



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

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

NUMBER: REF-5851.1

ISSUER: Beth Kauffman, Associate Superintendent
Division of Special Education

DATE: February 20, 2017

ROUTING

All Locations
 Director, Budget Services
 Local District
 Superintendents
 Instructional Directors
 Local District
 Fiscal Specialists
 Special Education Service
 Center Administrators
 School Site Administrators
 School Administrative
 Assistants
 Transportation/ABS

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-5851.0, dated September 10, 2012.

- Modified definition of authorized full-time positions to improve clarity
- Updated procedures for requesting substitute special education assistants/trainees using the new Smart Find Express system
- Updated assistance contact information

PROCEDURES:

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 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.

D. Employees regularly assigned to duties outside the scope of an authorized special education program teacher (i.e., non-classroom teacher assignments) or assigned to participate in any professional development activities outside the scope of their regular assignment,



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PROCEDURES (Continued):

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. 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, including but not limited to:
 - 1. Baseline paraprofessional support is needed to support the delivery of instruction.
 - 2. Assessment in the area of health by a licensed provider identifies unique needs requiring program support as documented in an IEP.
 - 3. Assessment in the area of behavior by a qualified provider identifies unique needs requiring program support as documented in an IEP.
 - 4. Assessment in the area of vision or hearing by a qualified provider identifies needs documented in the IEP requiring specialized skills such as Sign Language Interpretation or providing instructional assistance for students with a visual or hearing impairment.
 - B. Newly authorized or re-authorized part-time positions for special education paraprofessionals (Unit B) will be funded up to, but not to exceed, six (6) hours.
 - C. Newly authorized or re-authorized full-time positions for special education paraprofessionals (Unit B) will be funded at seven (7) hours to provide bus support for students with disabilities as indicated in the IEP.
 - 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 Division of Special Education administrator and Nursing Services resource nurse to review the current allocation.
 - E. In accordance with the LAUSD/Unit B collective bargaining agreement, assignments for the following employees may not be changed at the school site level:



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PROCEDURES (Continued):

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.
 3. Employees who are in substitute status may not be changed to probationary or permanent status.
- III. Time reporting special education paraprofessionals who provide support that exceeds the authorized number of hours of an assignment or regular school day
- A. Special education paraprofessionals assigned to duties outside their regular assignment must be paid from non-special education funding unless authorized by the Division of Special Education.
1. When special education paraprofessional support is needed for the student to participate in after-school and extra-curricular activities, the school administrator should confirm the funding source with the department that coordinates and funds the activities of the extra-curricular program.
 2. School administrators can refer to BUL-5616.2: “Additional Time and Overtime Policy - Classified Staff Working with Students with Disabilities” for procedures on requesting authorization from the Division of Special Education.
 3. Schools may stagger the hours of their staff in order to meet the supervision needs for student arrival and dismissal times.
- B. Time reporting special education paraprofessionals assigned to bus support:
1. Time reporting begins at the pick-up time assigned by Transportation Services for the designated student’s pick-up location (home or school).
 - 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.
 - 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



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PROCEDURES (Continued):

pick-up time. This should be accounted for in the employee's assignment.

- c. The administrator should review the support needs for each bus based on documented IEP services needs of the student(s) to determine the staffing needs required on the bus. Qualified staff may be responsible to support multiple students on a route.
2. Time reporting ends when the bus arrives at the drop-off location (home or school) and the student is released to a designated adult or other authorized individual.
 3. For employees consistently being time reported for more than 35 hours a week due to long bus rides, school administrators should review 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 Area Bus Supervisor (ABS) regarding the route to consider if accommodations can be made to adjust the ride time(s) for the student(s) receiving bus support.
 - c. Determine if the current route has additional program support staff, even if that staff is assigned to a different school site, that can provide support to the student's needs on the route.
 - d. Increase the employee's duty-free lunchtime up to (1) one hour per day, as needed to meet the program support needs of the student or operational needs of the school.
 - e. Review the current active IEP to verify that support is required based on an assessed health or behavioral need.
 - f. Convene an IEP meeting for the student to determine if transportation continues to be an appropriate related service, to consider changing the route to school-to-school, or if there are strategies that are less restrictive, based on the present level of performance in the area of need that originally required transportation as a special education service.
 - g. 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



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PROCEDURES (Continued):

Collective Bargaining Agreement (Article IX, Section 2.0 and section 5.0).

h. If the school does not have full-time special education paraprofessionals, the school administrator may contact the Division of Special Education for guidance.

4. On occasion, special arrangements must be made regarding the paraprofessional's location for meeting the bus. When this occurs, the school administrator must request approval from a designated special education administrator and transportation services to change the designated pick-up or drop-off location of the employee.

