LOS ANGELES UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Classified Employment Services
FAX NO. (213) 241-6808

CLASSIFIED SUBSTITUTE UNSATISFACTORY REPORT

***** ***** *****

Substitute's Last Name | First | MI | Person ID/Employee #

***** ***** *****

Job Title | Location and Location Code

Date(s) Assigned: From: *****/*****/***** To: *****/*****/***** SFE Job Number: *****

Unsatisfactory service described as follows:

* No call/ No show   * Excessive tardiness
* Insubordination   * Substitute arrival late
* Incompetence/ Inefficiency   Time accepted assignment ***** * a.m. * p.m.
* Rude/Discourteous conduct   Starting time of assignment ***** * a.m. * p.m.
           Substitute arrived: ***** * a.m. * p.m.

COMMENTS: *****
*****
*****

RECOMMENDATIONS: As a result, I recommend that the following action(s) be taken concerning this substitute.
     *   Do not reassign to this location.
     *   Remove from substitute pool.

I certify that the above is correct. I have provided a copy to the employee and faxed a copy to the Classified Employment Services Branch at 213-241-6808.

SIGNED: _____ _____ _____ _____
         Site Administrator   Print your name   Title   Date

To the Supervisor:
Please complete this form for a substitute employee whose performance is unsatisfactory. Provide a copy to the employee and fax this form to (213) 241-6808 Attn: Assignment Technician. Upon receipt of this form, this person will no longer be sent to your location.

To the Employee:
Receipt of an unsatisfactory report may cause your name to be removed from the substitute list, eligibility list, and reemployment list. If you disagree with this report, send a letter to the Classified Employment Services Branch at 333 S. Beaudry Avenue, 12th Floor, Los Angeles, CA 90017. Attn: Human Resources Officer within seven calendar days of the date of this report explaining why you disagree. It will be added to your personnel folder and a determination will be made as to your status for future assignments.

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