



2020-21 DISPLACED TEACHERS AND COUNSELORS

**TIME REPORTING INSTRUCTIONS AND DUTIES FOR DISPLACED
TEACHERS/COUNSELORS**

WHAT'S NEW

- Schools are Responsible for **ALL** Time Reporting, except Leaves of Absence
- Funding source has been updated. Adjustments, backdated to August 17, 2020, may be needed if applicable.

GENERAL INFORMATION

Displaced General Education Teachers/Counselors during the 2020-21 school year will be defaulted to one school to support the instructional program according to the following priorities:

1. In place of an absent teacher due to illness/personal necessity
2. In place of teachers attending staff development workshops and trainings
3. To provide class coverage for other specialized circumstances such as IEPs, testing, period-by-period absences, etc.
4. Other duties consistent with this assignment as determined by the principal

Beginning on the Pupil Free Day, Monday, August 17, 2020, Displaced General Education Teachers/Counselors must report to their default school location and will remain there each day until they are successfully selected or assigned to a qualified position. **Contractually, the Displaced Teacher/Counselor is to be the first substitute of the day for an absent teacher at the default school. All regular teacher absences require a job number from SmartFindExpress (SFE) Substitute Request Telephone System.** In addition, Displaced Teachers/Counselors may be reassigned to another school location during the school year at any given time depending on the needs of the District.

DISPLACED GENERAL ED. TEACHERS/COUNSELORS DEFAULT SCHOOL LOCATION

School Time Reporters are responsible for reporting ALL time (absences and regular time) for teachers/counselors reporting to your school sites. As a reminder, all teachers and counselors defaulted to your school site are to be requested as the first substitute of the day in place of an absent teacher through the **SmartFindExpress (SFE)** system.

TIME REPORTING FOR DEFAULT ASSIGNMENTS

Displaced Teacher/Counselors are positive time reported (TMS 1) and consequently must be time reported daily and must follow the LAUSD Single Track published work calendar. Select the link for 2020-21 published [calendars](#). Do not project future time reporting for a displaced teacher/counselor since they may be reassigned to a different location at any given time.



**LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

2020-21 DISPLACED TEACHERS AND COUNSELORS

Displaced Teacher/Counselors are required to sign-in and sign-out daily on an employee payroll time record and to inform you if they are going to be absent. The time sheets for Displaced Teachers/Counselors will be accessible to all time reporters. Employees must complete and submit a Certification and/or Request of Absence Form for approval from your school administrator or designee.

When time reporting for the Displaced Teacher/Counselor assigned to your default school location, please time report as follows using **your school's cost center code**:

- **When a general ed pool teacher is filling in for a vacant position or absent teacher, use your school's resources to time report.** When schools request a defaulted teacher to substitute for a teacher who is absent, schools will time report the first four (4) days of substitute teacher time from the funded program of the absent teacher's position. All subsequent substitute time will be time reported using program 13027.
- **When a general ed pool teacher is NOT filling in for a vacant position or absent teacher, use program 12729 to time report.** Refer to the table below.
- **When a general ed pool teacher is subbing for a special ed teacher or assisting with a special ed IEP, use program 17247 or 12817, respectively, to time report.** Refer to the table below.
- **A special ed pool teacher is assigned to a vacant position at your school. Use the funded program of the vacancy to time report.** Special education teachers can only support special education services. As such, they should not be a substitute for a general education teacher or counselor.

	OPTIONS SCHOOLS		REGULAR K-12 SCHOOLS		ALL SCHOOLS	
IF DEFAULT PROGRAM CODE IS	IF SUB IS FOR A GENERAL ED TEACHER	IF SUB IS A COUNSELOR	IF SUB IS FOR A GENERAL ED TEACHER	IF SUB IS A COUNSELOR	IF SUB IS FOR A SPECIAL ED TEACHER	IF SUB IS FOR A SPECIAL ED IEP
11071 (general ed. teachers and counselors)	010-3220 1110-1000-12729	010-3220 1110-3110-12729	010-3220 1110-1000-12729	010-3220 1110-3110-12729	010-6500 5760-1110-17247	010-6500 5760-1110-12817
12189 (special ed. teachers)	N/A	N/A	N/A	N/A	Funded program of Special Ed. vacancy	Funded program of Special Ed. vacancy



LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

2020-21 DISPLACED TEACHERS AND COUNSELORS

TIME REPORTING FOR LONG TERM ASSIGNMENTS

When a Displaced Teacher/Counselor is reporting to your school to cover a temporary vacancy or long-term assignment, please do the following:

- 1) Contact your Personnel Specialist with effective **start and end dates** of the long-term assignment so they can assign the Displaced Teacher/Counselor in that assignment's position control number.
- 2) During the long-term assignment, the Displaced Teacher/Counselor is on your payroll roster and is negative time reported (TMS 9).
- 3) Employees must complete and submit a Certification and/or Request of Absence Form for approval to the school site administrator and the time reporter who will report the absence accordingly. Completed and approved absence certification forms are required **prior** to reporting of absence time.
- 4) **A job number must be "Prearranged" in SmartFindExpress (SFE) for this temporary assignment.**
- 5) Add the Displaced Teacher/Counselor in the MiSiS system in order to be allowed to request substitute coverage when she or he is absent through **SmartFindExpress (SFE)**.

- 6) When the assignment has been completed or becomes completed earlier than expected, please contact your Personnel Specialist and do the following:
 - a) Remove the Displaced Teacher/Counselor from your school MiSiS system.
 - b) Go to **SmartFindExpress (SFE)** and end the assignment. Do not cancel assignment.
 - c) Inform the Displaced Teacher/Counselor of the ending assignment date and to remain at the school until HR sends notification of reassignment (if applicable).
 - d) Inform the Displaced Teacher/Counselor that they are to be defaulted at the school and will need to follow the Displaced Teacher/Counselor duties listed in the General Information section above.

If you are having problems time reporting Displaced Teachers/Counselors, please contact the HR Staff below.

HR DISPLACED TEACHER/COUNSELOR PERSONNEL STAFF
PAYROLLSUPPORT@LAUSD.NET
MSOTOMAY@LAUSD.NET