



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Procedures for Time Reporting Special Education Teachers (Certificated) and Special Education Paraprofessionals (Classified) During Regular School Year

NUMBER: REF-5851.3

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Division of Special Education

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PURPOSE: The purpose of this Reference Guide is to provide District-operated schools with the current procedures for time reporting special education teachers, special education assistants/trainees (SEAs/SETs), health care assistants (HCAs), other program support, paraprofessionals, and substitute employees.

MAJOR CHANGES: This Reference Guide replaces REF-5851.2 issued on January 20, 2020. Changes to this version include procedures for documenting implementation of services on the school bus for students with disabilities and to ensure accurate time reporting.

PROCEDURES: All schools must use a uniform process for time reporting. The guidelines for special education teachers, paraprofessionals and other personnel who provide support on the bus are described below:

- I. Authorized certificated special education teacher positions (Attachment A)
 - A. Special education teachers must be assigned, within their credential area, to an authorized resource specialist program or special day program.
 - B. A designated special education administrator authorizes special education programs through ECAST planning or Norm Day procedures.
 - C. Teachers report to their assigned work location and are time reported for performing special education teacher job duties in accordance with the LAUSD/UTLA Contract, Article IX and class code descriptions available with LAUSD Human Resources.

ROUTING
 All Locations and Schools
 Director, Budget Services
 Local District Superintendents
 Local District Instructional Directors
 Local District Fiscal Specialists
 Local District Special Education Administrators
 School Site Administrators
 School Administrative Assistants
 Transportation Services Division



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D. Employees regularly assigned to duties outside the scope of an authorized special education program teacher (i.e., non-classroom teacher assignments) or to participate in any professional development activities outside the scope of their regular assignment must be paid with non-special education funds unless authorized by the Division of Special Education.

II. Authorized classified special education paraprofessional positions (Attachment A)

A. As of July 1, 2012, authorized part-time positions for classified special education funded paraprofessionals (Unit B) may be assigned up to, but not to exceed, six (6) hours per day.

B. As of July 1, 2012, authorized full-time positions for classified special education funded paraprofessionals (Unit B) may be assigned seven (7) hours to provide bus support for students with disabilities as indicated in the individualized education program (IEP).

C. The change to reduce the budgeted hours for classified employees will be processed centrally. Reductions, if any, will be determined by the transportation support needs at the site.

D. School administrators are responsible for providing the level of program support indicated on a student's IEP using existing personnel. If qualified personnel are not available, the school may discuss program support needs with a designated special education administrator and/or Nursing Services to review the current allocation.

E. Positions are authorized to support resource specialist programs, special day programs, or to provide program support for students with disabilities as determined by the Division of Special Education based on a variety of factors.

F. Paraprofessionals regularly assigned to duties outside the scope of an authorized special education classified class code must be paid from non-special education funding unless authorized by the Division of Special Education.

G. Due to contractual agreements, assignments for the following employees may not be changed at the school site level:

1. Employees assigned to full-time positions may not have their hours reduced to less than seven (7) hours.
2. Employees assigned to part-time positions may not have their regularly assigned hours increased to seven (7) hours or greater.



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3. Employees who are in substitute status may not be changed to probationary or permanent status.

III. Time reporting for special education assistants/trainees assigned to provide support to students that exceeds the authorized number of hours of an assignment.

- A. Schools administrators will need to follow procedures for determining the need for, and authorizing, additional time or overtime for personnel assigned to provide support on bus routes. This is covered in BUL-5616.3: "Additional Time and Overtime Policy - Classified Staff Working with Students with Disabilities."

B. Time reporting special education assistants/trainees and other personnel assigned to bus support:

1. Time reporting begins at the pick-up time and location (home or school) of the student who requires services per the IEP.
 - a. The employee riding the bus must be at the assigned pick-up location at the scheduled pick-up time; the bus will not wait for the employee to arrive. Each day upon embarking the bus before school and debarking after school, the employee shall document the exact time of day next to their name on the *SPED Rider Weekly Ridership* form.
 - b. Health care assistants who are required to complete a *Daily Suctioning Checklist* and/or *Daily Oxygen Checklist* prior to boarding the bus should begin ten (10) minutes prior to the assigned time reported by the Transportation Department and should be accounted for in the employee's assignment.
2. Time reporting ends when the bus arrives at the drop-off location (home or school) and the student is released to a designated authorized adult.
3. For employees whose time is consistently reported for more than 35 hours a week due to long bus rides, school administrators should investigate and consider the following:
 - a. Confirm with the area bus supervisor (ABS) the actual pick-up and drop-off time for the student and compare this to the employee's time sheet for verification.
 - b. Consult with the ABS regarding the route to see if accommodations can be made to shorten the ride for the student(s) receiving bus support.



