

# 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.*

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Human Resources   Lincoln Public Schools   Lincoln, NE   Issue 2005-001   August 15, 2005

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## Welcome Back Everyone!

It has been a busy summer for everyone, and I know that because the Human Resources staff has seen many of you in our offices looking at files to fill vacant positions. The excitement for the new school year is building as we get a chance to talk with the many new hires stopping by to complete paperwork, learn about their benefits and professional development opportunities, have their picture taken, and so on. Each new fall brings a chance to start again, one of the greatest benefits of working for a school system.



“The Resource” is the Human Resources newsletter used to update district leaders about issues from Personnel, Benefits and Risk Management. Because we will highlight changes in practice and policies as well as legal requirements, I hope you will review each issue as it comes out, and consider keeping a copy as a reference.

The Human Resources staff is eager to help you in anyway we can, just let us know!

Nancy Biggs  
Associate Superintendent for Human Resources

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## HR Bulletins

In addition to the HR Policies and Regulations adopted by the Board of Education, the Human Resources Division distributes eight bulletins with specific information on important topics. The Bulletins may be read anytime by looking in the Human Resources website under [www.lps.org/hr/handbooks](http://www.lps.org/hr/handbooks)

The following is the current list of Human Resources Bulletins:

[HR #1 - Student Accident Insurance](#)

[HR #2 - Workers Compensation Procedures](#)

[HR #3 - Procedures for Reporting Patron Accidents](#)

[HR #4 - Procedures for Reporting Student Accidents / Injuries](#)

[HR #5 – Employees Driving Personal Vehicle Daily on District Business](#)

[HR #6 - LPS Safety Committee and Injury Prevention Program](#)

[HR #7 - Damage, Loss and Theft Reporting Procedures](#)

[HR #8 - Directives on All Hires](#)

# LPS Future Multicultural Teachers

By Thomas Christie

Student population continues to grow in the Lincoln Public Schools with over 32,300 students currently enrolled PreK-12. Keeping pace with overall student growth is the enrollment of students of color. Of the 32,300 students currently attending our PreK-12 schools, approximately 19% are students of color. This is up 5% compared to 14% in 2000. Obviously, the increase in students of color is keeping pace with (and exceeding) overall student growth.

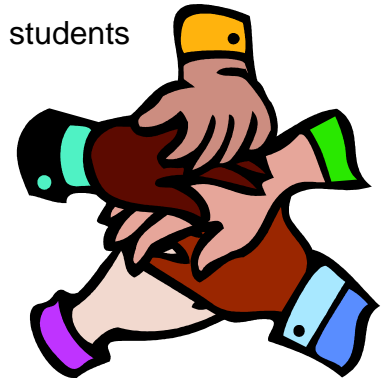
Of the more than 5,000 employees in Lincoln Public Schools, however, only 285 are of color, representing 5.6% of the employment force.

With the growing numbers of students of color and the continued gap in the number of employees of color, are opportunities and challenges for providing quality multicultural education and academic success for all of our students. The question of how we provide a diverse workforce when persons of color do not choose education as a career is, however, a continuing issue.

With the growing need for a diverse workforce and the shortage of ethnic diverse students entering teacher programs, it is extremely difficult to diversify the workforce with special emphasis on teachers of color. In recognition of and in response to that problem, Lincoln Public Schools is developing a "Future Multicultural Teachers" program. Below is a brief proposed overview of the program purpose.

## Purpose of Program:

- ❑ Encourage culturally sensitive grade 9-12 Lincoln Public Schools students to pursue teaching as a career
- ❑ Expose students to the pedagogy of teaching
- ❑ Increase the number of culturally diverse/sensitive teachers in LPS
- ❑ Provide students with the positive attributes of teaching
- ❑ Provide culturally sensitive student role models



## Who is Eligible to Participate?

- ❑ LPS grade 9-12 students who are interested in teaching, culturally sensitive and promote multicultural issues
- ❑ Possess and maintain at least a 2.5 college prep G.P.A. during high school

## Who should you contact?

Questions about the program may be directed to Thomas Christie, the Multicultural Administrator/ Affirmative Action Officer at 436-1605.

## Insurance Premiums 2005-06

The health insurance premiums for 2005-06 increased 9.57%; the dental premiums stayed the same, for an overall increase of 9%. Disability, life insurance and vision service plan rates remain the same as this past school year.

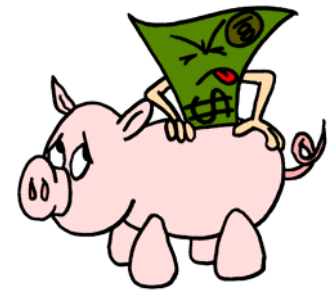
Administrators' "super fringe" will increase \$40/month for the 2005-06 school year. Certificated staff, custodians, maintenance workers, nutrition services staff, office professionals, paraeducators, technicians, and transportation employees' "super fringe" will increase \$20/month. The increase in "super fringe" was a part of the total compensation package negotiated with each group.

**Blue Cross/Blue Shield PPO Health:** -- (includes 80% A&B, 50% C for policyholder)

<u>\$250 deductible single; \$500 family</u>	<u>2004-05</u>	<u>2005-06</u>
Employee	\$317.85	\$346.69
Family	\$866.21	\$947.53

Administrators Only:

<u>\$500 deductible single; \$1,000 family</u>	<u>2004-05</u>	<u>2005-06</u>
Employee	\$303.25	\$330.69
Family	\$825.05	\$902.43



**Blue Cross/Blue Shield Dental:** Rates are the same as 2004-05.

	Option 2 (80%A&B,50%C)		Option 4 (80%ABC,50%D)	
	<u>With health</u>	<u>Without health</u>	<u>With health</u>	<u>Without health</u>
Employee	\$ 0	\$16.47	\$20.67	\$37.14
Family	\$41.99	\$58.46	\$79.59	\$96.06

**HMO Nebraska:** BCBSNE is eliminating the HMO Nebraska plan beginning September 1, 2005.

**Health-Dent, Inc:** Health-Dent was eliminated July 31, 2005.

**Vision Service Plan:** The rates are the same as 2004-05.

	<u>2004-05</u>	<u>2005-06</u>
Employee	\$12.44	\$12.44
Employee plus one	\$18.04	\$18.04
Family	\$32.35	\$32.35

**Jefferson Pilot Term Life Insurance** - \$1.90/per \$10,000 (Same rates as 2004-05.)

**Jefferson Pilot Disability** – 41 to 85 cents per \$100 of base monthly salary depending on sick leave accumulation. (Same rate as 2004-05.) Benefit: 60% of salary per month.

## Proper File Handling

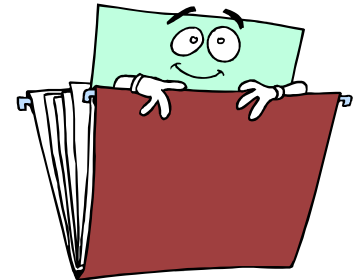
At the end of every school year it is important for all locations to go through their staff files and remove the files of any employees no longer at that location.

The following is general information on staff files and how they should be handled:

- All employees of Lincoln Public Schools have a permanent file that is located in Human Resources at the District Office. They also have an employee file at the location they are assigned. If an employee changes locations within the district, the school file needs to follow them to their new location. If you aren't sure where an employee has been transferred, contact Human Resources. Then forward the file to the new location.
- When employment ends with Lincoln Public Schools, the file should be sent to Human Resources.
- File clean up should happen at the end of the school year and be completed before the new school year starts.
- If an employee leaves in the middle of the year, please process that file immediately, using the steps outlined above.

Please place a note with the file indicating the following:

- Employee Name
- Location
- Name of employee sending the file
- Any other information you feel is important



Please label the box: Attention: Office Manager, Human Resources, Box 33.

If you have any questions about this, please call Lisa Morehouse, 436-1594.

