

Addendum to Employee Handbook Office Personnel Revised October 2009

Appraisal - All office employees are to be appraised at least once each year during the first three years of employment and then once every third year thereafter. Each employee will be appraised at the end of the first year following a change in job classification or assignment. If an employee has not received an appraisal within the time frame described above, one may be requested from his/her supervisor. A copy of the appraisal form is found in this addendum.

The appraisal schedule and format are subject to change.

Office Personnel Reclassification Procedure - If you feel your current job classification does not accurately describe your position, you may request a review of such classification provided the position has not been reviewed by the Associate Superintendent for Human Resources within the previous twelve calendar months. Requests for review shall be submitted in writing to the Associate Superintendent for Human Resources and shall include the following:

1. A current job description.
2. A classification Review Request form completed by the employee and signed by the immediate supervisor and/or building principal or department supervisor.

No position shall be classified or reclassified without written authorization of the Associate Superintendent for Human Resources.

The Reclassification Committee shall consist of the following members:

- Two members of the Human Resources staff appointed by the Associate Superintendent for Human Resources
- Two members of administration appointed by the Associate Superintendent for Human Resources
- A fifth member chosen by the committee
- An alternate fifth member chosen by the committee
- One member of the office staff to serve in an advisory capacity chosen by the five primary committee members.

The function of the Reclassification Committee shall be to ensure that job classification assignments are in line with the classification for similar work being performed by other office employees within the district. Scoring procedures developed by Educational Service Unit #18 at Lincoln Public Schools District Offices are utilized by the committee and recommendations for reclassification will be submitted to the Associate Superintendent for Human Resources for approval. Applicants for reclassification will be notified of the results in writing. Appeals will be submitted to the Associate Superintendent for Human Resources.

The Office Reclassification Committee will meet in January of each school year to review applications for reclassification. All office personnel will be notified of the application deadline via E-mail. Applications are available in Human Resources.

Prior to the posting of all office personnel job vacancies, the Human Resources Specialist responsible for hiring classified staff will review the job vacancy request with the supervisor making the request so as to ensure posting at the appropriate pay classification.

Professional Development - The school district will pay the tuition and fees for up to sixteen (16) hours of college credit per school fiscal year (September 1 through August 31) for business courses through Southeast Community College (SCC) and an equivalent amount toward the tuition and fees for approved courses at other area colleges and universities for office personnel interested in continuing their professional development. The district will pay the current SCC tuition rate per credit hour plus fees not to exceed \$1.00 per credit hour. Prior approval for course registration must be received through the office of the Associate Superintendent for Human Resources. A final grade of at least a “C” must be earned in order to receive reimbursement for a course.

Employees who register for a course but do not complete it, will be responsible for making arrangements to change to another class through that institution’s “Drop and Add” program. Any course changes must be preapproved by the Associate Superintendent for Human Resources. If the course is dropped completely, the employee will be responsible for making reimbursement to Lincoln Public Schools for the amount of the tuition and fees that was paid on behalf of the employee.

Office personnel interested in enrolling in approved courses to further their professional development should follow the procedure below.

1. Prior to registering for a class, the office employee should obtain a “Class Enrollment Form” from the Human Resources Department (extension 1593); from the LPSAOP Professional Standards Program (PSP) Chairperson; or through DocuShare. The completed form should be submitted to the PSP Chairperson. The application will be reviewed and a decision made whether the course is approved. Once approved, the forms will be returned to the employee.
2. If the office employee is a LPSAOP member, he/she should obtain a “Textbook Authorization Form” from the Human Resources Department or the PSP Chairperson and return to the PSP Chairperson. Upon completion of the course, the textbook will become the property of the office employee unless it continues to be required for the course, in which case it will remain the LPSAOP library for use by other members. Office employees who are not members of LPSAOP are responsible for purchasing their own textbooks.
3. Upon completion of the class, the office employee must submit the grade report, tuition receipt and textbook receipt if appropriate to the PSP Chairperson (or to the Human Resources Department for non-LPSAOP members) for reimbursement.
4. More detailed instructions regarding this process may be found as part of the Class Enrollment form and the Textbook Authorization form.

In conjunction with the National Association of Educational Office Professionals (NAEOP), the school district provides salary increases to office personnel who attain various levels of a Professional Standards Program. For more information, office personnel should refer to the Professional Agreement and make an appointment to visit with the Professional Standards Program (PSP) Chairperson for an evaluation of their current professional development status.

Lincoln Public Schools Staff Development Courses – Office personnel may enroll in courses offered through the LPS Staff Development Department. Staff development course catalogs are published periodically throughout the school year. They are also available on the LPS website.

Professional Organizations

There are at least three professional organizations available to every educational office employee. It is the purpose of these organizations to advance the professional standing of educational office personnel; to provide opportunity for thoughtful and stimulating discussion relating to the work; to increase efficiency; to develop mutual understanding and good fellowship; and to consider the problems affecting the welfare of office personnel.

All office employees are encouraged to affiliate with one or more of these organizations: The Lincoln Public Schools Association of Office Professionals (LPSAOP), Nebraska Educational Office Personnel Association (NEOPA), and National Association of Educational Office Professionals (NAEOP).

