



**LACCD Human Resources
Newsletter
Jan. 2007 (#1)**



Welcome!

Welcome back from the holidays. We hope they were safe and pleasant.

Welcome, also, to the first Human Resources email newsletter, designed to distribute helpful and important information in an easy, accessible format. We'll be experimenting with schedules and content, and greatly appreciate your comments, feedback, and content suggestions.

This publication is intended primarily to benefit you the reader. So don't be shy. Email your ideas today! [Email Your Ideas!](#)

New Requirements for Disability-Related Layoffs

Recent case law has created new requirements for the District to meet before we can lay off an employee who has exceeded the contractual limit to his/her illness leave. Based on [Jones v. LACOE](#), no PERS-eligible employee can be laid off on a medical basis until the District has first applied for a disability retirement in the employee's name.

If the disability retirement application is accepted by PERS, the employee retires. If the application is denied by PERS, the District may proceed with layoff.

[Application for a disability retirement](#) is not a simple process. We are still evaluating the impact of this new requirement on our procedures. We appreciate your patience as we work out the operational details.

Quick Links

Human
Resources

[Dr. Sue Carleo](#)
Sr. Assoc. Vice
Chancellor
213-891-2173

[Joan Steever](#)
Personnel
Manager
213-891-2334

[Carlos
Covarrubias](#)
Academic
Personnel
Specialist
213-891-2155

[Jerri Potras](#)
Assoc. Vice
President
213-891-2154

Employer-

[Employee Forms](#) – All the forms available on the web, all in one place. We're always adding forms; check back often.

Performance Evaluation forms, in PDF format – you can complete them onscreen:

[Local 99](#)

[Building and Trades](#)

[Local 347](#) - supervisors

[Teamsters](#) - academic administrators

[Local 1541A – Staff Guild](#) –Use a copy of the form from the back of their contract.

[Process Overview](#)

Best Practice Guidelines:

[Employee Recognition](#)

[Fitness for Duty Exams](#)

[Probation Termination \(Class.\)](#)

[Skelly Review](#)

Identity Theft – Recent events reminded us that we are all vulnerable to identity theft, no matter how careful we are. How can we minimize our chance of victimization, and what can we do if our identity is compromised? If you missed it the first time around, read our [Identity Theft 101](#).

Employee Recognition – A powerful and free tool available to LACCD management is the [Notice of Outstanding Performance](#). Let your employee know you appreciate his or her hard work – put this form in their hand *and personnel file!*

Employee Relations

[Michael Shanahan](#)

Assoc. Vice
Chancellor
213-891-2442

[Troy Verrett](#)
Principal ER
Specialist
213-891-2444

[Renee Miller](#)
ER Secretary
213-891-2442

[Pat Walton](#)
Administrative
Secretary
213-891-2444