



LACCD Human Resources
Newsletter
March 2007 (#2)



Local 347 Begins Performance Management Training

This month, select members of SEIU Local 347 attended a “train the trainer” workshop about performance management at the Local 347 headquarters. Designed and conducted by EER, the workshop discusses the performance management cycle and how to use it to gain operating benefits, how to get the most value out of a performance evaluation, and tips and techniques for working with employees to improve performance.

Within a few weeks, the new trainers will be given a chance to demonstrate their skills before an audience of their co-trainers and EER staff. Once they have reached proficiency, the trainers will spread across the District, bringing the workshop to all Local 347 members.

This partnership with Local 347 shows that both the union and District believe performance management is an important aspect of our job, and highlights our increased focus on this critical accountability. We encourage leaders at all colleges and the District office to facilitate attendance at this workshop when it reaches your location.

Clarification on Personal Necessity Leave (Staff Guild)

A number of questions have arisen about when it is permissible to deny a personal necessity leave under the Staff Guild contract (Article 19). According to the contract, personal necessity leave is available for nine (9) different qualifying events. The first eight are easy to understand – bereavement, accident, court appearance, etc.

The ninth reason is a sort of emergency catch-all – absence for a personal reason that requires the employee’s attention, and they can’t reasonably disregard the issue, and other paid leave is not available. Some colleges have been denying this type of leave for this reason if the employee has vacation on the books.

Personal necessity leave cannot be denied based on vacation balances. Vacation is not the type of paid leave referred to in this

Human Resources (HR)

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

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

[Carlos Covarrubias](#)
Academic
Personnel
Specialist

article. Therefore the existence of a vacation balance cannot form a proper basis for denying personal necessity leaves.

213-891-2155

Quick Links

[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](#).

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

**Employer-
Employee
Relations (EER)**

[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

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!*