however, the request may be denied if the employee's 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 generally required to use their earned vacations during school holidays.

## Wellness

The Wellness Programs Department coordinates health and wellness services and initiatives across LAUSD. Efforts are aligned with LAUSD's Strategic Plan and LAUSD's [Blueprint for Wellness Policy](#), ensuring collaboration with all divisions to provide students and families with access to essential mental health and wellness resources. To explore the range of staff wellness resources, visit the [Wellness Programs webpage](#).

## Paid Illness

Every July 1<sup>st</sup>, active certificated employees (excluding substitute and temporary employees) shall receive credit for 10 days of full-pay absence hours (pro-rated for those employed for less than a full school year).

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

(July 1<sup>st</sup>). 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.

## **Credit Union Membership**

Employees are eligible to become members of a credit union serving educational communities in California. The two credit unions listed here offer special accounts and loans for members who work in education, including summer saver accounts.

California Credit Union [www.ccu.com](http://www.ccu.com)

Schools First Federal Credit Union [www.schoolsfirstfcu.org](http://www.schoolsfirstfcu.org)

## **Discounts**

### **Recreation**

The Beyond the Bell Recreation Unit offers discounted tickets and offers to current and retired LAUSD employees. This includes special pricing for local amusement parks, museums, zoos, select theatres, and more. For additional information, visit the [Employee Recreation Unit webpage](#).

### **Technology**

LAUSD employees are eligible for technology-related products and services. This includes special offers and discounts on computers, wireless services, and more. For additional information, visit the [Information Technology Services webpage](#).

## VII. HOLIDAYS AND LEAVES

### Holidays

Most regular certificated 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
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the day after
- Christmas Day
- Two other holidays at the discretion of LAUSD



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, employees 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.

Employees should check their collective bargaining agreement for information on which holidays apply to them.

### Certification and/or Request of Absences

Employees are expected to comply with the usual call-in and reporting procedures in accordance with their work location and collective bargaining agreement whenever they need to be away from work during assigned hours of service. Specific contracts can be found on the [Labor Relations webpage](#).

As part of the notification, employees must complete and submit a Certification and/or Request of Absence Form for approval whenever away from work during assigned hours of service. Completed and approved certification forms are required before the time-reporting of all leaves and absences.

Use the [Certification and/or Request of Absence for Illness \(Form No. 60.III\)](#) when requesting to use full and/or half pay illness, including Personal Necessity and Kin Care for:

- Personal Illness/Injury/Disability/Medical Appointment/Accident
- Occupational Illness/Injury or Act of Violence
- Pregnancy-related Illness/Disability
- Parental Leave (Birth of a child/Newly Adopted/New foster care)
- Illness/Injury/Disability/Accident of Your Family Member

Use the [Certification and/or Request of Absence for Non-Illness \(Form No. 60.NON-III\)](#) when requesting to use vacation, Personal Necessity and/or LAUSD paid benefited time for:

- Accident or Imminent Danger to Your Person or Property
- Accident to Family Member's Property
- Auto failure (up to 2 hours) if car used for work on that day
- Registration or Final Exam in Higher Education
- Religious Holiday of Your Faith
- Court Appearance
- Bereavement (see rule)
- Conference Approved by the District
- Jury Duty
- Vacation
- Other Absences

More information regarding Certification and/or Request of Absence Forms, including LAUSD Certification of Absence Forms policy bulletin [BUL 6307.5](#) can be found on the [Payroll Administration Webpage](#).

## **Family and Medical Leave Act, California Family Rights Act, and Pregnancy Disability Leave Law**

The federal Family and Medical Leave Act (FMLA) and State of California Family Rights Act (CFRA) provide eligible employees with a maximum of 12 work weeks of protected leave during a rolling 12-month period 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 FMLA/CFRA leave must have been employed with LAUSD for at least 12 months (the months need not be consecutive) and have served at least 130 workdays (or 1250 for substitute employees) immediately preceding the effective date of the leave. FMLA/CFRA leave runs concurrently when the employee is eligible and takes a leave of absence for the same reason that is allowed under both FMLA and CFRA.

The California Pregnancy Disability Leave Law (PDL) provides eligible employees with up to 18 work weeks of job-protected leave when a physical or mental condition related to pregnancy or childbirth prevents an employee from performing essential duties of the employee’s job, or if the employee’s job would cause undue risk to the employee or the employee’s pregnancy’s successful completion.