C. Time reporting using special education program codes is prohibited in the following situations:

1. The employee may not claim 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 employee may not claim time when the employee is late to the designated pick-up location and the bus has consequently departed without the employee.

a. If this occurs, the employee is paid from the regular school day start time or arrival at the school site, whichever comes later, and may not be paid for the time or mileage to travel to the school as the school site is the employee's work site.

b. Employees will not be allowed onto the bus if the student is not riding the bus.

c. Bus drivers are required to call in to the bus dispatch 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.

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

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



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PROCEDURES (Continued):

1. A designated special education administrator will identify and authorize split special education teacher and special education assistant/trainee positions and work locations.
 2. A designated special education administrator in collaboration with Nursing Services and school administrators will identify and authorize split health care assistant positions and work locations.
- B. School time reporters must report the employee's assigned time as indicated in the budgeted position control numbers for that location.
1. Employees are required to sign in and out at all assigned work locations and notify all assigned work locations in the event of an absence, and complete necessary Certification of Illness/Non Illness forms for all locations.
 - a. Communication between assigned locations should be established to notify the other site in the event that unexpected circumstances at 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 designated special education 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 employee is responsible for supplying documentation needed to account for time provided at the other location and travel time.
- 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 used to fund the position of the person claiming mileage reimbursement.
 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 are not included in the allotted travel time.
 4. Daily Mileage Log (Attachment C) must be submitted to and



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PROCEDURES (Continued):

approved by the supervising school administrator before monthly time reporting deadlines.

V. Substitute policy and procedures

A. Certificated

Substitute teachers for resource specialist or special day program teachers are time reported using the program code 17247 during the regular school year.

B. Classified

1. Substitutes may only be requested and time reported against an existing vacant position, an absent employee, or an employee on an approved leave of absence for the following conditions:

Absence of a baseline special education assistant/trainee in a moderate-severe or low incidence special day program (SDP) where the staff to student ratio is more than four students per adult.

- a. The following programs would be included in this grouping: AUT (alternate curriculum), DHH, ED, MDS, IDS, OI, VI, and the following preschool programs - PCC, PAL.

Absence of a baseline special education assistant in a PSC (Preschool Comprehensive) in order to maintain the program ratio of two students per adult.

- b. Absence of any baseline assistant when a site has two or fewer special education assistants/trainees.
- c. Absence of a special education assistant/trainee who provides program support to student(s) with Behavior Intervention Implementation (BII) as an authorized service indicated in an IEP.
- d. Absence of a health care assistant (HCA).

2. All absences of a paraprofessional not described above, (i.e., mild-moderate special education programs) must be covered by existing special education assistants/trainees at the school site for the first twenty (20) days of absence.
3. To request a substitute for a special education assistant/trainee, school personnel or the employee must use the Smart Find Express substitute calling system at (866) 477-3233, or online at <http://classifiedsubs.lausd.net>, in accordance with the school site's



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

PROCEDURES (Continued):

absence reporting procedures.

4. To request a substitute for a health care assistant assigned to a general education campus, please contact District Nursing Services' Health Care Assistant Absence Reporting Line at (213) 202-7573. Health care assistants assigned to special education campuses contact their school directly.
5. 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 BII and health-related/self-help needs. A "Program Support Coverage Log" (Attachment B) is also maintained by District Nursing Services for all HCA absence coverage request calls received.

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-2643.6: "Documentation for Employees Paid from Federal and State Categorical Programs."
 1. "Semi-Annual Certification" form for employees whose salary is solely funded by program codes 11157, 12002, 12003, 12005, 12144, 12160, and 12215.
 2. "Multi-Funded Time Report" and other required logs for employees where partial funding is provided by program codes 11157, 12002, 12003, 12005, 12144, 12160, and 12215.
- B. The certification forms must be retained at the school site for a minimum of five years for auditing purposes.

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

RELATED RESOURCES: BUL-5616.2: "Additional Time and Overtime Policy - Classified Staff Working with Students with Disabilities," dated July 6, 2015.
BUL-2643.6: "Documentation for Employees Paid from Federal and State and Categorical Programs," dated October 31, 2013.



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

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

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

For all other program assistance and additional information, contact Oscar Rodriguez, Coordinating Specialist, Division of Special Education Operations, at (213) 241-6701.

**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

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education

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



LOS ANGELES UNIFIED SCHOOL DISTRICT

DAILY MILEAGE STATEMENT FOR PRIVATELY-OWNED CARS

Employee No.:	Employee Name:	Pay Period:
Location Code:	Location Name:	Status:
Program Code:	Fund:	
Round Trip Mileage – Home to Office	<u>NOTE:</u> Total mileage claimed per day <u>must</u> be reduced by mileage “From” Home “To” Office and/or Office “To” Home	

LIST BELOW DAILY TERMINAL POINTS FOR BUSINESS MILEAGE ONLY

Date	Nature of Work	FROM	TO	Total Mileage

Total Miles:

I certify that the mileage shown is School Business Mileage, as defined in Board Rule 1532, and approve for payment.

Employee Signature:	Principal, Section Head, or Administrator:
Date:	Date: