

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 2004-001 March 22, 2004

Leave Approvals

We are consolidating all responsibility for monitoring Human Resources leave approvals to the SubFinder office. Starting immediately, Darbi Umholtz will be checking for emergency leave and civic leave reasons as well as the teacher annual leaves for the first ten and last fifteen student days of the school year. She will enter approval in the AS400 or she will contact you if the leave doesn't meet the guidelines for emergency or civic leave.

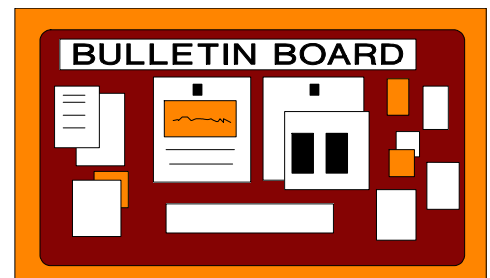
Darbi will be responsible for getting additional information about leaves and she will be the contact person for questions about leave. Darbi won't have all the answers immediately, but it will help her to learn if you ask her your questions. Your patience while she finds the answers is appreciated!



We hope that this change will make it easier for everyone to know the right person to ask about leaves. All you need to remember is that leave questions go to the SubFinder office. Darbi Umholtz (dumholtz@lps.org or 436-1589). Note that Sandy Wrobliski will continue to handle professional leaves (swrobli@lps.org or at 436-1588).

Attention Administrators and Executive Secretaries

At various times throughout the year, you may receive solicitations via the mail, fax or e-mail asking if you are in compliance with state and federal laws regarding proper employment posters. They strongly urge you to purchase their posters so you won't receive a fine for not following state and federal laws. **You may discard these notices.** The Human Resources Division keeps track of any necessary changes or additions to all employment related state and federal laws and required postings. We will notify you as needed. In addition, we will send a reminder, prior to the start of the new school year and ask that you check the location and condition of the posters to make sure you are in compliance with current regulations and laws.



If you need additional posters for your location at this time or have any questions, please contact the Human Resources Office Manager, Lisa Morehouse (lmoreho@lps.org or 436-1594).

Capacity Building and School Improvement

School Improvement teams have recently begun new five-year cycles with one session examining an array of scientifically-based instructional strategies described in the Association for Supervision and Curriculum Development (ASCD) - published book *Classroom Instruction that Works*. A cadre of district strategists who have studied with co-author Janie Pollock took the lead in presenting focused sessions on one or two of the strategies that they have incorporated into their own classroom practice over the past few years. In what many would consider one of the best professional models around, local talent enhances local talent.

In the early 90's Mid-continent Research for Education and Learning (McRel) began studying research studies in instructional strategies with the widest application for K-12 classrooms. Using a meta analysis approach, McRel researchers examined hundreds of studies focusing on particular strategies (summarizing and note taking, for example) and arrived at an average strength indicator of the strategy to increase student achievement. This average is known as an effect size (ES). Thus a particular building staff, working from collected student data, can easily identify a strategy that may address a particular learning deficit and have some notion of its potential. Strategies weighing in at 1.0 or stronger have the potential to alter achievement by one standard deviation or 34 percentile points.

These staff members have given generously of their time in strengthening School Improvement designs and improving achievement for Lincoln students: Jackie Clifford, Jeff Stading, and Mike Musil (Northeast High); Gary Nunnally and Jen Madison (Waverly High); Lesa Christiancy and Rod Dietrich (Scott Middle); Jan McKeown (Lefler Middle); Adeline Mickens and Karla Miles (Park Middle); Joel Hayden and Debbie Vasa (Pound Middle); Rhonda Mueller (Elliott); Shelly Hillis and Jessica Woodward (Brownell); and Gerry Larson (LPSDO).

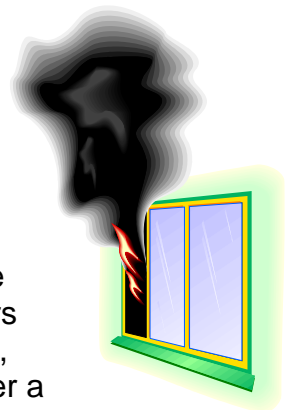
Thank You!

Damage, Loss and Theft

Whenever equipment or property is damaged, lost or stolen a Damage, Loss and Theft (DLT) report found on the computer in the AS400 system must be completed. In addition you must complete a requisition to replace items and send it to Risk Management (Box 14). Please be sure to include the DLT report number on the requisition and the TMA for any repairs.

A second reminder is to mark all electronic equipment in your building with some type of permanent marker. Remind staff to put items in locked closets or drawers when the room is not occupied, or at a minimum behind closed doors. Cameras, laptops, palm pilots, etc., are all items that someone can easily pick up, put under a coat or in a pocket and walk away with.

A final reminder is to direct all inquiries for damage figures from police, juvenile court, county or city court to Risk Management (436-1760). Risk Management will also arrange for the pick up of any equipment recovered by law enforcement officials.



Nebraska Department of Education and Doane College Multicultural Workshop



Doane College 10th Annual Multicultural Workshop “Dealing With Diversity: We All Need A Winning Hand” April 24, 2004

Download the conference brochure and read more information at <http://www.nde.state.ne.us/MCE>
Registration Deadline: April 9

Keynote Speaker: Pedro Noguera

One of America's most important voices on education reform and diversity

Presenters:

Valerie Ooka Pang

Author and educator with the San Diego State University. Distinguished Scholar Award for multiculturalism.