To be eligible for PDL, the employee must be currently employed by LAUSD and have a disability due to pregnancy or childbirth as certified by their health care provider. Even if an employee is not eligible for FMLA/CFRA leave, if disabled by pregnancy, childbirth, or related medical condition, this employee is entitled to take PDL for the time that the employee is disabled. FMLA runs concurrently with PDL when an employee is eligible for FMLA.

If leave is requested because of a serious health condition of the employee or the employee’s spouse, child, parent, domestic partner (CFRA only), sibling (CFRA only), grandparent (CFRA only), grandchild (CFRA only), or designated person (CFRA only), LAUSD will require a written medical certification issued by the employee’s (or family member’s) health care provider.

Upon the expiration of FMLA or CFRA leave, LAUSD must restore an employee to the employee’s former or “equivalent position” 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. Employees are urged to review the applicable LAUSD 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 employees are regular employees, they may use a specified number of days a year (charged against the illness leave account) for only the reasons specified in the collective bargaining agreements.

If it is necessary for employees to request this kind of absence, they must notify their supervisor at the earliest possible opportunity. The personal necessity leaves, 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. Employees will be required to sign and file a statement explaining the nature of the necessity before it can be approved. Additional information can be found in the [Personal Necessity Leave Policy Guide](#).

## **Bereavement**

Bereavement leave provides eligible employees with up to five days of bereavement leave upon the death of a qualifying family member. Employees are allowed five days if out-of-state travel or more than 200 miles of one-way travel is necessary because of bereavement. For a qualifying family member's death that does not require out-of-state travel, employees will be required to use vacation, personal necessity, or unpaid leave when there is a need to utilize more than three days of bereavement (but not more than 5 days). Bereavement leave must be completed within three months from the date of the qualified family member's death.

For this purpose, a qualified family member is defined as the employee:

- spouse or cohabitant who is the equivalent of a spouse.
- parent (includes parent-in-law, stepparent, 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, stepchild, 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 or sister
- any relative living in the employee's immediate household
- designated person

## **Worker's Compensation**

The workers' compensation program at LAUSD provides state-mandated benefits to employees who experience work-related injuries or illnesses, regardless of fault. Employees should promptly report any workplace injury to their administrators, managers, supervisors, or their designee. In cases of emergency, call 911 immediately. For non-emergency situations, first aid can be administered on site or the employee can contact a nurse by calling 1-800-528-7392, and select option 2, then option 2 again for an immediate medical assessment and recommendations. If medical care is needed, but the situation is not urgent, employees may select a physician from LAUSD's Medical Provider Network by visiting the designated provider selection webpage, <https://www-sf.talispoint.com/sedgwick/campn1/>.

Administrators, managers, supervisors, or their designee are responsible for reporting workers' compensation claims to Sedgwick, LAUSD's Third-Party Administrator. Once an Employee Report is completed, Sedgwick will contact the employee and the administrators, managers, supervisors, to provide continued support.

For additional information about worker's compensation at LAUSD, visit the [Integrated Disability Management webpage](#), call (213) 241-3138, or email [workerscompensation@lausd.net](mailto:workerscompensation@lausd.net).

## **Military Leave BUL 145909.0**

A military leave of absence is granted to eligible employees ordered to active military duty as provided in the California Education Code, Military and Veterans Code, District/UTLA and District/AALA Collective Bargaining Agreements, and Board Rules. For additional information on military leave requirements, procedures, benefits, and rights of those employees called to active military duty refer to [BUL 145909.0: Military Leave of Absence for Certificated Employees](#).

## **Jury Duty Leave BUL 4223.1**

Employees are expected to fulfill their civic obligation to perform jury service when summoned by local courts. To minimize operational disruptions, employees should notify their supervisor immediately upon receipt of a summons to coordinate necessary work arrangements.

- **Eligibility for Paid Leave:** Full pay is granted for jury service to regular employees on a less than 12-month work year (all bases except A-Basis).
- **Postponement Requirement:** To qualify for paid leave, employees summoned during an assigned work period must first seek to postpone their service to an

upcoming unpaid recess or "off-track" period.

For detailed procedures, please refer to [Bul 4223.1: Jury Service for Certificated Employees](#).

## **Leave to Respond to Court Subpoenas**

Regular employees are eligible for paid time off to respond to court subpoenas, provided they are not a litigant in the case (e.g., appearing as a witness). Review the applicable collective bargaining agreement provisions for details.

## **Unpaid Leaves of Absence**

Unpaid leaves of absence may be granted for various personal and professional reasons, including:

- Family or childcare needs
- Matrimony, pregnancy, or rest
- Study or travel
- Military duty
- Other employment within LAUSD, such as service at a charter school

## VIII. EMPLOYEE SERVICES

### Employment Verification

The [Office of Employee Relations](#) facilitates employment verification for third parties. LAUSD utilizes The Work Number, a secure and automated system, to provide employees and verifiers with 24/7 access to employment information.

Common reasons for verification requests include:

- Obtaining financial credit (e.g., mortgages or auto loans).
- Qualifying for leases (e.g., apartments or vehicles).
- Proving eligibility for social services, such as subsidized housing or childcare.
- Providing work authorization documentation to U.S. Citizenship and Immigration Services (USCIS).
- Verifying teaching experience for National Board Certification, other school districts, or the California Commission on Teacher Credentialing (CTC).
- Processing student loan deferrals and forgiveness programs.

**The Work Number:** Visit [www.theworknumber.com](http://www.theworknumber.com) or call the Client Service Center at 1-800-367-5690.

**Other Verifications:** For requests not processed through The Work Number, visit the [Employee Verification Webpage](#).

### **Access to Personnel Files and Records**

Certificated employees may review their personnel files by submitting a formal request to the Office of Employee Relations. To initiate this process, please complete the request form available on the [Employee Relations Forms webpage](#).

### Integrated Disability Management

Employees injured on the job typically continue to receive their regular salary during their absence. To ensure proper processing and coverage, the following steps and conditions apply:

- **Mandatory Reporting:** Employees must complete the Employee Report of Injury (DWC Form 1) available through the administrator, manager, supervisor, or the designee.
- **Leave Balance Deductions:** Until an industrial accident or illness claim is formally approved by LAUSD's Workers' Compensation Third-Party Claims Administrator, deductions will be made from illness leave balance in accordance with the California Education Code.
- **Payment Limits:** Paid leave for a single accident is generally limited to 60 working days.
- **Alternative Work:** If employees are not medically cleared to resume full duties, they may be temporarily assigned to modified or alternative work through the "Stay at Work/Early Return to Work" program, provided they can perform essential job functions.

For assistance with workers' compensation, employees can call (213) 241-3138. Collective bargaining agreements can be referred to for additional information regarding Industrial Accident or Industrial Illness Leaves.

## IX. RETIREMENT

LAUSD is dedicated to supporting employees throughout their careers and facilitating a seamless transition into retirement. The following resources are available to assist with comprehensive long-term retirement planning.

### Pension Benefits

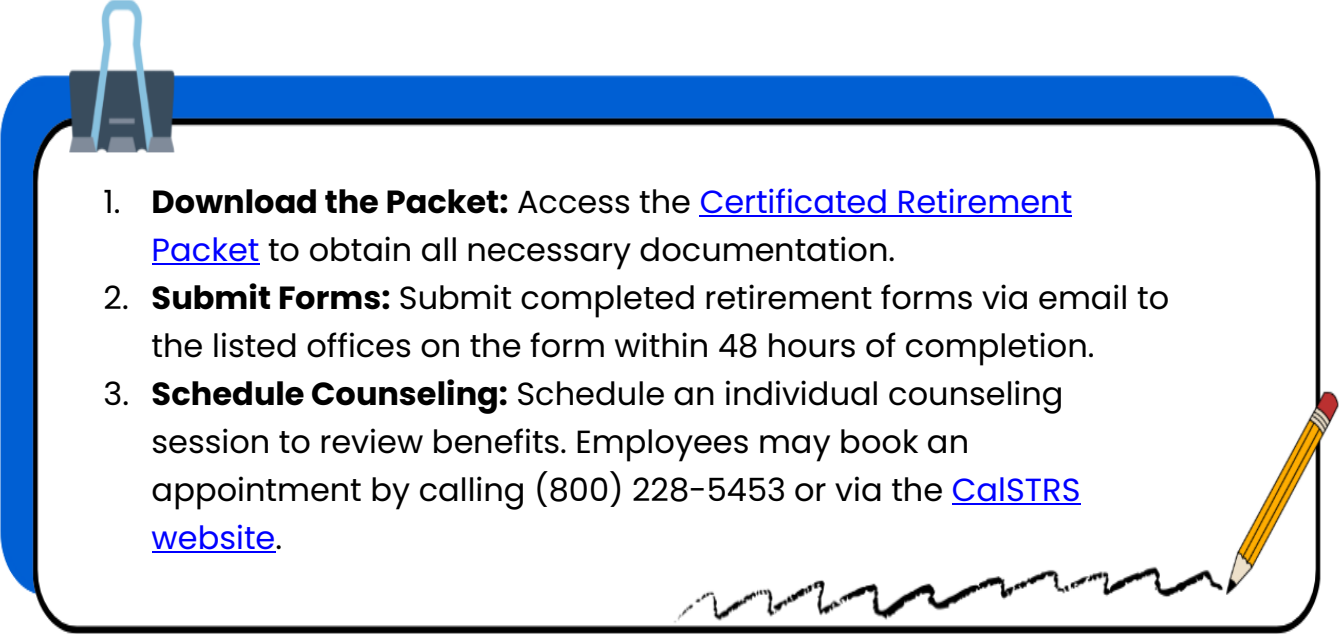
Most certificated employees participate in the California State Teachers' Retirement System (CalSTRS). An employee's specific retirement allowance is determined by several key factors:

- Total years of service credit
- Age at the time of retirement
- Final compensation (highest earned salary)
- Selected benefit options

For detailed information, employees should visit the [CalSTRS website](#).

### Retirement Process and Documentation

To initiate the retirement process, employees should follow the steps below:

- 
1. **Download the Packet:** Access the [Certificated Retirement Packet](#) to obtain all necessary documentation.
  2. **Submit Forms:** Submit completed retirement forms via email to the listed offices on the form within 48 hours of completion.
  3. **Schedule Counseling:** Schedule an individual counseling session to review benefits. Employees may book an appointment by calling (800) 228-5453 or via the [CalSTRS website](#).

## **Transfer of Membership**

Employees who separate from LAUSD may continue or resume their [CalSTRS](#) membership if they accept a position with another K-14 public school or community college district within California.

## **Retiree Health Benefits**

Upon retirement from the District, employees may be eligible for LAUSD-sponsored medical, dental, and vision coverage. To qualify for these retiree health benefits, an employee must:

- Be currently eligible for and enrolled in LAUSD-paid health benefits.
- Maintain active paid status through their selected retirement date.
- Meet the minimum required years of qualifying service.
- Retire from District service in full compliance with the regulations of their respective retirement system.

For additional details and resources, employees can visit the [LAUSD Benefits Webpage](#) and select the "Retirees" section.

## **X. DISTRICT POLICIES**

All certificated employees are required to comply with the District regulations outlined in this section. Adherence to these standards is essential for maintaining a safe, inclusive, and effective learning environment for our students. For comprehensive review, all referenced policies are hyperlinked and may require single sign-on (SSO) access.

### **Ethics Policies**

LAUSD is committed to cultivating ethical conduct to build trust and to improve organizational performance. It is the responsibility of all certificated and classified staff (including substitutes and part-timers) to be knowledgeable about LAUSD's ethics policies and to take an active role in promoting an organizational culture that encourages ethical conduct.

For more information, refer to the [LAUSD Ethics Codes Webpage](#).

### **Employee Code of Ethics**

The Employee Code of Ethics serves as a foundational framework for establishing public trust by clearly defining the standards of conduct expected of all District personnel. It is integral to LAUSD's mission of ensuring that employees maintain the highest ethical standards in all professional interactions and responsibilities. Our objective is to cultivate an organizational culture rooted in integrity, excellence, and accountability, while proactively preventing conflicts of interest and the appearance of impropriety.

For more information refer to the [Employee Code of Ethics](#).

### **Code of Conduct with Students BUL 5167.1**

LAUSD is dedicated to maintaining a safe and secure educational environment. While the District promotes the development of positive rapport with students, all personnel and affiliated individuals must maintain a clear distinction between supportive engagement and any conduct that may constitute a breach of professional ethics. It is imperative that staff exercise sound judgment and strictly adhere to established ethical boundaries as outlined in the Code of Conduct with Students. This policy serves to enhance situational awareness and stipulates that all allegations of misconduct will be

rigorously investigated, potentially resulting in administrative action following appropriate law enforcement coordination.

For more information, refer to the [Code of Conduct with Students BUL 5167.1](#).

## **Child Abuse and Neglect Reporting Requirements BUL 1347.5**

LAUSD recognizes the responsibility of all staff to protect students from abuse or neglect by becoming knowledgeable about abuse/neglect, its indicators, and procedures for filing suspected child abuse reports. All employees are mandated reporters of suspected child abuse or neglect. Mandated reporters/employees with reasonable suspicion of child abuse and neglect must:

- 
- Report instances of suspected child abuse or neglect by telephone immediately, or as soon as practically possible.
  - Make the report to the appropriate child protective agency.
  - Prepare and send a written report to the same child protective agency called within 36 hours.
  - Complete the Child Abuse Awareness Training (CAAT) via MyPLN annually.
  - Submit a formal written report to the same agency within 36 hours of the initial call.

