

**Addendum to Employee Handbook
Maintenance
Revised October 2009**

Professional Development - Special courses for technical licenses required by the district will be provided without cost to the employee. Any expense incurred by the employee for obtaining special courses or licenses requested by the district will be reimbursed to the employee.

1. The Board of Education will pay a portion of the tuition for up to six semester credit hours per year (September 1 through August 31) for completion of approved job related courses through an accredited university, college or community college according to the following guidelines:
 - a. Full-time (260-day) employees may, with the approval of their department supervisor, receive reimbursement for tuition costs up to the equivalent of 50% of the in-state tuition per credit hour at the University of Nebraska-Lincoln.
 - b. Only undergraduate level courses will be approved regardless of the educational institution.
 - c. Prior to enrollment, employees must receive approval from their respective department supervisor.
 - d. Employees enrolled in a course must attend class during non-working hours.
 - e. Tuition costs shall be defined as cost per credit hour and shall not include fees nor the cost of books.
 - f. Employees who are eligible for grants or scholarships shall utilize those programs first. If tuition costs exceed funds available from other sources, employees may receive tuition reimbursement up to the UNL equivalent as noted above.

2. To become eligible for tuition reimbursement, the employee must meet the following criteria:
 - a. Employee must have been an employee of LPS for six months prior to the first day of the class.
 - b. Employee must complete a request for tuition reimbursement form.
 - c. Employee must receive prior approval from the supervisor.
 - d. The employee must receive a grade of "C" or better in the course or a grade of "pass" in an ungraded course.
 - e. Upon completion of the course, the employee will submit the grade report and tuition receipt to the department supervisor for reimbursement.

Use of Personal Vehicle (Summer) - Occasionally during the summer, maintenance employees may be requested to use their personal vehicle on a fairly regular basis to haul supplies to and from a work site. In such cases, the employee may submit a claim for mileage reimbursement.

School Cancellation - Employees are expected to work on school cancellation days. If an employee cannot work on a school cancellation day, that employee must use an appropriate leave or take a dock for that day. The day should be treated as a day in the summer – school is not in regular attendance but the employee is expected to attend or take appropriate leave. For example, if the employee had prearranged a bereavement day and that day happened to be a school cancellation day, that employee would utilize bereavement leave.

Appraisal - Maintenance employees are to be appraised periodically during the first three months in a new assignment, annually for the first two years, and every other year thereafter. If an employee has not received an appraisal within the time frame described above, one may be requested from his/her supervisor.

The appraisal schedule and format are subject to change.

This addendum is not a contract of employment.

PERFORMANCE APPRAISAL
Custodial, Distribution, Maintenance, Nutrition Services and Transportation Employees
Lincoln Public Schools

Employee	Position	Location
Social Security Number	Date of Rating	Date of Last Rating

- E: EXCELLENT** – Exceeds expectations
G: GOOD – Meets expectations
NI: NEEDS IMPROVEMENT – Attention to this item is necessary to meet expectations
U: UNSATISFACTORY – Considerably below expectations; requires immediate attention

I. JOB PERFORMANCE

Quality of Work

Follows through on details and exhibits general ability to handle assigned tasks	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Quantity of Work

Consistently performs assigned work in time allotted	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Knowledge of Job

Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to changing job requirements	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Job Skills

Possesses skills required to complete tasks	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Work Habits

Organizes work	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Takes good care of equipment	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Is neat	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Follows safety regulations/rules	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Dependability

Follows established work methods	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Exhibits ability to do job without close supervision	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

II. PERSONAL

Cooperation

Exhibits willingness to adjust to schedule changes	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Helps others	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Attitude

Exhibits enthusiasm for work	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Is willing to meet job requirements	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Readily accepts suggestions	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Supports goals and objectives of the district	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Comments:	

Relationships with People

Exhibits positive relations with other individuals during the daily work assignment	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Is a good team worker	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Makes effort to gain respect of others	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Works effectively with all school audiences	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Uses non-sexist and culturally appropriate language	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Personal Fitness

Exhibits emotional stability	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Appears to possess physical stamina necessary to complete job requirements	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Has appropriate appearance for the assigned tasks	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Punctuality and Attendance

Comes to work on time	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Uses provided leave appropriately	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Works through the assigned hours	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Follows proper reporting procedures	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Initiative

Makes good use of time	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Conforms to rules and regulations	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U
Notices things to do and does them	<input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U

Comments:

Innovation

Employee shows unusual initiative in suggesting improvement in practices, procedures or facility changes within the department. (Optional)	
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Comments:

Supervisor Comments:

Employee Comments:

This appraisal has been reviewed with the undersigned employee.

Supervisor

Date

Administrator (If applicable)

Date

*

Employee

Date

*Indicates employee had conference with supervisor but does not necessarily mean agreement with the rating.

Original to Human Resources Copies to Employee, Supervisor