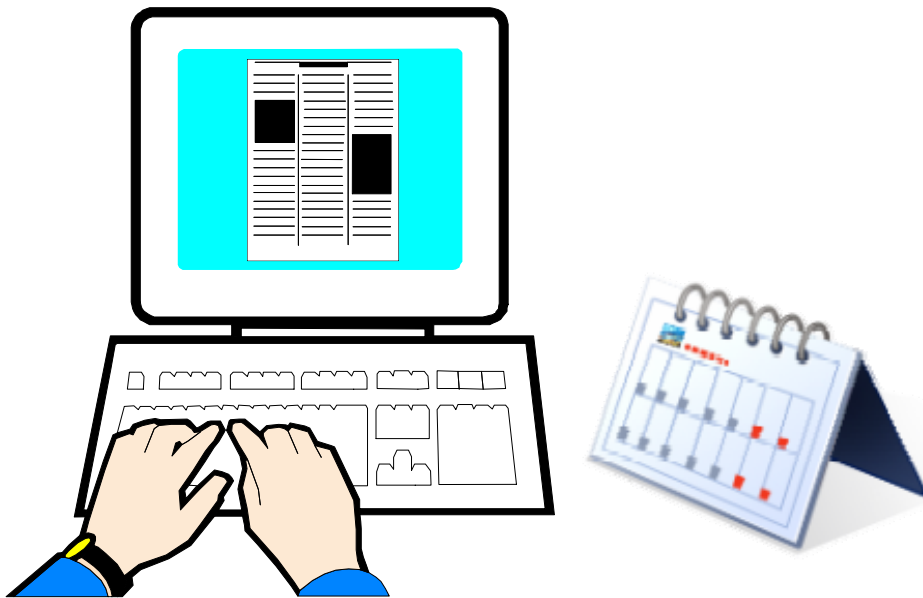


Lincoln Public Schools

Employee Absence Handbook



Revised August 2009

**2009-2010
Employee Absence Handbook
Table of Contents**

All LPS EMPLOYEES:

Annual Leave Today or Tomorrow	3
Unpaid Personal Leave	3
Emergency, Bereavement, or Jury Duty Leave	4
Civic Leave	4
Pregnant/Other Long Term Leave	4
Subfinder <u>Phone</u> Instructions	5
Subfinder <u>Web</u> Instructions	8
Subfinder Frequently Asked Questions	10
Voluntary Leave Transfer Program	12
Professional Leave	12

Teachers:

Option/Plan A Leave Provisions/Summary	13
Option/Plan B Leave Provisions/Summary	14
Responsibilities of Teacher, Students, And Principal regarding Substitutes	15

Sample Forms:

<i>Request for Leave (For all LPS Employees)</i>	18
<i>Reimbursement Request (All LPS)</i>	19
<i>Preferred Substitute Teachers (For Teachers)</i>	20
<i>Substitute Teacher Evaluation (For Teachers)</i>	21

ALL EMPLOYEES:

If you are pregnant, or need to miss work long term for any other reason:

Contact Kyla Jensby at 436-1593 or kjensby@lps.org to learn the next appropriate steps for your situation. **Discussion will include disability insurance (sick leave plus disability will equal six weeks of paid leave for maternity); Family & Medical Leave Act if applicable, unpaid leave, plans for return, insurance continuation, etc.**

Employees Who Utilize SubFinder Taking Annual Leave Today or Tomorrow

SubFinder is utilized by teachers and paraeducators. If you are a teacher or paraeducator, please follow the instructions below. Otherwise consult you supervisor concerning the reporting of absences, which may include the use of SubFinder.

1. Use SubFinder to report your absence and arrange for coverage of your duties:
 - LPS SubFinder phone number is (402) 436-1870
 - LPS SubFinder link found on Human Resources page at: www.lps.org
2. Follow all instructions for reporting your absence and acquiring substitute coverage as specified by SubFinder. Written instructions for SubFinder are found on pages 5-10 of this handbook.
3. Requests for specific substitutes may be made only by identifying the substitute's ID number on SubFinder. Each school maintains a list of substitutes and their ID numbers.
4. Special instructions may be briefly recorded or typed for your sub on SubFinder.
5. The SubFinder system is available 24 hours a day, 7 days a week.
6. Under no circumstances should you arrange your own substitute coverage without contacting SubFinder.
7. Notify your administrator or supervisor of your absence using the process set out by him/her.
8. If you have an emergency which occurs after the school day has started, notify your administrator or supervisor so the need can be conveyed to SubFinder by the school secretary.
9. Substitutes will be secured on a daily basis unless SubFinder is notified differently. If you need an additional day or days, please call your administrator or supervisor before the end of the school day (perhaps 3 PM) so that he/she can retain the current substitute and notify SubFinder.
10. When you return to school, complete the Notification of Absence From Work form available in your school office.
11. Please contact the Human Resources Division if you have a concern or problem.

All Employees Guide to Take Unpaid Personal Leave (must be PRE-APPROVED)

PRIOR to your absence you must do the following:

1. Submit your completed Request for Unpaid Leave form to your administrator/supervisor.
2. Discuss the dates and reasons for your requested absence with your administrator/supervisor.