For more information, refer to the [Child Abuse and Neglect Reporting Requirements BUL 1347.5](#).

## **Non-Discrimination and Anti-Harassment (Including Sexual Harassment) Policy and Complaint Procedure**

LAUSD is committed to maintaining a working and learning environment that is free from all forms of discrimination, harassment and retaliation of or by employees, supervisors, students, persons doing business with LAUSD, persons who provide services to LAUSD pursuant to a contract or members of the public. The Policy and Complaint Procedure outlines adult-to-adult protected category discrimination, harassment (including sexual harassment), and retaliation.

For more information, refer to the [Non-Discrimination and Anti-Harassment \(Including Sexual Harassment\) Policy and Complaint Procedure](#).

## **Title IX Non-Discrimination Complaint Procedures (Including Sex Discrimination and Sexual Harassment)**

LAUSD is committed to providing a learning and working environment in which all individuals are treated with respect and dignity. Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No LAUSD student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived gender/sex (including gender identity, gender expression, marital status, parenting, pregnancy, childbirth, breastfeeding, false pregnancy, termination of pregnancy and pregnancy-related medical conditions), sexual orientation or a person's association with a person or group with one or more of these actual or perceived characteristics in any LAUSD educational program or activity or to which it provides significant assistance.

The Title IX Policy/Non-Discrimination Complaint Procedures is specifically for student-to-student or student-to-adult incidents (when a student is accused or is the alleged offender).

For more information, refer to the [Title IX Reference Guide/Non-Discrimination Complaint Procedures \(Including for Sex Discrimination and Sexual Harassment\) REF-103813.0](#).

## **Non-Discrimination Statement**

LAUSD is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, nationality, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer-related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), or a person's association with a person or group with one or more of these actual or perceived characteristics, affiliation with the Boy Scouts of America and other designated youth groups, or any other basis protected by federal, state or local law, ordinance, or regulation, in employment and any program or activity it conducts or to which it provides significant assistance.

For more information, refer to the [Non-Discrimination Statement](#).

### **Bullying and Hazing Policy (Student-to-Student and Student-to-Adult) BUL 5212.3**

LAUSD is committed to providing safe, healthy, welcoming, and affirming learning and working environments. The District takes a strong position against bullying, hazing, or any behavior that infringes on the safety or well-being of students, employees, or any other persons within LAUSD's jurisdiction or interferes with learning or the ability to teach. LAUSD prohibits retaliation against anyone who files a complaint or participates in the complaint investigation process.

For more information, refer to the [Bullying and Hazing Policy \(Student-to-Student and Student-to-Adult\) BUL 5212.3](#).

### **Workplace Violence: Threat Assessment and Management (Adult-to-Adult, Adult-to-Student, Student-to-Adult) BUL 5798.1**

LAUSD is committed to providing a safe, secure, and peaceful environment for students and employees. To fulfill LAUSD's mission, it is essential that students and employees are in an environment that is safe and free from acts of intimidation, threats of violence, or actual violence. No student or employee shall be subjected to retaliation, reprisal, or disciplinary action for reporting acts pursuant to this policy.

For more information, refer to the [Workplace Violence: Threat Assessment and Management \(Adult-to-Adult, Adult-to-Student, Student-to-Adult\) BUL 5798.1](#).

### **Suicide Prevention, Intervention, and Postvention (Students) BUL 2637.5**

LAUSD is committed to maintaining safe, welcoming, and affirming environments. Recognizing that suicide is a leading cause of death for youth, the District requires vigilant attention from all staff.

It is each employee's responsibility, as well as LAUSD's charge to know the signs that a student may be heading down a pathway towards violence or self-harm, provide an appropriate and timely response in preventing and addressing suicidal ideation, suicide attempts, and deaths by suicide.

For more information, refer to the [Suicide Prevention, Intervention, and Postvention \(Students\) BUL 2637.5](#).

## **Abolition of Corporal Punishment BUL 5747.2**

LAUSD employees are directed to not engage in the use of corporal punishment, which includes but is not limited to engaging in a mutual physical altercation, food deprivation, hitting, painful body postures, pinching, pushing, shaking, slapping, tripping, use of excessive exercise drills, or prevention of use of restrooms. Corporal punishment refers to the intentional application of physical pain as a method of changing behavior.

For more information, refer to the [Abolition of Corporal Punishment BUL 5747.2](#).

