



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

TITLE: Special Education Paraprofessional Attendance Policy

NUMBER: BUL-6527.1

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: January 15, 2018

ROUTING
 All Locations
 Local District Superintendents
 Administrators of Operations
 School Administrators
 Staff working with Special Education Programs
 Supervising Special Education Assistants
 Special Education Trainees/Assistants

PURPOSE: The purpose of this Bulletin is to provide schools with a Special Education Paraprofessional Attendance Policy document.

MAJOR CHANGES: This Bulletin replaces BUL-6527.0, of the same title, issued July 6, 2015. The previous Bulletin had a standalone policy (Attachment A). This information is now embedded in this policy document. The *Consequences of Excessive Absenteeism* section has been revised.

POLICY: The Division of Special Education has developed an attendance policy guide for special education paraprofessionals to be used by schools.

Special Education Assistants, Health Care Assistants (HCA) and Trainees, and other special education paraprofessionals are allocated to school sites to provide direct services to students with disabilities. Daily attendance is a critical component of service provision. The attendance policy is designed to provide attendance standards for special education paraprofessionals and to outline procedures for reporting absences.

PROCEDURES: It is recommended that this Reference Guide be distributed at the start of the school year and reviewed at second semester. Schools may customize the attachment to indicate site procedures and expectations (Attachment A).

- Special education paraprofessionals shall obtain their work schedule, including hours of assignment, break & meal periods from their supervisor or administrator.
- Special education paraprofessionals shall be responsible for following District and school site procedures regarding reporting absences.
- Special education paraprofessionals who work in support of moderate to severe programs or in support of students with significant health or behavioral needs may be required to adhere to special absence reporting requirements.



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PROCEDURES (Continued):

- Special education assistants and trainees contact SmartFind Express at 1-866-477-3233 or <http://classifiedsubs.lausd.net> as directed by school administrator or designee.
- Health Care Assistants assigned to general education sites are to call Nursing Services Health Care Assistant Absence Reporting at 213-202-7573 to report their absences. Health Care Assistants assigned to special education centers are to call their supervisor or school site administrator to report an absence.
- Unless an emergency situation dictates otherwise, messages may not be left by third parties (i.e. friends, relatives, etc.) or left with co-workers unless the immediate supervisor has designated that individual to receive absence notifications. During emergencies, employees must follow the notification procedures in accordance with the Unit B Collective Bargaining Agreement as soon as reasonably possible.
- Special education paraprofessionals are required to turn in absence certification forms (Form No. 60.ILL or No.60.NON-ILL) prior to or on the day of their return.
- All employees are required to submit a signed attending physician’s statement or appropriate health form to their administrator after the fifth consecutive absence. However, administrators may require employees to provide additional documentation at any time. Advance notification should be provided in accordance with the contract for various absences. Additionally, employees typically have advance notice of the following types of absences and should notify administration in advance so uninterrupted service can be provided to our students.

Doctor Appointments
Dentist Appointments
Jury Duty

Military Leave
Subpoenaed Court Appearance
Vacation Request

EXPECTATIONS: With the exception of emergency or exigent services, the following is required:

- Paraprofessionals are to sign in at the beginning of their shift and proceed immediately to their work area. If an employee is unable to report to work by the designated time, the employee must contact the supervisor and/or designated individual responsible for receiving call-ins prior to the start of the workday, including late arrival.
- Paraprofessionals must return to their work area following designated break and meal periods on time.



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EXPECTATIONS (Continued):

- Paraprofessionals must notify an administrator or individual providing work direction if their regularly assigned meal or rest period needs to be adjusted due to work related duties.
- Paraprofessionals are expected to complete their entire shift, daily.
- Paraprofessionals may not leave work early unless excused by an administrator or designee assigned by the administrator. Required documentation must be turned in to administrator for the portion of absence.
- Paraprofessionals are expected to complete assigned hours and leave promptly at the end of the shift. Additional time /overtime must be pre-approved by the administrator and the Special Education Service Center, Operations. Additional time and overtime are assigned in accordance with District policy and bargaining unit agreement.
- Employees are not permitted to work through the lunch period or breaks to make up time.
- Employees are not permitted to alter their work schedule unless approved by their supervisor in advance.

Meal Period

Employees who are assigned more than 5 hours per day are entitled to a minimum 30-minute duty free, unpaid meal period. The meal period is typically scheduled at approximately the halfway point of the workday and is scheduled by the supervisor or administrator based on program needs. Meal periods and rest periods shall not be combined or used to shorten the workday.

Rest Period

Employees who are assigned more than 5 hours per day are entitled to one 20 minute or two 10-minute duty free rest periods scheduled by the supervisor or administrator based on program needs.

Consequences of Excessive Absenteeism

If employee is determined by the school site administrator to have excessive absenteeism, an informal counseling should take place.

The informal counseling shall include:

- An explanation that the counseling itself is not disciplinary, but is intended to bring a problem to the attention of the employee with the goal of improving attendance.



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EXPECTATIONS (Continued):

- If the employee has not already submitted FMLA certification and protection request, the administrator will offer the appropriate forms and approval when documentation has been completed and submitted.
- An explanation of how the absences have negatively impacted students and programs.
- An opportunity for the employee to respond to, explain, or elaborate on the absences and clarify any extenuating circumstances.

Failure to comply with the directives of the supervisor or administrator will result in receipt of a written conference memo to be included in the employee's personnel file. Failure to comply with the written directives may result in a "Below Standard" evaluation and/or disciplinary action including, but not limited to dismissal from District service in accordance with the Unit B Collective Bargaining Agreement and other applicable procedures.

Note: All unprotected absences shall be considered when calculating the employee's total number of days absent.

Excessive tardiness can also be subject to the above progressive discipline process.

Unprotected unpaid time is unacceptable and subject to the above progressive discipline process.

Good Attendance

Employees with excellent attendance should be commended.

RELATED RESOURCES:

- LAUSD Classified Employee Handbook
- Unit B Contract
- BUL-5616.2 Additional Time and Over Time Policy- Classified Staff Working with Students with Disabilities.

ATTACHMENTS: Attachment A: Special Education Paraprofessional Attendance Policy Acknowledgement

ASSISTANCE: For assistance, contact the Division of Special Education at (213) 241-6701, and ask to speak with Oscar Rodriguez, Coordinating Specialist, or a Supervisor of Special Education Assistants (SSEA).

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POLICY BULLETIN**

**Special Education Paraprofessional Attendance Policy
Acknowledgment**

Your signature indicates that you have received a copy of the Special Education Paraprofessional Attendance Policy and discussed its content with your supervisor or administrator.

Employee Name/Title

Employee Number

Signature

Date