

Addendum to Employee Handbook Technicians Revised October 2009

Movement on Salary Schedule – Salary adjustments normally occur annually beginning with the September paycheck. Individual horizontal salary adjustments may occur throughout the school year based upon discussion between the technician’s supervisor and the school district’s Executive Committee.

Technicians requesting a review of their position due to job requirement modifications or additions and/or comparable worth, must first take their request for review to their immediate supervisor. They must then take their request to Human Resources for review.

Service Year Stipend - Eligibility begins in the fiscal year following the completion of the number of years of continuous LPS service in any capacity (except as a substitute or an hourly employee working sporadically). An approved leave of absence does not cause a break in continuous service, but the time away from work during the leave of absence does not count as credited work experience. Employees hired prior to October 1 their first year with Lincoln Public Schools will have that year count toward the stipend.

Appraisal - Lincoln Public Schools is interested in employing and retaining the best personnel possible. In order to maintain the high standard of performance, all technicians will be appraised annually during the first two years in their assignment and every other year thereafter by their supervisor. If an employee has not received an appraisal within the time frame described above, one may be requested from his/her supervisor. They may be appraised using the standardized Technician Performance Evaluation form (attached) or an appropriate departmental form. The appraisals will be kept in the employee’s permanent file in Human Resources.

The appraisal schedule and form are subject to change.

Overtime/Compensatory Time - Due to their duties, some technicians are exempt from the Fair Labor Standards Act (FLSA) overtime requirements. If you are not certain of your exempt status, consult with your supervisor.

Sick Leave-- Provision is made for sick leave during the course of the work year. Absence due to personal injury or accident not arising in the course of employment, absence due to illness of a person residing in the same home as part of the family, and also children, parents, parents-in-law, and siblings not residing in the same home, and absence due to the quarantine laws of the State are interpreted as sick leave available. Employees may use available sick leave days, if they or their spouse are required to participate in an Employee Assistance Program (EAP).

Technicians who have a 12-month (260-day) work year will earn eleven (11) days of sick leave each year with a total maximum accumulation equal to the number of days in the work year. Less than 12-month employees will receive prorated sick leave with a total maximum accumulation equaling the number of days in their work year.

Sick leave for employees who start their employment with Lincoln Public Schools after the beginning of a work year is prorated according to the percent of the total possible workdays that they will be employed during that year.

Sick leave accrual will be prorated on a monthly basis.

Short periods of time off for doctor and dental appointments may be allowed at the discretion of the technician's immediate supervisor. If allowed, time for those appointments will not be charged against the employee's accumulated sick leave. Note: This procedure applies only to technicians who are classified as exempt from overtime.

Emergency Leave — Employees shall be granted a maximum of three (3) days emergency leave annually for the purpose of attending to emergencies.

Pay for Unused Sick Leave - Technicians who separate from the Lincoln Public Schools receive a specific amount per hour for each hour of accumulated sick leave according to the schedule below. Employees hired prior to October 1 their first year with Lincoln Public Schools will have that year count toward the years of continuous service.

<u>Continuous Years of LPS Service</u>	<u>Pay per Hour of Unused Sick Leave</u>
10-14 Years	\$4.00/Hour
15-19 Years	\$5.00/Hour
20+ Years	\$6.00/Hour

After September 1, 2006, a payment for unused accumulated sick leave upon retirement, which meets the qualifications of the district non-elective 403 (b) plan, will be paid through a contribution to such plan subject to the annual contribution limit under Internal Revenue Code (IRC) section 415. Any amount in excess of the annual contribution limit of IRC section 415 will be paid as taxable compensation to the retiree.

Professional Leave - Professional leave may be granted for attendance at meetings or conferences which are directly related to the employee's major area of responsibility, with written approval of the employee's immediate supervisor. When assigned or requested by the District, expenses will be paid according to the District's expense account policies.

Professional Development - The district will pay for twelve (12) college credit hours a year for technicians who are required to improve their job-related expertise or skills. Technicians are required to receive prior approval from their supervisor. The signature of the supervisor on the Class Enrollment Form is the indication that the course has been "required" by the supervisor and that the tuition/fees will be paid for or reimbursed by the district. The Class Enrollment Form is available from Human Resources, extension 1594.

Occasionally, technicians may be required to attend short-term seminars or workshops. In these instances, completion of the Class Enrollment Form is not necessary and, generally, the district will pay the registration fee for the employee.

Special Leave Day - Technicians who have been employed with the Lincoln Public Schools in any capacity (except as a substitute or an hourly employee working sporadically) for eight (8) years of consecutive service may take two special leave days at no cost to the employee. Employees hired prior to October 1 their first year with Lincoln Public Schools will have that year count toward the eligibility toward the special leave day. This day will be agreed upon between the employee and the supervisor. Unused special leave hours roll into the employee's accumulated sick leave.

Staff Reduction - Technicians currently employed will be given consideration prior to employing new technicians during a period of staff reduction. All staffing decisions will be made to attain the most qualified personnel for every position.

Vacation - Technicians who work a 12-month (260-day) year will accrue vacation monthly. Accrued vacation may be taken on dates approved by their supervisor.

All 12 month (260-day) full-time technicians will be provided the following vacation time for the 2008-2010 school years:

<u>Years of Service</u>	<u>Vacation</u>
0 - 5 years	16 days
6 - 10 years	18 days
11 - 15 years	19 days
16 - 20 years	20 days
21 + years	21 days

The increase in the number of vacation days from one level to the next occurs on the employee's anniversary hire date. Vacation days may be accumulated if not used during a work year. The maximum number of vacation/leave days that can be accumulated is the number of vacation days earned in two years.

Technicians will be reimbursed for the days of earned accumulated vacation at the time of separation from the district. After September 1, 2006, a payment for unused accumulated vacation leave upon retirement, which meets the qualifications of the district non-elective 403 (b) plan, will be paid through a contribution to such plan subject to the annual contribution limit under Internal Revenue Code (IRC) section 415. Any amount in excess of the annual contribution limit of IRC section 415 will be paid as taxable compensation to the retiree.

Work Schedule - In some administrative offices where two or more persons are assigned, arrangements must be made to have a member of the staff on duty at all times during the regular working day as assigned by the administration.

Employees are to be on duty each day of their work assignment except when holidays are given to the whole system or for approved absences.

School Closure Days

All 260-day employees and employees not working with students on a regular basis

These 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.

Employees with less than a 260-day work schedule that work with students on a regular basis

The supervisor shall make the decision concerning if and how the time will be made up by these employees. If the supervisor determines that the employees are to work on the day of school cancellation and the employee is unable to attend, the employee must use available appropriate leave or receive no compensation for the day.

If the supervisor determines that the employees are not to work and the day is not to be made up, the employee can use available emergency leave, use available special leave, or receive no compensation for the day.

If the time is to be made up, it will be done in a manner that does not cause the employee to work over 40 hours in a week.

District Closure Days

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.