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- c. Determine if the current route has additional program support staff, even if the staff is assigned to a different school site that can support the student's needs on the route.
 - d. Increase the employee's duty-free lunchtime to up to (1) one hour per day.
 - e. Request additional time or overtime as needed to provide sufficient bus support coverage and distribute the authorized additional time/overtime in accordance with the LAUSD/Unit B Collective Bargaining Agreement (Article IX, Section 2.0 and section 5.0).
 - (i) Rotate all available and qualified full-time employees on routes that would exceed a 7-hour assignment.
 - (ii) In the event that all available full-time employees are utilized to provide bus support, qualified part time employees may be included in the rotation schedule.
4. On occasion, special arrangements must be made regarding the employee's location for meeting the bus. When this occurs, the school administrator must request approval from a designated special education administrator to authorize the time reporting from a location or time different from the student's assigned pick-up or drop-off location or time.
- C. Time reporting using special education program codes is prohibited in the following situations:
1. The school may not report time the employee needs to locate public parking or the time needed to get from the parking location to the designated pick-up/drop-off location.
 2. The school may not report time when the employee is late to the designated pick-up location and the bus has consequently departed without the student.
 - a. If this occurs, the employee is paid from the regular school day start time and may not be paid for the time to travel to the school.

Bus drivers are required to call the ABS and report to the supervising school administrator (or designated certificated staff) any student that could not be transported due to the assigned employee not being at the scheduled pick-up location at the assigned pick-up time.



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D. Time reporting special education assistants/trainees assigned to support students with disabilities in after-school and extracurricular activities.

1. The school should confirm the authorization and funding source with the department that coordinates and funds the activities of the extra-curricular program.

IV. Split positions for special education teachers, special education assistant/trainees, and health care assistants

A. Special education teachers, special education assistants/trainees, and health care assistants may be authorized to support students with disabilities and/or special education programs in multiple locations.

1. A designated special education administrator will identify and authorize split special education teacher and special education assistant/trainee positions.
2. A designated special education administrator in collaboration with Nursing Services and school administrators will identify and authorize split health care assistant positions.

B. School time reporters must report the employee's assigned time as indicated in the budgeted position control numbers for that location. The position control numbers are budgeted for the hours per location determined necessary to ensure appropriate instructional services or health related needs are met.

1. Employees are required to sign in and out at the main office at all assigned work locations and notify all assigned work locations in the event of an absence.
 - a. Communication between assigned locations should be established to notify the other site in the event that unexpected circumstances on the school site (e.g., fire drill, school emergencies, etc.) will affect the employee's ability to report to the scheduled location and time.
 - b. It is permissible to time report duty hours provided at another location as authorized by the Special Education Service Center Administrator when the support need is temporary or the secondary assignment is determined to be of a frequency or duration that does not warrant multiple position control numbers. The time reporter should ensure the employee is notified of documentation needed to account for time provided at the other location and travel time.



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- C. Mileage reimbursement is provided for any employee that is authorized for travel between multiple work locations in accordance with District procedures and Collective Bargaining Agreements.
 - 1. Time reporters should use the program code that follows the funding of the person claiming mileage for mileage reimbursement funding.
 - 2. Time to travel is included in duty hours and must be accounted for by either the sending or receiving work location.
 - 3. Lunch and break periods provided by the contract is not included in the allotted travel time.
 - 4. Daily Mileage Log (Attachment C) must be submitted to and approved by the supervising school administrator before monthly time reporting deadlines.

V. Substitute policy and procedures:

A. Certificated

- 1. Substitute teachers for resource specialist or special day program teachers are time reported using the program code 7247 during the regular school year.

B. Classified

- 1. Conditions under which a substitute paraprofessional may be requested on the first day of absence:
 - a. Absence of a baseline Special Education Assistant/Trainee.
 - b. Absence of a Health Care Assistant (HCA).
 - c. To fill a budgeted vacant Special Education Trainee/ Assistant position.
- 2. To request a trainee/assistant substitute or a special education assistant/trainee, school administrators or administrative assistants must use the SmartFindExpress substitute calling system at 866-477-3233 or online at <https://cslausd.eschoolsolutions.com>
- 3. To request a substitute for a health care assistant assigned to a general education campus, the HCA will report absences by logging on to <https://forms.gle/N8UiNRjMjWGzZaaW8> and completing the HCA Absence Reporting Form. For HCA coverage information, administrators may contact District Nursing Services.