3. Your administrator/supervisor will work with the appropriate HR staff to determine if your request will be approved.
4. If approval is granted by HR the school/site secretary will enter the absence and request a substitute (if needed) on SubFinder. **Do not contact SubFinder to arrange for substitute coverage for unpaid leave.**
5. All necessary information will be transmitted electronically to SubFinder by the school secretary.
6. When you return to school, verify and sign the Notification of Absence From Work (NOA) form.
7. If your plans change, it is important that you notify your school/site secretary so that he/she can contact SubFinder to remove your absence from the system and cancel your substitute.

Employees requesting unpaid maternity leaves should work with the Employee Benefits Specialist in HR.

All Employees Guide to Use Emergency, Bereavement or Jury Duty Leave

1. Use SubFinder to report your absence and arrange for coverage of your duties, if appropriate.
2. For Emergency and Bereavement leave, complete a Request for Leave form and submit to your administrator or supervisor.
3. For Jury Duty leave, submit a copy of your jury summons to your administrator or supervisor.
4. When you return to school, verify and sign the Notification of Absence From Work form.

All Employees Guide to Use Civic Leave

1. For first time Civic Leave requests, complete Request for Civic Leave Form and submit to Human Resources for approval.
2. The Board of Education will approve/deny Civic Leave.
3. Your school secretary will enter your absence and request a substitute (if needed) on SubFinder. **Do not contact SubFinder to arrange for substitute coverage for Civic Leave.**
4. No other paperwork is needed for these absences. All necessary information will be transmitted electronically to SubFinder by the school secretary.
5. When you return to school, verify and sign the Notification of Absence From Work (NOA) form.

All Employees Guide if Pregnant or other Long Term Leave

Contact Kyla Jensby at 436-1593 or kjensby@lps.org to learn the next appropriate steps for your situation. **Discussion will include disability insurance (sick leave plus disability will equal six weeks of paid leave for maternity); Family & Medical Leave Act if applicable, unpaid leave, plans for return, insurance continuation, etc.**

Lincoln Public Schools SubFinder™ Phone Instructions for Employees

SubFinder System Phone Number (24 hours/day)
(402) 436-1870

SubFinder Operator: Darbi Umholtz
Phone: (402) 436-1589
Email: dumholtz@lps.org

SubFinder Back-up Operator: Linda Kahler
Phone: (402) 436-1588
Email: lkahler@lps.org

Operator Office Hours: 6:00am – 2:30pm (When calling an operator after hours, please leave a voice message, including your phone number).

SubFinder shortcuts and abbreviations:

* (to jump ahead) # (to return to the main menu) MMDD = month, month, day, day HHMM = hour, hour, minute, minute

You can call SubFinder to record, review, or cancel absences, and to review and change your name recording.

Remember, SubFinder only works from touch-tone telephones and

To Register with SubFinder:

Dial SubFinder, enter your PIN (your LPS employee ID#) and follow the instructions to record your name (Early Childhood – 6th Grade Teachers - please voice your grade level with your name. Employees with assigned parking spots - please voice your lot number with your name). Press the pound sign (#) when finished. Narrator will begin OPENING MENU.

**WHEN REPORTING AN ABSENCE, ALWAYS WAIT FOR THE
JOB NUMBER BEFORE DISCONNECTING OR YOUR
ABSENCE MAY NOT BE RECORDED.**

YOUR MAIN MENU

To Report an Absence	Press 1
To Review an Absence	Press 2
To Cancel an Absence	Press 3
To Review Personal Information	Press 4
To Leave the SubFinder System	Press 9

MAIN MENU OPTION #1 TO REPORT AN ABSENCE

When reporting an absence, SubFinder will ask you for the following information:

1. Date(s) and times of the absence
2. Grade level (will prompt only for certain job positions)
3. Reason for the absence
4. If a substitute is required for the absence
5. Are there any special instructions for the substitute

****You must report your absence at least 45 minutes in advance. If it is later than that, please contact your school.**

From the Main Menu Press 1

SubFinder will play the **ABSENCE MENU**

For all day today	Press 1
For all day your next work day	Press 2

To enter specific dates and times	Press 3
To return to the Main Menu	Press 9

- (1) FOR ALL DAY TODAY or
- (2) FOR ALL DAY THE NEXT WORK DAY

From the Absence Menu

For all day today	Press 1
For all day the next work day	Press 2

SubFinder will play the absence date and times.

If correct	Press 1
If incorrect	Press 2

(3) TO ENTER SPECIFIC DATES AND TIMES

From the Absence Menu Press 3

Step 1: Enter the first date of the absence (MMDD ex. 0905 = Sept. 5th – do not enter the year) followed by the pound sign (#). To begin the absence today, press star (*).

Step 2: Enter the time the absence begins (HHMM ex. 0900 = 9:00) followed by the pound sign (#). If the absence begins at the start of the workday, press star (*). If you enter a specific time:

For A.M.	Press 1
For P.M.	Press 2

Please double check and make sure that you have correctly entered your A.M. or P.M. (12:00 noon is P.M).

Continued...

Step 3: Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (*).

Step 4: Enter the time the absence ends (HHMM) followed by the pound sign (#). If the absence ends at the end of the workday, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

SubFinder will repeat the date(s) and times of the absence.

If correct **Press 1**
If incorrect **Press 2**

PLEASE NOTE: When reporting a multiple-day absence, you will be asked if to use the **Employee’s Schedule** or the **Same Times Every Day**.

Employee’s Schedule - the absence will follow the employee’s standard work times.

Same Times Every Day - the absence will be reported for the same times each day of the absence.

RECORD YOUR GRADE LEVEL

(This feature will only play if you have a job position that requires you to enter this information, otherwise the system will automatically skip this step.)

Please enter the grade level then press #
(**speak** your grade level into the phone and **then press** #).

SubFinder will repeat your recorded grade level.

If correct **Press 1**
If incorrect **Press 2**

If you have previously voiced your grade level in SubFinder, you will hear:

“Your grade level is _____.”

To change the grade level **Press 1**
Otherwise **Press 2**

ENTER THE ABSENCE REASON

SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason. (Check the back of this brochure for a list of reasons you may enter.)

If correct **Press 1**

If incorrect **Press 2**

IS A SUBSTITUTE REQUIRED FOR THE ABSENCE?

If a sub is required for the entire absence **Press 1**
If a sub is required for part of the absence **Press 2**
If a sub is not required **Press 3**

REPORT NORMALLY OR REQUEST

To let SubFinder select a substitute **Press 1**
To request a specific substitute **Press 3**
To return to the Main Menu **Press 9**

If you are requesting a specific substitute, enter that substitute’s SubFinder assigned, 3 - 6 digit ID # followed by the pound sign (#).

RECORD SPECIAL INSTRUCTIONS

This is for brief instructions for the **sub**, such as, “You can find the lesson plans in my desk drawer” or “You will have outside lunch duty”. All subs being called for this job hear the message. **Do not** state the name of a sub you want / do not want and **do not** leave complete lesson plans here.

To record special instructions **Press 1**
Otherwise **Press 2**

If you press **1**, record a short message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If Correct **Press 1**
If Incorrect **Press 2**

GET THE JOB NUMBER

ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.

**MAIN MENU OPTION #2
TO REVIEW AN ABSENCE**

From the Main Menu **Press 2**

SubFinder will play all your scheduled absences, if any exist, beginning with the next scheduled and moving forward. After each absence you will be given some of the following options:

To hear the absence again
To hear the next absence
To cancel this absence
To record special instructions
To return to the Main Menu

Press 2
Press 3
Press 4
Press 6
Press 9

Option #4 will **only** be available if you are calling at least an hour and half prior to the start time of the job. If it is less than an hour and a half prior, you will need to call the secretary at your home site. . If you press **4**, SubFinder will ask for confirmation.

To confirm cancellation **Press 1**
Otherwise **Press 2**

Option #5 will **only** be available if you originally recorded Special Instructions. If you press **5**, record the new message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If correct **Press 1**
If incorrect **Press 2**

Option #6 will **only** be available if you did not originally record Special Instructions. If you press **6**, record the message after the tone. When you are finished, press the pound sign (#). SubFinder will repeat the message.

If correct **Press 1**
If incorrect **Press 2**

**MAIN MENU OPTION #3
TO CANCEL AN ABSENCE**

From the Main Menu Press 3

Enter the job # followed by the pound sign (#).

SubFinder will play the absence.

To cancel the absence **Press 1**
To return to the Main Menu **Press 9**

If you press **1**, SubFinder will ask for confirmation.

To confirm the cancel **Press 1**
Otherwise **Press 2**

Remember – You may only cancel an assignment through SubFinder up until an hour and a half prior to the start time of the job. If it is less than an hour and a half prior, you will need to call the secretary at your home site.

**MAIN MENU OPTION #4
TO REVIEW PERSONAL INFORMATION**

From the Main Menu Press 4.

SubFinder will provide you with the following information: your home site, your *standard* work times, your primary job position your SubFinder –assigned ID number (used only when your administrator needs to create an absence for you), and your name as recorded. To change your home site, work

times, or primary job position, contact your site’s executive secretary.

(Paras with multiple job positions; if one or more of your positions involve special education and are for at least 2 hrs, then the position that is more severe will be listed as your primary position. This is necessary to assure that the sub assigned has met the appropriate physical requirements.)

To record your name **Press 1**
To record your itinerant message **Press 2**
To return to the Main Menu **Press 9**

If you press **1**, wait for the tone and record your name. When you are finished, press the pound sign (#). SubFinder will repeat your name.

If your job position is grade specific please voice your grade level following your name (ex. “Jane Doe, first grade”). If you have an assigned parking spot, please state this following your name (ex. “John Doe, East lot #5”)

If correct **Press 1**
If incorrect **Press 2**

Option #2 will **only** be available if you are set up within SubFinder as an itinerant employee. If you press **2**, wait for the tone and record your itinerant message - usually your schedule for the week. When you are finished, press the pound sign (#). SubFinder will repeat your message.

If correct **Press 1**
If incorrect **Press 2**

REASONS FOR ABSENCE:

1. Sick
2. Annual
3. Emergency
4. Jury Duty
5. Bereavement Leave
6. No Pay

CONTACT YOUR HOME SITE’S EXECUTIVE SECRETARY TO REPORT THE FOLLOWING ABSENCES – YOU CANNOT ENTER ABSENCES FOR THESE REASONS YOURSELF:

Vacation
Special Leave
Civic
Professional Leave
Military Leave
Vacancy
Work Comp
Suspension

Lincoln Public Schools

SubFinder via the Web Instructions for Employees

A link to SubFinder is found on
the Staff Center page at
www.lps.org

You can log on to SubFinder to report, review, and/or cancel an absence.

**PRIOR TO USING SUBFINDER VIA THE WEB FOR THE FIRST TIME, PLEASE CALL SUBFINDER VIA THE PHONE (436-1870)
AND MAKE SURE YOU HAVE RECORDED YOUR NAME.**

**REMEMBER THAT YOUR SUBFINDER PIN IS THE SAME NUMBER AS YOUR LPS EMPLOYEE ID (FOUND ON YOUR ELECTRONIC PAY
STUB AND ALSO USED TO ACCESS LPS PRINTERS / COPIERS)**

ACCESSING YOUR ACCOUNT

Simply type the word “subs” in the “Keywords” box on the LPS website’s homepage (www.lps.org). Other ways to access the SubFinder log in page are by going to “Staff Center” from the LPS website’s homepage and clicking on the “SubFinder” button or, you may click on the link, “Absence Reporting/Substitute Finder” found on the Human Resources page of the LPS website.

To gain access to your account, enter your last name in the “Last Name” field.

Next, enter your Personal Identification Number (PIN). Your PIN is your LPS employee ID# (the same employee # that is found on your electronic pay stub and that you use to access LPS printers/copiers).

After the above steps have been completed, click on the log in button or simply press enter to complete the process.

You must have completed your initial SubFinder registration via a touch-tone phone before you can access SubFinder via the web.

YOUR MAIN MENU

Report Absence
Job Review
Personal Info
Tutorial
Log Out

Report Absence TO REPORT AN ABSENCE

Step 1

****You must report your absence at least 45 minutes prior to the start time. If it is less than then that, you must contact your school secretary.**

- To report an absence, click the **Report Absence** button followed by the **Continue** button.
- To go back to the main page click the **Cancel** button.

Step 2

- Fill out the date and time for the absence and job in the given areas. The format for the date is dd/mm/yyyy, and the format for the time is standard time (Be sure to add AM or PM. Do **NOT** use military time). Please remember that 12:00 noon is PM not AM.

NOTE:

Choose **follow employee schedule** if the absence and job times are to follow your normal work schedule for the duration of your absence.

If the absence and job start and end time(s) deviate from your normal work schedule and/or are multiple half days, choose **same times daily**. Absence and job options may be different. (ex. Your normal work schedule is 8:30-4:00 and you will be absent for 3 full days, but you only need a sub to be there each day from 8:30-11:30. In this case choose

“follow employee schedule” for the absence and “same times daily” for the job.)

- To continue adding the absence, click the **Continue** button.
- To go back to the main page click the **Cancel** button. *Step 3*
- Choose a reason from the pull down menu next to the word reason.
- To continue adding the absence, click the **Continue** button.
- To go back to the main page click the **Cancel** button. *Step 4*

- Choose one of the following: Substitute Required, Requested Substitute, or No Substitute Required from the drop down menu next to the words “Job Type”.

- To continue adding the absence, click the **Continue** button.
- To go back to the main page click the **Cancel** button.

Step 5 (only used if requesting a substitute)

- If you are requesting a substitute you will need to choose a substitute by either their 3-6 digit Substitute ID or by the substitute’s name. Do this by clicking the circle in front of the one you would like to use. If you are using the Substitute’s ID, type the 3-6 digit number in the box next to **Substitute ID**, if using the substitute’s name, choose one from the pull down menu next to **Substitute Name**.

- To continue adding the absence click the **Continue** button
- To go back to the main page click the **Cancel** button. *Step 6*

- Confirm the information for the absence.
- If everything is OK and you want to report the absence, write down the job number and then, click the **Confirmed, Add Job** button.
- If everything is not OK and you want to start from the main page click the **Cancel** button.

Special Instructions

- Special instructions will be viewed by the substitutes. Simply type a message, click the **Save Job Message** button and then click the **Exit** button.

This is for brief instructions for the sub, such as, “You can find the lesson plans in my desk drawer” or “You will have outside lunch duty”. You might also want to enter your grade level or parking lot number here. All subs viewing this job will see the message.

Do not list the name of a sub you want / do not want and do not leave complete lesson plans here. The “Special Instruction” area is a good place to list your parking spot # (if there is assigned parking) or your grade level (if you’re an elementary classroom teacher)

- Special instructions created via The web will not be voiced when a substitute accepts a job via the phone. The substitute will be informed to log on to SubFinder via the web to view or to call their administrator. You may, however, call into SubFinder, review your absences, and voice special instructions to your absence that can be heard by subs via the telephone (further instructions found in the SubFinder Teacher/Employee Instruction Brochure).

Continued...

Job Review
TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

To Review Jobs (Absences)

You can filter by date, by the substitute that is working for the job, by if a substitute is needed, requested, prearranged, or not needed, and by the status of the job; filled, unfilled, or canceled.

Add a check mark by the filters you would like to use. Filters are optional.

Click the **Run Request** button to see the jobs.

To Cancel a Job (Absence)

- First review jobs. To cancel the job, click the **Cancel** button under the job number for the job.
- A box will appear to confirm that you want to cancel the job. To cancel click the **OK** button. To go back to the review jobs page click the **Cancel** button.

Jobs (Absences) can only be canceled up to an hour and a half prior to the scheduled start of the absence. After that time you must contact your site's executive secretary to cancel your absence.

Personal Info
TO REVIEW PERSONAL INFORMATION

SubFinder will show the Personal Information Menu

- To review your Home Site, Job Position, and Work Hours click on the words **General Info**.

(Here you will also see your Employee ID – you do NOT need to know this number. LPS only utilizes the Substitute ID. Also, please disregard the Hire Date information. LPS uses a different system to accurately track this information.)

- To review your phone number and address click on the word **Address**.
This is for review only, if you have a change of address or phone number, please update your information in ICE (Information Center for Employees) found on the "Staff Center" page at www.lps.org.

Remember, Your SubFinder employee ID, located at the top of the page is not a feature that LPS utilizes, Do NOT confuse this number with your PIN (your LPS Employee ID). **You will use your PIN/ LPS Employee ID # to access SubFinder.**

Tutorial

The online tutorial visually walks you through each step of using SubFinder via the web. It's like having your very own online instructor for SubFinder!

Log Out
To Log Out of SubFinder

To log out of SubFinder, return to the main menu and click on the **Log Out** button.

WHEN REPORTING AN ABSENCE VIA SUBFINDER, ALWAYS WRITE DOWN THE JOB NUMBER BEFORE LOGGING OUT.

For Your Own Information...

Favorite Substitutes Name's and ID#'s

1. _____
2. _____
3. _____
4. _____
5. _____

SubFinder / WebConnect Employee FAQ's

Q: WHAT IS MY SUBFINDER/WEBCONNECT PASSWORD (PIN)?

A: Your PIN is your LPS employee ID. This is the same employee ID that you see on your electronic pay stub and also use to access an LPS printer/copier. Also, when using WebConnect, enter your last name NOT your LPS email user name in the "Last Name" box (ex – Jane Doe would enter "doe" not "jdoe").

Q: DO I NEED TO REGISTER IN ORDER TO USE SUBFINDER?

A: Yes. You should call in and register with SubFinder prior to reporting your first absence (For more details, read the instructions in the box on the front of your SubFinder Employee Instructions brochure). If you are working in an elementary school, please state your grade level following your name. If you work at a high school, state your name and parking lot assignment (ex. "Jane Doe, 3rd grade" or "John Doe, park in the northwest lot # 15). You must register on SubFinder via the phone prior to accessing the system via the web.

Q: IF I REGISTERED MY NAME ON SUBFINDER LAST YEAR AS AN EMPLOYEE MUST I REGISTER AGAIN THIS YEAR?

A: In almost all cases, you do not need to re-register year after year. It is important, however, for employees to call SubFinder at the beginning of each school year to listen to the voice recording of their name. If changes such as grade level and/or parking lot number need to be added or revised, you must update your record by re-recording the information on SubFinder. You can do this by selecting the option to "Review Personal Information" and then, "To Record Your Name". From the "To Record Your Name" prompt, you will need to follow the directions to re-record your name with the pertinent information, including grade level for elementary schools and parking lot number for high schools.

Q: CAN I ENTER MY OWN ABSENCES?

A: You may enter your own absences for sick leave, annual leave, emergency leave, jury duty, bereavement leave and no-pay days. For all other types of leave, you must contact your site's executive secretary. Absences may be reported to SubFinder up until 45 minutes prior to the start time of your job. If you report later than this, you will be instructed to contact your site's administrator (payroll/executive secretary). If you are unable to reach the site, you may contact a SubFinder Operator for assistance.

Q: CAN I REQUEST A PARTICULAR SUBSTITUTE AND IF SO, HOW?

A: You may request a particular substitute to fill your absence. If you are entering your absence via the phone you will need the requested substitute's Sub ID Number (this is a 3-6 digit SubFinder assigned number NOT their Social Security Number). A list of these numbers should be available in your school's office. If you are entering your absence via the web, you may use the drop down box on the screen to locate your sub by name. Either way, if the substitute is unavailable for any reason, the system will notify you at the time of entry and allow you to choose another substitute.

Q: WHAT TYPE OF INFORMATION DO I LEAVE IN "SPECIAL INSTRUCTIONS"?

A: The special instructions option is to be used to leave information for any substitute listening/looking at the job such as, "A field trip to the zoo is scheduled today", or "You can find my lesson plans in the top left hand drawer of my desk." If you teach at multiple sites (itinerant) and are reporting your absence via WebConnect you will want to type out your work schedule here. This area is never to be used to list the names of certain subs you want

or do not want (the message is heard /viewed by any sub who can access the absence) and it should not be used to list out entire lesson plans or lengthy instruction (message should not be longer than about 30-60 seconds).

Q: IF I ENTER MY ABSENCE OVER THE PHONE AND LEAVE SPECIAL INSTRUCTIONS, WILL THE SUB BE ABLE TO HEAR THEM IF THEY ARE JOB SHOPPING ON WEB CONNECT?

A: No, the sub will not be able to hear the verbal instruction through WebConnect; they will see a message directing them to phone SubFinder to hear the instructions. Likewise, if you enter your absence on WebConnect and type in special instructions, the sub will see them if they job shop on WebConnect but if they are accessing SubFinder via the phone, they will be instructed to go to WebConnect to view the instructions.

You may go in on the web after reporting an absence on the phone and add in special instructions. You may also call into SubFinder via the phone and voice record instructions for an absence you have entered via WebConnect.

Q: DO I NEED TO REMEMBER MY JOB NUMBER?

A: Yes. The job number is your confirmation that SubFinder has accepted your absence and your entry is complete. You will also need this number if you need to cancel the absence.

Q: WILL I HAVE THE SAME JOB NUMBER FOR ALL MY ABSENCES?

A: No. Every new absence reported receives it's own job number.

Q: IF I AM GOING TO BE ABSENT FOR SEVERAL DAYS IN A ROW, DO I HAVE TO ENTER A NEW ABSENCE FOR EACH DAY?

A: No. From your Main Menu select option # 1 – To Report An Absence and then select option #3 – To Enter Specific Dates and Times. (Hint – When you enter a date, enter it with 4 digits -no year. For instance, August 20th would be entered as 0820.)

Q: CAN I FIND OUT IF MY ABSENCE HAS BEEN FILLED AND WHO HAS ACCEPTED IT?

A: Yes. If you call in and review your absences (option #2 from the Main Menu), and the absence has been filled, SubFinder will tell you the name of the substitute. If SubFinder doesn't tell you who is filling your absence it means that the absence is still unfilled. You may also review your absence via WebConnect to find out if a sub is attached. To check on WebConnect, log in and go to "Job Review". Enter the date(s) of the absence in question and click "Run Review".

Q: WHAT IF THE INFORMATION IN MY SUBFINDER PROFILE IS NOT CORRECT?

A: If your work hours or job position on SubFinder are not correct, contact your site's executive secretary so that they may submit paperwork to Human Resources to have your schedule changed. If your location information is incorrect you should contact the SubFinder Operator.

Q: WHAT DO I DO IF I NEED HELP WITH SUBFINDER OUTSIDE OF THE OPERATORS' OFFICE HOURS?

A: The SubFinder Operators' office hours are 6:00am – 2:30pm. If an operator is not available when you call, please leave a voicemail message, including your phone number, and they will return your call as soon as possible. Voice mail is checked first thing in the morning and throughout the day.

SubFinder Operator
SubFinder Back-Up Operator

Darbi Umholtz (402) 436-1589 or dumholtz@lps.org
Linda Kahler (402) 436-1588 or lkahler@lps.org

Voluntary Leave Transfer Program

All employees have the opportunity to participate in the voluntary leave transfer program.

The Voluntary Leave Transfer gives employees the opportunity to help fellow employees by donating annual leave to employees faced with serious personal or family medical conditions that require their absence from duty for a prolonged period of time.

In order to be a leave recipient an employee must:

- a. Be a Lincoln Public Schools employee.
- b. Exhaust all other types of available leave.
- c. Provide the Associate Superintendent for Human Resources, or their designee, with written confirmation from a physician on the approved LPS form that the employee or immediate family member is suffering from a medical condition requiring the employee be absent from work. For purposes of this program, immediate family shall be defined as family members residing in the same home as well as children, parents, parents-in-law and siblings not residing in the same home.

Please refer to the employee agreement for your employee group for more information concerning the leave transfer program. You can also contact Kyla Jensby at 436-1593 or kjensby@lps.org for more information and the appropriate forms.

Professional Leave

1. Costs for your substitute must be covered by your building staff development funds or through funds from other district administrators. Before you request a leave, arrangements to cover the cost of the substitute must be made.
2. Once you have made arrangements for someone to pay for your substitute, complete a Request for Leave form and submit to your administrator or supervisor. Note on the form the type of activity in which you wish to participate and the Activity ID provided by the administrator covering your substitute costs.
3. All professional absences must be approved by your administrator or supervisor. Professional leaves may be rescinded by the building administrator or supervisor if circumstances require your presence at the building.
4. Reserved absences for professional leaves must be entered a minimum of 5 working days before the activity. Unused reserved substitutes will be removed from each activity ID 5 working days before the scheduled activity (e.g., Monday AM for the following Monday, Tuesday AM for the following Tuesday, etc.)
5. Payroll secretaries may check on substitute availability for professional leave at any time after the absence has been entered on SubFinder.
6. You do not need to call SubFinder. The payroll secretaries will arrange for substitute coverage of your duties if needed through SubFinder.
7. If your plans change, notify the school and the administrator or supervisor paying for your substitute immediately. The school secretary will remove your absence in SubFinder and cancel your substitute.

When you return to school verify and sign the Notification of Absence From Work form.

Option A Leave Provisions for Teachers

14 days of annual leave which may be used for:

- medical (sick) leave
- 2 days of emergency leave – must be submitted to your principal first. Approval/denial will be made by Dr. Nancy Biggs.
- 2 days of special leave. Limits include:
 - Substitute availability
 - No more than 5% of staff out of building
 - **May not be used the first 10 or last 15 student contact days**

Accumulated leave may only be used for medical (sick) leave.

Certificated employees may accumulate up to 191 days of leave

Separation compensation of \$16.50 per hour for unused accumulated leave will be given after 20 years of service.

See the Professional Agreement for the details concerning leave.

ABSENCE PROCEDURE SUMMARY FOR LEAVE for Teachers – OPTION A

Type of leave	You call Sub Finder	Complete Request for Leave Form	Absence Entered by School Office	Notify School	Complete Reimbursement Request	Verify and Sign NOA When you Return to Work
Sick	X			X		X
Prescheduled Sick Leave	X			X		X
Emergency*	X	X		X		X
Same Day Emergency*	X			X		X
Special Leave		X	X	X		X
Professional Leave		X	X	X		X
Professional Leave with Expenses		X	X		X	X
Bereavement	X	X		X		X
Unpaid Personal Leave – must be PRE-APPROVED		X	X	X		X
Civic (Board of Education approves)		X	X	X		X
Jury Duty **	X			X		X
All Other Leave Types		X	X	X		X

* Must give reason to administrator or supervisor

** Must provide copy of jury summons to administrator or supervisor

Option B Leave Provisions for Teachers

- 11 days of annual leave
 - All 11 days at teacher discretion.
 - Pre-arranged leave. Limits include:
 - Substitute availability
 - No more than 5% of staff out of building
 - **May not be used the first 10 nor last 15 student contact days except for sick or FMLA leave**
- Accumulated leave may only be used for medical (sick) leave.
- Option B annual leave which is not utilized in a given year shall be rolled over as accumulated medical (sick) leave in the following year. There is unlimited accumulation of leave.
- Separation compensation of \$16.50 per hour for unused accumulated leave will be given after 10 years of service.
- If separation occurs prior to 10 years of service, certificated employees may sell up to one half of their accumulated leave at \$16.50 per unused hour of leave.

See the Professional Agreement for the details concerning leave.

ABSENCE PROCEDURE SUMMARY FOR LEAVE – OPTION B

Type of leave	You call SubFinder	Complete Request for Leave Form	Absence Entered by School Office	Notify School	Complete Reimbursement Request	Verify and Sign NOA When you Return to Work
Annual Leave (Today or Tomorrow)	X			X		X
Pre-arranged Annual Leave	X			X		X
Professional Leave		X	X	X		X
Professional Leave with Expenses		X	X	X	X	X
Bereavement	X	X		X		X
Unpaid Personal Leave – must be PRE-APPROVED		X	X	X		X
Civic (Board of Education approves)		X	X	X		X
Jury Duty *	X			X		X
All Other Leave Types		X	X	X		X

* Must provide copy of jury summons to administrator or supervisor

Responsibilities of the Regular Teacher to the Substitute Teacher

Even though they may never meet, the substitute and the regular teacher have a responsibility to each other. The regular teacher is responsible to an important degree for the attitude that his/her pupils display toward the substitute teacher. The attitude should be one of helpfulness and courtesy such as would be accorded any

invited guest of the school. The regular teacher also needs to make as much current information available to the substitute as possible. This will help the substitute to successfully maintain the continuity of the program. When entering an absence with *SubFinder*, the regular teacher should indicate any special circumstances to the substitute such as:

- Field trips requiring certain apparel
- Long outdoor recess duty
- Optional periods that the regular teacher is assigned
- After school clubs or duties beyond a normal day
- Optional periods or duties which take the place of lunch

The regular teacher is required to maintain all of the information a substitute would need in taking over his/her work. Complete lesson plans containing an up-to-date record of the work of the class and outline of the lessons to be covered during the current week are to be kept in the teacher's plan book. Lesson plans should include due dates for assignments and homework procedures.

The following items of information, with all necessary explanations, should be available in the substitute folder

- Attendance procedures and where to place absentee folder/list for pick-up
- Class lists according to reading/math groups and/or various classes and/or homeroom
- Current daily schedule, which should include: Individual student schedules, e.g., therapy, resource, library
- Fire/tornado/crisis drill procedures for passage to/from classroom
- Guidelines for lunch, recess, hall duty, phone usage by students, student work groups meeting outside of the classroom, passes and student assistants names / schedules / responsibilities
- Up-to-date seating charts.
- Personal information sheet listing the following:
 - Student helpers
 - Special needs students and information pertinent to their needs
 - Current notes on students needing special attention
 - Pertinent student health information
 - University / college field placement students
 - Special Education staff, paraeducators, or other staff present during instruction
- Any additional responsibilities of the individual teacher, e.g., grading and distribution of papers, supervision duties, breaks and special disciplinary measures
- Teaching plans for the day's classes which include names of books and an explanation of any abbreviations used
- Contingency lesson plans (when a lesson cannot be followed)
- Building characteristics should be outlined including the location of the lunchroom, lounge, restroom and media equipment
- Map of the school
- School or team discipline plan/rules
- Names and rooms of other members of the teaching team
- Who to call or report to if there are problems. (Please include at least two persons' names.)

Teachers are to complete and sign a Certified Notification of Absence whenever they return from an absence even if a substitute was not employed during their absence. Teachers are also to complete and sign a substitute teacher evaluation form regarding their degree of satisfaction with the substitute's performance. Other teachers, students and/or the principal may give valuable input into the evaluation.

Responsibilities of the Students

The students are expected to share the responsibility of making the day's work effective despite the absence of the regular teacher. A substitute teacher should expect the full cooperation of all students in the room and should help ensure such cooperation by planning to make the day worthwhile and productive.

Responsibilities of the Principal

The principal has the responsibility for discipline in the school and for setting a proper climate for good school control for teachers and pupils.

Upon arrival at school, a substitute should report to the principal's office. There, the principal or someone designated by the principal will explain the assignment and any other special duties the substitute is expected to perform. Questions in regard to textbooks, the teacher's plan book, supplies or general procedures will be answered by the principal, a team teacher, or, in the high schools, the head of the department.

The principal may introduce the substitute teacher or arrange to have them introduced to at least one of the regular teachers who may be of assistance to the substitute whenever the principal is not available for consultation.

Sample Forms:

Request for Leave Form

Reimbursement Request Form

Preferred Substitute Teachers

Substitute Teacher Evaluation

REQUEST FOR LEAVE
Human Resources Division
Lincoln Public Schools

Social Security Number _____ Name _____

Date (s) Absent _____ Full Day Partial Day, from ___:___ to ___:___

No Substitute Needed

Substitute Needed for Half Day or less, from ___:___ to ___:___ (exact hours not to exceed 3 hrs. 45 min.)

Full Day Request sub _____

Plan A Certificated Staff and All Other Staff

I Request Leave for:

Bereavement (Relationship) _____

Personal Leave (No Pay)

Civic (Reason) _____

Sick Leave (Pre-scheduled)

Emergency (Reason) _____

Special Leave

Funeral _____

Vacation

Jury Duty

Other _____

Plan B Certificated Staff Only

Annual Leave Is this medical? Yes No Civic Jury No Pay

All Staff Professional Leave

Professional (Must be submitted even if no sub is needed or activity is on non-work day)

Purpose of Professional Leave _____

Activity ID _____

If outside agency is paying for sub, attach billing information.

Will you be submitting a claim for reimbursement of expenses? Yes No

(If yes, Reimbursement Request must be attached.)

Signature of Staff Member

Date

FOR ADMINISTRATIVE USE ONLY

Your request for the leave has been accepted

Special leave unavailable for date requested

because:

Your request for leave is not accepted (see comments)

No available subs, or

5% of building already using special leave,

or

(Only applies to days adjacent to unpaid days, holidays and

noncontract days.)

Request was for non-approved date.

Comments: _____

Principal / Supervisor Signature(s) _____ Date _____

Assigned Substitute Teacher (if known) _____

REIMBURSEMENT REQUEST
 Human Resources Division
 Lincoln Public Schools
 Lincoln, Nebraska

Social Security Number _____ Name _____ Date _____ School _____

Name of Activity _____ Activity I.D. _____

Date(s) of Activity _____ Location of Activity _____

GUIDELINES FOR EXPENSE REIMBURSEMENT

Prior to Leave: 1. Claimant completes Reimbursement Request and sends the form to the administrator(s) who agreed to cover expenses. 2. Administrator will indicate the maximum amount approved for expenses, sign the form and return the form to the claimant. 3. Attach to Request for Leave form and submit to your principal or supervisor for approval.

Upon Return: 1. After the activity is completed, the claimant will: a) List the expenses incurred. b) Attach receipts for all expenses, including travel, lodging, meals and registration. c) Sign the form. d) Send the form and all documentation to the administrator(s) whose account(s) will be encumbered. 2. The administrator, whose account will be used to pay for the expenses, will: a) Specify the amount approved. b) Provide the account number. c) Sign in the space provided below the account number. d) Send the form and documentation to accounting for processing.

Complete prior to requesting leave

Travel Item	Estimated Expenses	Maximum Approved (Written Verification Required)
Travel: Auto _____ miles* Air _____ Other _____ \$ _____	\$ _____	\$ _____ (Signature) _____
Lodging for _____ days	\$ _____	\$ _____ (Signature) _____
Meals for _____ days	\$ _____	\$ _____ (Signature) _____
Other Expenses: <input type="checkbox"/> Registration _____	\$ _____	\$ _____ (Signature) _____
Total		

*Mileage log must be attached.

Signature _____

Audit for Payment _____ (Auditor)
 Date _____

Complete upon return

Expenses Incurred	Amount Approved	Account Number (Signature Required)**
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____

**If all expenses are covered by one administrator then one signature in total column is sufficient. Original form, receipts, account numbers and appropriate signatures are required before reimbursement is processed.

I hereby certify that this claim is correct and is unpaid.

Date _____ Claimant Signature _____

6/2002

PREFERRED SUBSTITUTE TEACHERS
Human Resources Division
Lincoln Public Schools
Lincoln, Nebraska

Name _____

Social Security Number _____ School _____

Assignment _____

My preferred substitutes are: (You may list up to three preferences)

Name _____

Substitute ID Number _____

Name _____

Substitute ID Number _____

Name _____

Substitute ID Number _____

Comments

Signature _____

Date _____

SUBSTITUTE TEACHER EVALUATION
Human Resources Department
Lincoln Public Schools

Local sub: yes no

Name of Substitute Teacher: _____

Grade or Subject Taught: _____

Name of Regular Teacher: _____

Date(s) Taught: _____ AM only PM only

School: _____ ALL DAY

Arrived: _____ Left: _____

Evaluation

Satisfactory

Unsatisfactory

(to be completed by **teacher** only):

- | | | |
|--|-------|-------|
| 1. Left notes for teacher | _____ | _____ |
| 2. Kept physical facilities in order | _____ | _____ |
| 3. Recorded attendance properly | _____ | _____ |
| 4. Followed teacher's plans | _____ | _____ |
| 5. Issues assignments to students | _____ | _____ |
| Performed assigned duties satisfactorily | _____ | _____ |
| Teacher's signature | _____ | |

I do not wish to have this substitute in my classroom (check to block this substitute)

(to be completed by **building administrator or designee** only):

- | | | |
|--|-------|-------|
| 1. Adhered to school policies | _____ | _____ |
| 2. Personal appearance acceptable | _____ | _____ |
| 3. Good classroom management | _____ | _____ |
| Performed assigned duties satisfactorily | _____ | _____ |
| Administrator's signature | _____ | |

I do not wish to have this substitute in the building (check to block this substitute)

Comments about this substitute's performance (any unsatisfactory checks require clarification):