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## Executive Secretaries and Payroll Secretaries Annual Briefing

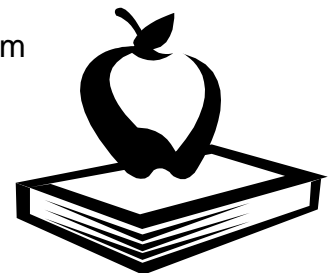


Executive secretaries and payroll secretaries will have two opportunities to receive an update on information they need to know before the first payday in September. Topics will include changes to the risk management updates, benefit changes, payroll and accounting updates, and many more items. Each briefing will be approximately three hours long and offered on September 2<sup>nd</sup> at 8:15 a.m. or September 9<sup>th</sup> at 8:15 a.m. at the District Office. Please ensure that at least one representative from your location attends this important briefing. More information will be forwarded via e-mail to all Administrators and Executive Secretaries. If you have suggestions for this year's briefing, please contact Kevin Johnston at [kjohnst@lps.org](mailto:kjohnst@lps.org) or 436-1597.

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## Retiree Luncheon Held

During the 2004-05 school year, 108 certified and classified employees retired from the Lincoln Public Schools. They had a combined 2,503.8 years of service. On May 13, 2005, a luncheon was held at the Country Club for all retirees and their guests. The retirees were presented a crystal apple and a certificate signed by the Superintendent and the Board of Education. The Human Resources Department wishes the retirees much happiness in their retirement years!



## **Retirement Planning Seminars – An Excellent Way to Start Planning For an Important Time in Your Life!**



Since January 1987, the Nebraska Public Employees Retirement System (NPERS) has conducted statewide Pre-retirement Planning seminars for plan members and spouses, age 50 and over. Information is provided on the NPERS retirement plan, financial planning, social security benefits, as well as adjusting to retirement and estate planning.

Each eligible employee is entitled to receive leave with pay to attend up to two retirement planning programs. Enrollment brochures are mailed to all eligible members four weeks prior to the seminars, which are held in the spring and summer. Advance registration is required. Check the NPERS website, [www.npers.ne.gov](http://www.npers.ne.gov) for more information or call 471-2053.

### **Professional Enhancement Funds**

Certificated staff will be receiving the updated Professional Enhancement Fund Handbook at the start of the 2005-2006 school year. The deadlines to apply for Tuition Credit Points, Point Reimbursement, or Special Project funds are now printed on the front cover so that staff will be aware well in advance of these dates. Late applications are not accepted.

Certificated staff members interested in applying for the Special Project funds should note that the maximum allocation for individual projects has increased to \$750 per semester. The allocation for group projects has increased to \$4,000 per semester. Staff should read pages 10 and 11 of the handbook to note any restrictions on special project funds.

### **District Employees Testifying at Custody Hearings**

Due to their relationships with students, district employees may be asked to testify at custody hearings. Since it is vitally important that we maintain a close working relationship with both parents, we want to avoid alienating either parent through testifying.

The following guidelines should be followed when an employee is asked to testify.

1. Employees should not volunteer to testify or sign affidavits for such hearings.
2. Employees should not testify in such proceedings without receiving a lawful subpoena.
3. When testifying, employees are to only share facts. Opinions should not be shared unless required by the judge.



By testifying only when subpoenaed and adhering only to the facts, we decrease the possibility of alienating one or both of the parents.

For more information, please contact Becky Wild, Director of Student Services, 436-1650.

## Para Staff Development Reminder for August 25, 2005

It is that time of year!!! All paraeducators are expected to attend staff development as part of their 182-day calendar. There has been a change in the date of staff development on the Para Calendar that had been previously distributed. **Staff development will be held on Thursday, August 25 at East High School.** Secondary paraeducators should report at 8:00 a.m. at East High, elementary paras will work in their buildings in the morning. Elementary paras will report to East High at 12:30 p.m. and secondary paras will work in their buildings in the afternoon. All paras will work in their buildings Friday, August 26.

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### Update on NCLB For Paraeducators

When "No Child Left Behind" (NCLB) was enacted for Title I school-wide buildings, January 2006 was established as the deadline for paraeducators currently on staff to meet the highly qualified requirements. Over the summer the District was informed there has been a change.