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Administrators should contact District Nursing Services before approving HCA non-illness absence request in order to arrange coverage.

4. School administrators or designated supervising special education assistants must maintain a “Program Support Coverage Log” (Attachment B) to track absence coverage for health care assistants and special education assistant/trainees providing Behavior Intervention Implementation (BII) and health-related/self-help needs.

VI. Mandatory certification for specially funded programs

- A. The school principal must complete the appropriate certification form(s) for all employees funded using Federal/State categorical programs as indicated in BUL-2643.9: “Documentation for Employees Paid from Federal and State Categorical Programs,” issued July 10, 2019.
 1. “Semi-Annual Certification” form for employees whose salary is solely funded by program codes 2002, 2003, 2005, 2144, and 2215.
 2. “Multi-Funded Time Report” and other required logs for employees where partial funding is provided by program codes 2002, 2003, 2005, 2144, and 2215.
- B. The certification forms must be retained at the school site for a minimum of five years for auditing purposes.

RELATED RESOURCES:

- BUL-5616.3: “Additional Time and Overtime Policy - Classified Staff Working with Students with Disabilities,” January 17, 2020
- BUL-2643.9: “Documentation for Employees Paid from Federal and State Categorical Programs,” July 10, 2019
- BUL-6527.2 “Special Education Paraprofessional Attendance Policy,” August 29, 2019
- UTLA Collective Bargaining Agreement
- Unit B Collective Bargaining Agreement

ATTACHMENTS: Attachment A – Certificated and Classified Special Education Class Codes
Attachment B – Program Support Coverage Log
Attachment C – Daily Mileage Log



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ASSISTANCE: For time reporting technical assistance, please contact the payroll specialist for your school.

For assistance with SmartFindExpress classified employee substitute system, please call the helpdesk at (213) 241-7808 or (213) 241-3362.

For Assistance with Health Care Assistant coverage contact District Nursing Services at (213) 202-7580

For all other program assistance and additional information, contact Division of Special Education Operations coordinators supporting your local district at (213) 241-6701.

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Division of Special Education

**CERTIFICATED AND CLASSIFIED SPECIAL EDUCATION CLASS CODES
(SCHOOL-BASED)**

CERTIFICATED SPECIAL EDUCATION TEACHERS	
CLASS CODE	CLASS TITLE
0740	Special Education Teacher
0790	Resource Specialist Teacher
0778; 0740	Adapted PE
0740	Vision Impairment
0740	Deaf Hard of Hearing
0757	DOTS
0472	School Audiometrist
0481	School Occupational Therapist-Special Education
0479	School Physical Therapist-Special Education School
CLASSIFIED SPECIAL EDUCATION PARAPROFESSIONALS (UNIT B)	
CLASS CODE	CLASS TITLE
4954	Sign Language Interpreter
4571	Special Education Assistant
4578	Special Education Assistant (Hearing Impaired)
4566	Special Education Assistant (Male)
4575	Special Education Trainee
4573	Special Education Trainee (Hearing Impaired/Restricted)
4562	Special Education Trainee (Male)
4459	Special Needs Attendant
4463	Special Needs Attendant (Female)
4461	Special Needs Attendant (Male)
4950	Speech Language Pathology Assistant
4906	School Occupational Therapy Assistant
4577	Resource Assistant for Students with Visual Disabilities
4569	Instructional Aide for the Deaf & Hard of Hearing Students - Signing
4969	Instructional Aide for the Deaf & Hard of Hearing Students - Oral
4701	Health Care Assistant (Male)
4700	Health Care Assistant
4946	Deaf and Hard of Hearing Instructional Aide
4706	Instructional Aide (Braille)
CLASSIFIED SPECIAL EDUCATION PARAPROFESSIONALS (UNIT S)	
CLASS CODE	CLASS TITLE
4560	Supervising Special Education Assistant

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PROGRAM SUPPORT COVERAGE LOG

Special Education Assistant/Trainee, Health Care Assistant, and other program support paraprofessionals

School _____ LOC: _____ LD: _____ Principal: _____

School Year: 20__-__

Date	Student Name	Employee Absent	Employee Covering	Duration	Type of Service	Assigned by

