April 18, 2018

NOTIFICATION OF CHANGE IN SUBSTITUTE AVAILABILITY

Dear Substitute Employees,

The Los Angeles County Office of Education (LACOE) is currently undergoing a significant Reduction in Force (RIF). The RIF is due in part to the district takeback of the Southwest Intensive Specialized Program (SWISP) and other mandated cuts to LACOE programs. These cuts will be felt by the entire LACOE community and beyond.

The purpose of this notification is to make you aware that the availability and need of substitute positions within the 2018-2019 school year will be greatly reduced. The takeback of SWISP is affecting over 300 full-time individuals. While some of these positions are being taken back by the district, some will not. The remaining individuals will be placed in positions based on their seniority and credentials (if applicable). Those who are not senior enough to remain in full-time positions will have the right to request to be placed in the appropriate systems in a substitute capacity.

Due to the number of individuals directly affected, we are notifying you that the number of available substitute positions will be decreasing as well as the available coverage area.

Please review and complete pages 3-5 and send back to Human Resource Services (HRS) before the designated deadline of **Friday, May 18, 2018**. The information on these pages shows the available areas within the Divisions of Special Education (DSE) and Student Programs (DSP) that are currently slated to remain for the 2018-2019 school year.

Please read the information carefully. You will be required to send back page 3 if you are not going to return following this school year. In the event you are planning on returning for the ensuing school year, you will be required to send back pages 3-5, fully completed.

Due to the change in the availability of the substitute positions, we would also like to inform you that you may be eligible for Unemployment Insurance (UI) benefits. If you choose to file a claim, your entitlement to benefits will be determined by the Employment Development Department (EDD) and not by LACOE or its unemployment claims administrator, Equifax Workforce Solutions. Choosing to
stay employed as a substitute or choosing to resign will not alter your ability to request UI benefits at any time.

Should you choose to submit a UI claim, please provide EDD the following mailing address for LACOE’s third party administrator for timely processing of your claim:

Los Angeles County Office of Education  
c/o Equifax Workforce Solutions  
P.O. Box 23020  
Oakland, CA 94623-2302

Assembly Bill (AB) 1522-Healthy Workplaces, Healthy Families Act of 2014 states that temporary and variable hour positions may be entitled to the accrual of sick leave. Based on the current law, for every 30 hours worked, 1 hour of sick leave is accrued. Accruals continue to occur throughout fiscal years; however, the maximum you can accrue over any given period is 48 hours. Regardless of accrual balances, 24 hours is the maximum that can be used in any fiscal year (July –June). Compliance with this law is carefully monitored by both HRS and Payroll. Please note: qualified sick leave accrued while in eligible status described herein is non-transferrable, has no cash value and will be removed a year from the employee’s date of separation.

Please acknowledge your employment intentions by returning the requested form(s) no later than Friday, May 18, 2018. Failure to return the notice in a timely manner may result in your removal from the substitute pool at the end of the school year.

Thank you,

Jennifer Burchett  
Coordinator, Human Resources Information Systems  
Human Resource Services

JB/cdp
Intent to Remain Employed as a Substitute
2018–2019 School Year

Please select the statement below that best describes your employment preference with the Los Angeles County Office of Education (LACOE) for the 2018-2019 school year.

_____ I wish to remain employed in a substitute capacity with LACOE for the 2018-2019 school year. I also understand and acknowledge remaining active is not a guarantee of work.

_____ I do not wish to continue substitute employment with LACOE and hereby agree to be removed from the substitute pool at the end of the school year.

As always, you are responsible for your AESOP profile being up to date and accurate. To make sure you have the most current information in your profile online, please log in (www.aesoponline.com) and verify the information is accurate.

Print Legal Name as Reflected on Paycheck: ____________________________________________________________

Signature and Date: __________________________________________________________________________________

For your convenience, the remaining PAU’s are shown below by quadrant and program for your reference:

<table>
<thead>
<tr>
<th>SOUTHWEST</th>
<th>SOUTHEAST</th>
<th>SAN GABRIEL</th>
<th>NORTH CENTRAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSE</td>
<td>Buena Vista</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSE</td>
<td>Larson East</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSP</td>
<td>Central</td>
<td>Los Padrinos</td>
<td>Angeles Forest</td>
</tr>
<tr>
<td>DSP</td>
<td>Santa Monica Mountains</td>
<td>Renaissance PAU</td>
<td></td>
</tr>
<tr>
<td>DSP</td>
<td>Campus Kilpatrick</td>
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</tbody>
</table>