Regular meetings of the Lincoln Public Schools Association of Office Professionals may be attended by all office personnel; but if not attending, office personnel must be on duty until the regular closing hour.

The Board of Education will pay \$1250 for the 2008-09 school year and \$1250 for the 2009-10 school year to the Association of Office Professionals for use in professional development. To be eligible to attend professional meetings of the National Association of Educational Office Professionals or the Nebraska Educational Office Personnel Association and have partial reimbursement of expenses, a member of the office staff must:

1. Be a salaried office personnel employee of the Lincoln Public Schools.
2. Be a member in good standing of LPSAOP.

Any office employee who meets requirements "1" and "2" above, may attend state or regional meetings of the NEOPA and regional meetings of the NAEOP and have a portion of his/her expenses reimbursed, depending on the number of persons who attend, and not to exceed the following formula:

1. \$200 - National meeting for delegate
2. \$240 - Regional meeting at the designated area of the LPSAOP. Persons attending regional meetings of NEOPA will not be eligible to receive association funds more often than once every five years.
3. \$160 - National meetings (conferences, workshops, etc.) of the NAEOP.

If the allotted funds are not used as outlined in "1," "2," or "3" above, they may be used for attendance at other educational meetings approved by the LPSAOP Executive Board as it may determine.

A written report shall be presented to the members of the association by those attending educational meetings and receiving reimbursement from the organization.

Professional leave will be granted to attend the above approved meetings. Requests for such leave must be submitted on a Request for Leave form.

Professional Standards Program - The Board of Education provides a salary increase to office personnel meeting the standards established by the National Association of Educational Office Professionals. Refer to the Professional Agreement for the salary increases.

The Professional Standards Program is one of the Four Points of the National Association of Educational Office Professionals; that of RECOGNITION. It is a diversified, incentive program, with progressive steps to enable members to measure growth and continue their quest for professional growth. Achievement in the program is recognized by awarding certificates to members who meet required educational objectives, acquire stated amounts of experience, and participate in professional activities. Participation in the National Association sponsored program is voluntary and available to those meeting the specified membership requirement. Details are outlined in a brochure available from the local PSP chairperson or by writing the NAEOP Office, PO Box 12619, Wichita, Kansas 67277-2619.

Office personnel interested in the Professional Standards Program discussed above should refer to the section of this addendum regarding Professional Development. It may be possible to incorporate the school district's tuition/textbook program with attainment of the certificate levels listed above.

School Cancellation - Employees are expected to work on **school closure days**. If an employee cannot work on a school closure 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 closure day, that employee would utilize bereavement leave.

If weather conditions make traveling extremely hazardous, a **district closure day** may be declared. On these rare days, only emergency personnel will be required to work. Emergency personnel are employees responsible for snow removal or employees otherwise designated as emergency personnel by their supervisor.

On a district closure day, employees will be paid as if they had worked. To be eligible for district closure day compensation, the employee must have actually worked on the workday prior to or the workday after the district closure day. For example, if there is a district closure day on Tuesday and an employee is absent Monday and Wednesday due to illness, that employee is not eligible for district closure pay on Tuesday but instead would utilize sick leave.

You may confirm whether it is a **school closure day** or a **district closure day** by checking your email or the LPS website or by phoning 436-1000.

This addendum is not a contract of employment.

**PERFORMANCE APPRAISAL
OFFICE PROFESSIONAL
Lincoln Public Schools**

Social Security No. _____

Employee _____

Classification _____

Date of Rating _____

School Assignment/Department _____

Date of Last Rating _____

Work Performance

Please comment on the employee's abilities and performance in the following seven areas.

Quality of Work

Includes typing (when applicable), correct use of language, accuracy, neatness, general office practices and procedures.

Comments: _____

- Exceeds Department Expectations
- Satisfactory
- Needs Improvement
- Unsatisfactory

Dependability

Includes understanding and carrying out all oral and written instructions, completing work on time.

Comments: _____

- Exceeds Department Expectations
- Satisfactory
- Needs Improvement
- Unsatisfactory

Efficiency

Includes organizational skills in thinking, planning and performing work and anticipating upcoming tasks.

Comments: _____

- Exceeds Department Expectations
- Satisfactory
- Needs Improvement
- Unsatisfactory

Cooperation

Includes maintaining effective working relationships with other employees.

Comments: _____

- Exceeds Department Expectations
- Satisfactory
- Needs Improvement
- Unsatisfactory

Public Relations

Includes dealing tactfully and courteously with members of the community, teachers, parents (where applicable) and students (where applicable).

Comments: _____

- Exceeds Department Expectations
- Satisfactory
- Needs Improvement
- Unsatisfactory

Judgment

Includes using decision-making and problem-solving skills appropriately.

Comments: _____

- Exceeds Department Expectations
- Satisfactory
- Needs Improvement
- Unsatisfactory

Attendance/Punctuality

- Good
- Fair
- Poor

Comments: _____

To _____

By _____

To _____

By _____

To _____

By _____

Comments on last year's job targets:

Special training since last rating _____

Do you recommend employee's services be continued?

Yes

No

If no, explain why _____

Supervisor Comments

Employee Comments

Signatures indicate a conference was held and evaluation comments shared.

Signature of supervisor

Signature of employee

Date _____