



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: District Policy and Procedure for Arranging Substitute Teacher Coverage

NUMBER: MEM-6133.0

ISSUER: Marjorie Josaphat, Director
Certificated Assignments and Support Services

Vivian K. Ekchian, Chief Human Resources Officer
Human Resources Division

DATE: August 26, 2013

ROUTING
All Schools
ESC Instructional Area
Superintendents
ESC Instructional
Directors
ESC Administrators of
Operations

PURPOSE: The purpose of this Memorandum is to inform K-12 administrators, teachers and substitute teachers of the District policy and procedure for arranging substitute coverage for teachers. It is the District’s policy that substitute teachers must be arranged through the SubFinder system to comply with LAUSD-UTLA Agreement, California State Education Code and the Office for Civil Rights Agreement.

It is essential to adhere to the stated policy and procedures in order to comply with applicable law and rules and assure fiscal viability. Importantly, failure to utilize SubFinder for any substitute assignment may result in disciplinary action.

MAJOR CHANGES: None

INSTRUCTIONS: The District requires that all substitute assignments be filled according to the Education Code and Collective Bargaining provisions in calling priority as follows:

1. Contract Pool Teachers temporarily assigned to the substitute pool and laid off permanent teachers will be the first assigned substitute teachers of the day.
2. All remaining Certificated Substitute assignments are required to then be filled by the calling priority order found in the LAUSD – UTLA Agreement (Article XIX, 5.3, c-g)
3. All substitute requests must be filled by utilizing the SubFinder system by calling (877) 528-7378 or (877) LAUSD SUB, or online at <http://subfinder.lausd.net>. A job number must be assigned to facilitate the time reporting process.

RELATED RESOURCES: Los Angeles Unified School District Policy Guide - Assignment of Day-to-Day Substitute Information (A5).



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

LAUSD-UTLA Agreement, Article XIX Substitute Employees – Section 5.3
Calling Priority Order

ASSISTANCE: For assistance or further information please contact Jorge Amador, Interim Assistant Director, Substitute Unit at (213) 241-6029 or email: jorge.amador@lausd.net