Please return to Human Resource Services (HRS), no later than Friday, May 18, 2018, by one of the following methods:

<table>
<thead>
<tr>
<th>Via U.S. Mail</th>
<th>E-mail</th>
<th>Fax</th>
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</thead>
</table>
| Los Angeles County Office of Education
Lakay Page – Human Resource Services
9300 Imperial Highway
Downey, CA 90242-2890 | page_lakay@lacoe.edu | 562-803-6254 |

Please be certain to e-mail or call Lakay Page to confirm receipt. Any questions regarding this form should be addressed to HRS at 562-803-8577.
Substitute Program Designation Form (Sites Subject to Change at Any Time)

Legal Name as Reflected on Paycheck: ____________________________________________

Contact Number: ____________________________ E-mail Address: ________________________

Current Substitute Title(s): __________________________________________________________

Please review the programs below and select any or all programs you are interested in working as a substitute:

**Division of Student Programs (DSP):**

**Juvenile Halls/Camps:**
- ☐ Central PAU
- ☐ Los Padrinos PAU
- ☐ Nidorf PAU
- ☐ Angeles Forest PAU
- ☐ Mc Auliffe PAU
- ☐ Road to Success PAU
- ☐ Santa Monica Mountains PAU

**County Community Schools:**
- ☐ Renaissance PAU

**Alternative Education:**
- ☐ I-Poly PAU
- ☐ LACHSA PAU

**Division of Special Education (DSE):**

- ☐ Buena Vista PAU and Annex
- ☐ Larson East PAU

(Please note: your responses indicated above will be used to reconfigure your AESOP profile. This can be updated at any time via completion of another Substitute Program Designation Form)

Please return with pages 3 and 5 by either U.S. Mail, E-mail or Fax as indicated on page 3.
Legal Name as Reflected on Paycheck: ____________________________________________

<table>
<thead>
<tr>
<th>LACOE Substitute Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>By initialing the following, I agree to the conditions listed as they pertain to my employment with the Los Angeles County Office of Education (LACOE). I also maintain that I understand the terms of my employment and that I will maintain and hold fast to the current policies of the Office as well as the appropriate California Education Codes. Violations can be grounds for disciplinary action leading up to exclusion from specific work sites as well as termination.</td>
</tr>
</tbody>
</table>

____ To be eligible to be hired, rehired and remain as an active employee, a current risk assessment for the clearance of tuberculosis (TB) must be current and on record with LACOE as per California Education Code 49406.

____ To be eligible to be hired or rehired as an employee, a background check with the Department of Justice (and Federal Bureau of Investigation for classified) must be completed and received, prior to beginning any assignment.

____ To be eligible to be hired or rehired as an employee, it is mandated that all employees complete the LACOE approved mandated reporter training, within the legally required timeline(s). AB 1432 maintains that as a state mandated agency, that all employees must complete this requirement on an annual basis. Those not in compliance by the designated timeframe, can have their employment terminated in accord with California Education Code 44953.

____ To be eligible to be hired, rehired and remain active as a certificated substitute teacher, substitute counselor, or substitute nurse, you must possess a valid teacher credential or sub permit as deemed necessary for the position by the California Commission on Teaching Credentialing and/or the requirements of the classification.

____ To remain an active employee, I understand that I must regularly accept substitute assignments in the AESOP system. An extended period of time with no service provided will result in being released from the district with a separation reason of “Lack of Service.”

____ I acknowledge that I am an “at-will employee” and can be removed as an employee at any time, with or without cause, per California Education Code 44953.

____ Failure to show for an accepted assignment in the AESOP system, may result in exclusion from a specific site and/or removal from the substitute pool.

____ Receipt of an unsatisfactory substitute progress report from a work site may result in exclusion from a specific site and/or removal from the substitute pool.

____ Responsibility to keep all contact information on file in HRS and AESOP up-to-date is my responsibility. I am responsible for providing my current contact information to the District.

____ Per AB 1522-Healthy Workplaces, Healthy Families Act of 2014, I am entitled to sick leave accrual. For every 30 hours worked, I earn 1 hour of sick leave for a maximum of 3 days (24 hours) per fiscal year.

____ I hereby agree to abide by all conditions of employment, board policies, board regulations and applicable laws in place throughout my employment with LACOE.

My signature indicates that I understand the substitute agreement as outlined above.

Signature and Date: _____________________________________________________________

Please return with pages 3 and 5 by either U.S. Mail, E-mail or Fax as indicated on page 3.