

# the **R**esource

*People are the greatest asset of Lincoln Public Schools. The mission of Human Resources is to facilitate the selection, support and development of all employees so that each student receives the maximum opportunity for growth.*

**Human Resources   Lincoln Public Schools   Lincoln, NE   Issue 2003-005   October 3, 2003**

## **Staff Medical Treatment**

School nurses may not establish a health care provider relationship with staff. No ongoing or routine medical care can be provided to employees by LPS health care staff or athletic trainers. Please help your staff realize that it is inappropriate for them to ask school nurses or other staff with health care expertise to provide treatment or support for employees' health care needs. Such assistance should be sought from a medical care provider outside of the district's employment. Examples of inappropriate types of care or services might include allergy or hormone injections, dressing changes or wound care, medical advice, etc.



LPS staff with health care expertise are expected to administer first aid and emergency care to staff when needed. Employees with chronic health care conditions that might result in emergency health needs may voluntarily share this information with the school health staff in order to expedite emergency care and referral should that be required. When information is shared with the health office staff, records made by the health care staff do not become "protected health information" (PHI) subject to HIPAA protections. Employee health information can and will be shared with administrators, supervisors, and medical personnel on a need to know basis, to protect the safety and well being of the employee and others in the school environment.

The intent of this notice is to clarify why district health care staff and athletic trainers must decline when asked to perform these types of services and to protect them from establishing a health care provider relationship with any LPS employee beyond the scope of that employee's job expectations and specifically precluded by Human Resources.

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## **Children Visiting Their Parents at School**

Board of Education Regulation 5500.2 prohibits staff from bringing their children to school with them in lieu of taking them to childcare. Staff members' children must follow the same rules for being in the building that every other child must follow. This means that staff may not bring their children to school with them in the morning and wait in their classroom until school begins (or come to their room after school). It is also against Board Policy for staff to bring their children with them on days when they are paid to be on duty but no other students are in attendance (i.e. Teacher Plan Days). There is a provision in the policy for children to visit a school on a short-term basis and when pre-arranged with the principal.



If you have questions about this, you may contact Nancy Biggs at [nbiggs@lps.org](mailto:nbiggs@lps.org) or 436-1575.

## Staff Tutoring Students

At the Human Resources informational meetings in August, administrators were provided with a Memorandum from Greg Perry regarding the private tutoring of students by their teachers. Responses to questions follow.

Examples of allowable paid tutoring activities for district certificated staff:

- Any activity for which a teacher is paid to perform by LPS.
- An activity which is not designed specifically as tutoring but for which the teacher works with students and is compensated by an outside agency.
  - i.e. •Washington DC tours
  - Homework clubs
  - Community Learning Center (CLC) activities
  - Any activity which is primarily supervisory in nature

Examples of paid tutoring activities not allowed:

- Private arrangements to tutor a student for pay in a subject area in which the student is currently enrolled in a class with the teacher.
- Any tutoring on school property for which the teacher is compensated directly by the student or their family.



Exceptions to these guidelines are allowed under Rule 27, if approved by the Board of Education. For more information about what is allowed and not allowed, read Lincoln Public Schools Board Policy 4640 and the Nebraska Department of Education Rule 27, or call Nancy Biggs.

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## Briefing for Building Executive Secretaries and Payroll Secretaries

Recently Human Resources offered building executive secretaries and payroll secretaries two opportunities to be updated on Human Resources and Payroll information. Discussion topics included: Health Insurance Portability and Accountability Act, damage loss and theft process, Fair Labor Standards Act, benefits update, disability/leave of absence procedures, payroll and accounting updates, Family & Medical Leave Act, SubFinder/WEBCONNECT changes, and many more items.



The sessions were well attended and Human Resources received very positive feedback on the topics and timing. Our intent is to schedule the workshop after the school year starts but before the first payday in September. We feel this is an extremely important event, and our goal is to keep executive secretaries and payroll secretaries on track for the start of another great school year. If you have suggestions for next year's event please contact Kevin Johnston at [kjohnst@lps.org](mailto:kjohnst@lps.org) or 436-1597.

## Office Professional and Technician Staff Development

The Office Professional and Technician Staff Development will be held on Thursday, October 30, 2003, at Lincoln Southwest High School. Two sessions will be offered -- one in the morning and one in the afternoon. Participants will need to pick the session that best fits their schedule and sign up on the Web. More information will be sent out to all office professionals and technicians. Mark your calendar for a time to learn with your colleagues.

# No Child Left Behind

## Parental Notification of the Presence of a Long Term Substitute Teacher in all Title 1 Schools

We have received direction from the Commissioner of Education that must be implemented immediately. If a student is to be taught by a substitute teacher for four weeks or more, the parents must be notified. This must occur whether or not the substitute is endorsed in the area in which they are subbing.



As you prepare a letter for parents, please work with the substitute teacher to add specific information about his/her endorsements and qualifications so that parents are comfortable with the information.

Our office strongly encourages you to use substitutes who are endorsed in the area whenever possible. The use of local subs for long term assignments of four or more weeks is not advisable.

The following is a sample letter which you may use a guideline when developing your own letter to parents.

Dear \_\_\_\_\_  
Your child's teacher \_\_\_\_\_ will be out of the classroom for the next few weeks. Recent federal legislation commonly known as No Child Left Behind, requires that parents be notified if their child will be taught by a substitute teacher for four weeks or more. Lincoln Public Schools works diligently to ensure that a qualified substitute serves your child when the regular teacher is absent.  
\_\_\_\_\_ is (or will be) the substitute teacher in your child's \_\_\_\_\_ class. (List / talk about the substitute's qualifications.) I remain committed to ensuring that every student at \_\_\_\_\_ School receives an appropriate and quality experience. Contact me if you have questions or concerns.

\_\_\_\_\_  
Principal

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## Fringe Allocation Sheets Why They're Important!

Every September, each employee (other than hourly or substitutes) receives a Certificate of Approved Use of Fringe Allocation sheet. This form authorizes the district to deduct insurance premiums from the employee's fringe or salary. The form needs to be reviewed and signed by each employee every year and returned to Human Resources. It is very important that employees review the allocation sheets to ensure that they are enrolled in the insurance plans they have selected.