## **Access to Critical Information Systems BUL 114700.1**

To protect student information, access to critical information systems is restricted by job classification and need-to-know basis. As individuals change positions or job assignments within LAUSD, their access will change accordingly. Student and employee information is confidential and should only be shared with appropriate personnel. All employees, contractors, and volunteers—whether full-time or part-time—are required to complete the annual [Information Security Training and Awareness](#) course provided by Information and Technology Services.

For more information, access [Information Security Training and Awareness BUL 079114.1](#)

## **Political Activities Board Rule 1267**

[Education Code Section 7054](#) prohibits the use of school district funds, services, supplies or equipment to advocate for or against a ballot measure or candidate. However, public resources may be employed to provide information in a fair and impartial presentation to the public about the possible effects of any ballot measure on LAUSD. To view full guidelines and permitted activities read [LAUSD Board Rule 1267](#). No employee of LAUSD may engage in political activities on LAUSD property or during working hours.

For more information, refer to the [Political Activities Board Rule 1267](#) and additional guidance is available through the [Ethics Office Webpage](#).

## **Social Media Policy for Employees and Associated Persons BUL 5688.2**

The purpose of this updated bulletin is to provide policies and guidelines for social media communications between employees, students, parents and other associated persons; to prevent unauthorized access and other unlawful activities by LAUSD users online; to prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). While LAUSD recognizes that during non-work hours employees and students may participate in online social media, blogs, and other online tools, LAUSD employees and associated persons should keep in mind that information produced, shared and retrieved by them may be subject to LAUSD policies and is a reflection of the school community.

For more information, refer to [Social Media Policy for Employees and Associated Persons BUL 5688.2](#).

## **Responsible Use Policy (RUP) for District Computer and Network Systems BUL 999.16**

The purpose of this bulletin is to ensure that teachers, students, parents, administrators, and other LAUSD and school personnel use LAUSD data systems in a responsible, efficient, ethical, and legal manner, and that such use is in support of LAUSD's business and education objectives.

It is the policy of LAUSD to protect sensitive information. Every employee of the District must ensure the proper protection of information, either in paper or electronic form. An employee 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 LAUSD). It is best to err on the side of protecting information.

For more information, refer to the [Responsible Use Policy \(RUP\) for District Computer and Network Systems BUL 1077.2](#).

## **Guidelines for the Authorized Use of Artificial Intelligence, (AI) BUL-15113.0**

LAUSD establishes this framework to govern the appropriate use of artificial intelligence (AI) technologies, including generative AI, within its educational and administrative environments. All District employees, students, families, and affiliated stakeholders are

required to comply with this policy. Recognizing the rapidly evolving nature of AI technologies, the District will periodically review and update this guidance as necessary.

The District is committed to ensuring that AI technologies are used in an ethical, transparent, and responsible manner consistent with its core values of privacy, equity, and academic integrity. In accordance with the District's Responsible Use Policy, students under the age of 13 are prohibited from using generative AI tools.

For more information, refer to the [Guidelines for the Authorized Use of Artificial Intelligence, \(AI\) BUL-15113.0](#)

## **Information Protection Policy BUL 1077.2**

It is the policy of LAUSD to protect sensitive information. Every employee of the District must ensure the proper protection of information, either in paper or electronic form. An employee 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 LAUSD). It is best to err on the side of protecting information.

For more information, refer to the [Information Protection Policy BUL 1077.2](#).

## **Employee Attendance Policy**

LAUSD values the strong commitment and dedication of its employees but recognizes that unnecessary absenteeism negatively impacts student achievement, productivity, and overall operations. In accordance to Board of Education Rule 1905, LAUSD expects employees to maintain regular attendance, arrive on time, work assigned hours, and follow all policies and procedures related to absences and documentation.

Supervisors are responsible for monitoring attendance, providing feedback, and enforcing attendance standards through evaluations and disciplinary processes.

For more information, refer to the [LAUSD Employee Attendance Policy](#).

## **Outside District Employment or Activities BUL 049895.0**

LAUSD mirrors state law. Under state law, a public agency employee (not just an LAUSD employee) must first disclose and obtain agency permission to engage in outside employment or other activities that may be inconsistent with the agency's mission or interfere with the agency's work. It's not an employee's decision to make; prior

LAUSD approval is required, and employee must ask for it.

For more information, refer to the [Outside District Employment or Activities BUL 049895.0](#).

## **Uniform Complaint Procedures (UCP)**

LAUSD has the primary responsibility to ensure compliance with applicable state and federal laws and regulations and shall investigate complaints alleging failure to comply with those laws and regulations, including but not limited to: allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group OR noncompliance with laws relating to all programs and activities implemented by LAUSD that are subject to the Uniform Complaint Procedures (UCP). LAUSD shall seek to resolve those complaints of noncompliance pursuant to procedures in the California Code of Regulations and LAUSD's governing board policies and procedures under the UCP, including allegations of retaliation for participation in the UCP process and/or to appeal LAUSD decisions regarding such complaints.

