

## **Addendum to Employee Handbook Transportation Employees Revised October 2009**

**Appraisal** – Transportation 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.

If possible, employee appraisal conferences will occur during regular work time. Transportation employees will be paid if the conference occurs during time not regularly worked.

**School Cancellation - Transportation drivers and paraeducators will not work on those days when school is cancelled for students.** The first regularly scheduled school day canceled throughout the district due to inclement weather or other reasons, in which employees are not to be compensated for the day, will be designated as the paid school cancellation day. The compensation will be the employee's regular wage multiplied by the employee's regular work schedule hours for that day. To be eligible for the paid school cancellation day compensation, the employee must have actually worked on the workday prior to or the workday after the paid school cancellation day.

After the occurrence of the paid school cancellation day, if a regularly scheduled school day is canceled throughout the district due to inclement weather or other reasons, employees with no work to come to can first utilize available emergency leave and then available special leave. If the employee has no available emergency or special leave, a maximum of two days of sick leave may be used. If no emergency, special or sick leave is available, the employee will receive no compensation for the day.

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.

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This addendum is not a contract of employment.

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

<b>Employee</b>	<b>Position</b>	<b>Location</b>
<b>Social Security Number</b>	<b>Date of Rating</b>	<b>Date of Last Rating</b>

- 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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**Job Skills**

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

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**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
<b>Comments:</b>	

**Innovation**

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

<b>Supervisor Comments:</b>
<b>Employee Comments:</b>

**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.