

INTEROFFICE CORRESPONDENCE
Los Angeles Unified School District
Office of the Superintendent

TO: All Schools and Offices

DATE: October 27, 2011

FROM: Michelle King
Senior Deputy Superintendent, School Operations

SUBJECT: UPDATE TO HIRING FREEZE

The purpose of this memo is to provide an update to the partial hiring freeze that has been in effect as a result of the reduction in force. Schools and offices may continue to fill existing classified and certificated positions without a freeze exemption. Effective October 27, 2011, schools may create new certificated and classified positions without a freeze exemption request. However, freeze approval will continue to be required for the creation of new positions for central and other non-school based offices.

Freeze approval will continue to be required for:

- reallocations
- upward reclassifications
- changing the basis or hours of a position
- opening a substitute, relief or limited term assignment (includes, but is not limited to, Professional Experts and Temporary Certificated Assignments).

Freeze approval will also continue to be required to modify existing classified positions. A freeze exemption request which will result in the displacement of a current incumbent will not be approved. This includes any request to close an occupied position. Requests to Budget to open new Education Aide II positions will not be approved.

All certificated school-based positions will remain exempt from the hiring freeze. However, schools should continue to consider and give priority to RIF'd teachers when filling Categorical Limited Contract teaching assignments, when possible.

Requests for exemption shall be submitted for my review with prior approval of the Local District Superintendent or Senior Staff. The freeze committee will continue to meet to review exemption requests during the second week of every month. Freeze approvals are valid for 45 days. Please note that I will only consider requests that are essential to the operations of the respective school or office.

Thank you for your continued cooperation and compliance.

Los Angeles Unified School District

Request for Freeze Exemption: Staffing

Please use this form to request any of the following actions:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Create a new position
<input type="checkbox"/> Reclassify a position/class upward (classified only)
<input type="checkbox"/> Reallocate the salary of a position/class upward | <input type="checkbox"/> Open a substitute, relief or limited term assignment
<input type="checkbox"/> Differential (classified only)
<input type="checkbox"/> Change in Basis (from ____ to ____ Basis) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Current/Most Recent Incumbent (if applicable)		Branch/Division	
Class Title/Class Code	Bargaining Unit	Maximum Salary Range/Schedule	Basis
Location Name	Location Code	Funding Source	Position Control Number

Please attach responses to the following questions on a separate sheet of paper:

1. Please provide an explanation justifying why this position is essential to the operations of the school or office.
2. Identify a minimum of ten typical duties that will be assigned to this position. (Please do not copy from the class description.)
3. Please provide a current organizational chart with the position and supervisor indicated. If upgrading a position or closing a position to open a new one, please indicate that on the organizational chart.
4. Please identify the funding source (include name of funding source in addition to code). If grant funded, please specify the duration of the grant.

New position requests:

1. How are the responsibilities of this position currently being fulfilled?

Signatures Required:

Branch/Section Head	Date	Division Head/Local District Supt.	Date
Contact Person	Phone	Fax & E-mail	

SUBMIT CERTIFICATED REQUESTS TO: Sarah Walters, Human Resources, sarah.walters@lausd.net fax: (213) 241-8418

SUBMIT CLASSIFIED REQUESTS TO: Wendy Guzman, Personnel Commission, wendy.guzman@lausd.net fax: (213) 241-6803