For more information, refer to the [Uniform Complaint Procedures \(UCP\) REF – 103784.0](#).

## **Student and Employee Security BUL 5721.1**

LAUSD is committed to ensuring all campuses are safe and secure for students and staff. This policy provides employees with clear guidelines and best practices to help maintain a safe and secure school campus for all students and staff. It outlines the shared responsibilities of administrators, employees, and students, including visitor procedures, campus supervision, emergency preparedness, and reporting requirements. All employees are expected to review and follow these practices each year to support a consistent, proactive approach to school safety.

For more information, refer to the [Student and Employee Security BUL 5721.1](#).

## **Automated External Defibrillator (AED) BUL 4480.2**

Automated External Defibrillators (AED) will be maintained on the premises of all District school sites and other locations in LAUSD.

The Health and Safety Code Section 1797.196 (c) states when an AED is placed in a public or private K-12 school; the principal shall ensure that the school administrators and staff receive information annually. The principal shall, at least annually, notify school employees as to the location of all AED units on the campus.

For more information, refer to the [Policy and Procedures for Acquisitions and Use of](#)

## **Crisis Preparedness, Response and Recovery BUL 5800.1**

School crises can have serious human and fiscal impacts and can disrupt the learning environment. Effective crisis preparedness, response, and recovery are essential to restoring safety and stability in schools. These efforts build resiliency and foster a sense of confidence among students, staff, and the broader school community. By implementing strong crisis management and intervention strategies, schools can lessen negative social-emotional effects, minimize disruptions, and reestablish a secure environment that supports attendance, academic success, and overall well-being. For more information access Bul-5899.1 Crisis Preparedness, Response and Recovery

For more information, refer to the [Crisis Preparedness, Response and Recovery BUL 5800.1](#).

## **Threat Assessment and Management BUL 5799.2**

LAUSD is dedicated to maintaining safe, civil, and secure learning and working environments. To support LAUSD's mission, all campuses must remain free from intimidation, threats, or acts of violence. No individual will face retaliation, reprisal, or disciplinary action for reporting concerns in accordance with this policy.

If worrisome behaviors or potential threats are observed, report them immediately to 911 or the Los Angeles School Police Department (LASPD) at (213) 625-6631, and notify the appropriate offices. Once a report is made, relevant information is gathered from the reporting party, witnesses, and the individual of concern to assess potential risk. A multidisciplinary team then convenes to evaluate the situation and determine the level of risk. Based on the findings, an action plan is developed and implemented, ensuring that appropriate resources and support are provided.

For more information, refer to the [Threat Assessment and Management BUL 5799.2](#).

## **Whistleblower Protection Policy**

The LAUSD Board of Education passed the LAUSD Whistleblower Protection Policy in 2002. The policy protects LAUSD employees who make allegations of improper governmental activity from retaliation or reprisal from the District.

For more information, refer to the [Whistleblower Protection Policy](#).

## **Reasonable Accommodations for Individuals with Disabilities BUL 4569.4**

This Bulletin assists administrators and supervisors in managing the Reasonable Accommodation Program. LAUSD is dedicated to ensuring equal employment and educational access, strictly prohibiting discrimination based on disability. Every employee and applicant has the right to seek and maintain employment free from discrimination, in compliance with the ADA, Section 504, and the Fair Employment and Housing Act (FEHA).

For more information, refer to the [Reasonable Accommodations for Individuals with Disabilities BUL 4569.4](#).

## **Family and Medical Leave Act/California Family Rights Act/Pregnancy BUL 1205.7**

LAUSD establishes this policy to outline the administrative procedures for responding to employee leave requests granted under the Family and Medical Leave Act (FMLA), the California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL).

For more information, refer to the [Family and Medical Leave Act/California Family Rights Act/Pregnancy BUL 1205.7](#).

## **Drug-Free and Alcohol-Free Workplace Policy BUL 6488.2**

LAUSD is committed to maintaining a drug, alcohol, and tobacco-free workplace and prohibits the manufacture, sale, distribution, dispensing, possession, or use of illicit drugs, electronic devices such as electronic cigarettes and alcohol by employees at all workplaces.

For more information, refer to the [Drug-Free and Alcohol-Free Workplace Policy BUL 6488.2](#).