Gregory Michie

Author and educator with Chicago Public Schools. Golden Apple Award for Excellence in Teaching

Fred Morsell

As Frederick Douglass in a dramatic one-person performance

Juanita McGowan

Highly acclaimed diversity scholar and practitioner. Expertise includes multicultural curriculum infusion within all academic programs.

Requests for Information

We often hear from school offices that have been contacted by outside groups wanting the names of the teaching staff in their building and their assignments. Many of these calls come from companies that prepare directories or want to send information to educators. When such requests are received, please refer the caller to the Nebraska Department of Education website <http://www.nde.state.ne.us>. They can click on “Education Directory” to find the Nebraska educational directory prepared from the Fall Personnel Reports completed by districts throughout the state. The information is broken down by school district and has a staff list for each school within each district. It is not necessary for office staff to spend time going over information on the phone when it is readily available online.

If there is a persistent caller who will not accept the referral to the state educational directory, it is appropriate to suggest that the person contact Gail Bachinski (gbachin@lps.org or 436-1581) in Human Resources.

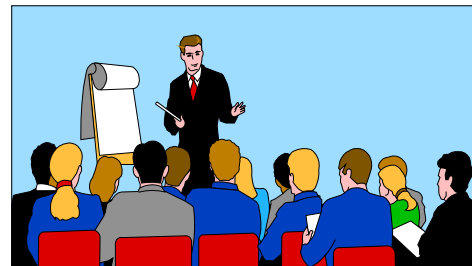
Please be sure to pass this information along to staff that answer phones in your building or department.



NPERS Pre-Retirement Seminar

On March 8, 2004, over 50 LPS employees attended a Pre-Retirement Planning Seminar, the second HR Informational Seminar. The Nebraska Public Employees Retirement System (NPERS) and Human Resources presented a workshop designed for employees of all ages. In order to assist employees with their financial planning for retirement, this seminar was designed for those with significant years left before retirement.

NPERS representatives gave an overview of the six options a retired employee chooses from when they retire, how the benefit is calculated, how to contact NPERS, when an employee is eligible to retire, as well as other useful information about our retirement system.



NPERS representatives talked about a new feature of their website, which allows members to set up their own member account. By logging on to their web site, www.npers.gov, members can check their account information at any time. The account shows creditable service years, reported salary, account balance, earned interest, etc., and is a helpful tool in estimating retirement benefits.

Watch The Resource for future informational seminars. If you have a topic you would like considered for a future Informational Seminar, contact one of the Human Resources supervisors with your idea.

Employee Accident Investigation Report

Employee Accident Investigation Report is to be completed by the employee's supervisor following a work-related injury or diagnosis of a medical problem that the employee is attributing to their work. The supervisor should conduct an investigation and respond to the questions on the form. It is not appropriate for the employee to complete the report and sign off. The purpose of the report is to identify corrective action to be taken to prevent a similar injury in the future.

When an employee is diagnosed with a medical condition that they want to attribute to work (such as carpal tunnel, rotator cuff tears), the supervisor should note on the investigation report that the "employee alleges" the injury under "Describe how the accident occurred". If a diagnosis is listed, it should always be noted that the "employee alleges the condition is caused by work activity." Number 19 on the report should then be completed with details on how the employee is associating this condition to work. If, for example they allege lifting of heavy objects – number 19 should contain information about weight of the item(s) lifted, frequency of lifting, and any other information including hobbies or outside activities in which the employee may participate in.



It is important that the supervisor not respond with descriptions that state the cause of the injury unless the supervisor knows without a doubt that the current medical problem was directly caused by the employee's work. If you have questions about any of this, please feel free to contact Risk Management at 436-1760.

Return to Work from Surgery Injury, or Illness

We would like to add clarification to our information delivered in August regarding return to work for employees after surgery, accident, illness, etc.

Employees who have had surgery need a release to return to work. Please contact Sue Wright (wrights@lps.org or 436-1759) for the proper form. She will e-mail you or the employee the form to be used. The employee should have their doctor complete the form and bring it to their immediate supervisor prior to their return date. If there are restrictions and/or modified duty noted, Human Resources needs to approve the return to work **PRIOR** to the employee returning.

Employees who have had an accident of some type requiring medical attention need to follow the same procedures as outlined above. Employees who are out due to illness over five days also need to follow the same procedure as outlined above.

It is very important that no employee with restrictions return to work without approval from Human Resources. This applies to all employees and all time periods such as breaks or summer. The employee does not necessarily have to be missing work if the incident occurs during a break or the summer months.



Notes from doctors that state “as tolerated” or “as comfort permits” are not acceptable releases. The form provided by Human Resources needs to be completed prior to the employee returning to work.

If the release states “may return to work without restrictions” or “may return to full duty”, it is not necessary to contact Human Resources.

Nebraska Educational Office Professionals Association 2004 Annual Spring Conference April 16-17, 2004 Villager Courtyard and Gardens Hotel, Lincoln, Nebraska

Lincoln Public Schools Staff Development has once again teamed up with the Nebraska Educational Office Professionals Association (NEOPA) to provide staff development for the LPS Office Professionals and Technicians. Staff Development has agreed to pay registration fees of \$30 for the first 83 LPS staff to register for the spring conference. Registration deadline is March 31. In addition, they will also provide up to 30 office subs to enable staff to attend the conference. Detailed information was e-mailed to all executive secretaries and technicians last week. If you have any questions, please contact Lisa Morehouse (lmoreho@lps.org or 436-1594)

