

April 4, 2019 Article 30 Notes

District: Alejandra Sanchez-Staff Relations, Jorge Amador-Head Sub Unit, Carlos Romero

Substitutes: Francisco Martinez-Chair, Benny Madera-BOD, Audrey Linden-Chapter Chair, Elementary

Additional UTLA: Alex Orozco-Officer, Luis Vicente Ovalles-Staff

Conference Periods- Alex Orozco said the Conference period needs to be negotiated with the principal before school starts. The sub must ask the Principal in the morning to stay an extra hour after school. Article 19 Section 7.0 states the principal time reports the same time for the substitute as the teacher the sub is covering. The sub has to stay an extra hour to get the pay.

Paid Auxiliary classes-6 periods includes Auxiliary; not 5. Is the teacher paid for 6? Option is to stay after school. If the sub stays after school, the sub should get paid. Luis referred to the FAQs. The sub has to inform the school they want to stay an hour after school. If the school denies the sub, call Jorge Amador. The question came up about an Auxiliary assignment being transferred from the original teacher if another teacher had more knowledge as per a case Alex Orozco had recalled with himself. ***Alejandra said she will take this up with Staff Relations and get back to us. It will be a case by case basis.**

Alternate Grievance Process for those subs without 100 days. It is in our contract that subs can utilize the Alternate Grievance Process for **pay, hours and safety issues**. The sub has to draft a letter stating the specific contract violation. **This needs to be clarified.**

ISR Procedure: At the previous Article 30 meeting, that there were “Steps” the principals take in regard to issuing an **ISR and Conferencing with substitutes**. This was clarified today as a “paragraph” instructing principals as to the contract language and includes the Mandatory Informal Conference. Principals are not given a check list. The principals meet on this issue twice a year.

***Luis asked if this information about Steps/Paragraph could be shared with us. He will call Alejandra Sanchez who will check about giving out the information. Revisit.**

Alejandra said there is a **generic “Invite Form” template** with a tentative intention to issue an ISR each of the Staff Relations staff has. It is optional for the principals to call Staff Relations to get this generic “invite”, but she said principals should do on their own and use the Invite Form.

***Luis asked for a copy of this generic “Invite Form.” Alejandra said she will ask if she can bring in the actual forms and if not, she will bring in the language to the next meeting.**

***Luis has to follow up. Revisit.**

Alejandra assured us that Staff Relations is making an effort to assure the process for issuing ISRs is enforced.

District Report-Smart Find. Smart Find will have the addresses of the schools.

Summer Need For Substitutes-Sub jobs will be extremely limited to about 150 jobs a day-300 subs. 100 of the most senior subs in North, Central, South. 600-700 teachers teach in summer.

Principals can give names of subs they want. Jorge Amador said the principals' requests for specific subs will be honored.

2. continued

Smart Find-Advanced Calling-was dropped. There was not a lot of support for this feature.

***Data Report** was requested of Jorge Amador.

***How many ISRs issued? How many resulted in separation? This will be revisited.**

Jorge Amador said subs are required to work 2 days per week. There are about 2,200 subs. If the number is exceeded then there are unfilled positions. Last minute requests are highest Fridays.

Smart Find Issues-Job Cancellations. Subs have received last minute job cancellations with no reason given. Jorge said this is not a problem if the cancellation is a short time after acceptance within 5 or so minutes. It is an issue 30 minutes after. Call Jorge Amador if this happens.

***A sub can cancel a job** for car problems, flat tire, a medical emergency as chest pain. Jorge advised the sub call the school immediately. There is a time frame a sub cannot cancel a job (barring an emergency) and ***Jorge will give us that information. Follow up needed on this.**

Digital Audit Smart Find-Honoring seniority is paramount. Subs may not get called on a low volume day, if they have limited items in their profile. There are individual reasons subs may not get called.

***IRBP Training for Substitutes-** Audrey Linden brought this issue up and gave paperwork to Jorge Amador. We asked for this training for subs who do Special Ed. It is given to teachers who do Special Ed and concerns safety issues. Jorge was not privy to training information. He said there is a 15% budget cut and there is no guarantee if training will be given to substitutes. ***Jorge will look into this issue. It will be revisited.**

***Contract Language Change "Unfilled" to "Vacant"** The old contract had "unfilled" which was changed to "vacant" in the new contract. In the new contract, Jorge said a teacher does not have to be assigned. This can be at the beginning of the year and end of the year. Concern was expressed regarding the language as to the language affecting long term pay for subs. ***Jorge said this issue will be re-visited.**

Summer R A Letter to subs on LAUSDs email. Nothing to return unless a change in start date. Print and mail in if a change. It will be up last week in April and a visual on line.

FAQs "Specified vs Prearranged

FAQs: Alex Orozco asked for put something about Healthcare in the FAQ's. A day worked in May covers June, July and August. Jorge said the Sub Unit does not advise subs. It's a solid policy for 2 years.

Audrey Linden

