

**Addendum to Employee Handbook**  
**Maintenance**  
**Revised January 2011**

**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.

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This addendum is not a contract of employment nor does it create any employment rights or expectations.