## **Section 504 of the Rehabilitation Act of 1973 Policy BUL 4692.10**

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a civil rights law that prohibits discrimination/harassment based on disability in any program or activity receiving federal financial assistance. Public school districts are among the entities that must comply with the nondiscrimination requirements of Section 504. LAUSD has specific responsibilities related to the provision of a "free appropriate public education" (FAPE) to school age individuals with disabilities under Section 504 and the Individuals with Disabilities Education Act (IDEA).

For more information, refer to the [Section 504 of the Rehabilitation Act of 1973 Policy BUL 4692.10](#).

## **Compliance with Title II of the Americans with Disabilities Act (ADA) BUL 046982.1**

In compliance with Title II of the Americans with Disabilities Act (ADA) and Sections 504 and 508 of the Rehabilitation Act, LAUSD provides accessible services, programs, and activities to students, parents, and community members with disabilities. All employees, contractors, and vendors are responsible for maintaining facilities and technology that ensure equal access for everyone.

For more information, refer to the [Compliance with Title II of the Americans with Disabilities Act \(ADA\) BUL 046982.1](#).

## **Rights of Victims of Domestic Violence, Sexual Assault**

LAUSD recognizes that on November 4, 2008, California voters approved Proposition 9 (Marsy's Law), which amended the State Constitution to provide expanded rights to victims of crime. These rights apply to victims of domestic violence, sexual assault, stalking, or crimes involving physical, mental, or threatened injury, as well as the immediate family members of deceased victims.

For more information, refer to the [Rights of Victims of Domestic Violence, Sexual Assault](#).

## **Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct BUL 6532.2**

LAUSD is committed to ensuring all allegations of employee misconduct are dealt with in a prompt, thorough, and effective manner, and that all administrators and supervisors have clear guidelines and procedures to follow. Please keep in mind that employees accused of misconduct are entitled to respect, fairness, and due process throughout the investigation.

For more information, refer to the [Protocols and Procedures to Report, Reassign and Investigate Allegations of Employee Misconduct BUL 6532.2](#).

## **Office of Inspector General – Hotline for Suspected Fraud**

LAUSD maintains a telephone hotline through the Office of the Inspector General for employees to report concerns or complaints regarding fraud, waste, and abuse. Reports can be made by calling (213) 241-7778 or (866) LAUSD-OIG (528-7364), emailing [Inspector.General@lausd.net](mailto:Inspector.General@lausd.net), or visiting [www.laoig.org](http://www.laoig.org). All communications are kept confidential, and employees have the option to remain anonymous.

## **Inquiries Regarding Policies and Procedures**

For inquiries about LAUSD policies and procedures related to student-to-student, student-to-staff, and staff-to-student harassment/discrimination, including how to file a harassment/discrimination complaint, contact:

### **Office of Student Civil Rights**

Binh Nguyen, Director

Education Equity Compliance Officer and LAUSD Section 504, Title VI, and Title IX Coordinator

(213) 241-7682

<mailto:EquityCompliance@lausd.net>

### **LAUSD**

333 South Beaudry Avenue, 18th Floor, Los Angeles, CA 90017

Visit [lausd.org/OSCR](http://lausd.org/OSCR) for more nondiscrimination information and complaint forms or click on the above links for working and learning.

Inquiries about Title IX may also be referred to the U.S. Department of Education's Office for Civil Rights.

For inquiries about LAUSD policies and procedures related to the Americans with Disabilities Act (ADA/Title II), including how to file a complaint, contact:

### **Office of ADA Compliance**

Kenneth Arrington

Title II/ADA Compliance Administrator

(213) 241-4530

<mailto:ADA-info@lausd.net>

LAUSD 333 South Beaudry Avenue, 18th Floor  
Los Angeles, CA 90017

For more information, refer to the [Office of ADA Compliance webpage](#). These nondiscrimination provisions extend to admission and employment. Besides the contact

information above, inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment-related discrimination or harassment, may be directed to:

**Equal Opportunity Section**

Melissa A. Espinoza

Supervising Investigator

(213) 241-7685

[mail to: EqualOpportunitySection@lausd.net](mailto:EqualOpportunitySection@lausd.net)

LAUSD 333 South Beaudry Avenue, 20th Floor, Los Angeles, CA 90017

**DISCLAIMER**

While every effort has been made to ensure the accuracy of the information contained herein at the time of publication, policies and procedures are subject to change. In the event of a discrepancy, the provisions of the current collective bargaining agreement shall take precedence. Employees are encouraged to consult their specific collective bargaining agreement for the most current and definitive information regarding their terms of employment.