The Department of Education has extended the deadline for paraeducators in Title I school-wide buildings to meet the requirement to the end of the 2005-2006 school year. The District is interpreting this date as June 2, 2006, the last working day on the 2005-06 182-Day Paraeducator Calendar.



With this extension, the District intends to continue its support by offering ParaPro study and testing sessions throughout the year. Dates and registration forms for the study and testing sessions will be sent at a later date. While a majority of the paraeducators who required the assessment have completed the process, there are still a few who have not. We are encouraging paraeducators not to wait until the end of the year. Encourage staff to complete this requirement as soon as they feel prepared.

Also as a reminder, if paraeducators are completing collegiate coursework to meet the educational requirements to become highly qualified, they must obtain 48 credit hours or at least an Associate's Degree no later than June 2, 2006. Official transcripts must be submitted to Human Resources in a timely manner.

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### Adjustments to Duties and Salaries

Supervisors will occasionally find it necessary to reorganize the responsibilities of the employees within a team or department. Such reorganization may create some salary inequities between the employees.

Prior to talking to employees about any possible reorganization and salary adjustments, please contact the appropriate human resources representative. The salary levels are controlled by negotiated agreements for the vast majority of our employees. The salaries of technicians can be adjusted, but only after an approval procedure which starts within human resources.

It is important to remember that a supervisor does not have the authority to change an employee's salary. Thus, it is imperative that the supervisor avoid discussing a possible salary change with an employee. Such premature discussions may create negative feelings on the part of the employee if the plan is not ultimately approved.

## Human Resources Process for Employees Returning to Work After a Serious Medical Condition

Please share this information with all supervisory staff.

An employee must have a release to return to work after an absence for a serious health condition such as a heart attack, diabetes incident, cancer treatment, etc., or a non-work related accident or surgery, or an absence for more than five days due to an illness.

If there are restrictions, the treating physician must complete the Health Care Response Team (HCRT) Release to Return to Work Form. The form must come to Human Resources for review and approval prior to the employee returning to work. HR staff will visit with the employee regarding their current medical status.

Notes from physicians that state “as tolerated” or “as comfort permits” are not acceptable releases. If the release states, “may return to work without restrictions” or “may return to full duty”, it is not necessary to contact Human Resources.

The above process applies to all employees, even when the incident occurs during a school break or the summer months.

Contact Sue Wright, [wrights@lps.org](mailto:wrights@lps.org), 436-1579 if you have any questions.



### Risk Management Handles the Following:

- Employee injuries on the job
- Student injuries at school or at school sponsored activities
- Patron injuries on school property
- Damage to someone's personal property
- Vehicle accidents
- Bloodborne pathogen/Hepatitis B Immunizations
- Unemployment claims
- Lawsuits against the district
- Certificates of Insurance for LPS groups going to outside organizations/agencies
- Damage to LPS buildings due to theft, vandalism, fire, etc.

Please call Risk Management at 436-1760 with questions about any of the above items.

## Practicum and Student Teacher Placements in LPS

Each year, LPS works with 15+ colleges/universities to place 2,000 – 3,000 of their students with our teachers in their classrooms. All practicum and student teacher placements go through Human Resources.

The process that we use each semester for placing college/university students is:

- Each semester, HR surveys all teachers to determine their specific interest in having a practicum student or student teacher. Principals should indicate “none” on this survey if they believe a placement with a specific teacher may not be suitable.
- The results of the survey are provided to all colleges/universities that want to place students in LPS.
- College/university representatives meet with HR and submit their specific requests for individual teachers and for specific schools (for the larger practicum group placements).
- HR sends a preliminary list of placements to each school for principal/teacher approval and agreement. Changes are made and the preliminary list is returned to HR.
- HR works with the colleges/universities to make any additions or changes needed.
- HR sends a final list of placements to each school.

Individual changes from colleges/universities are ongoing throughout each semester. Typically HR works with the principal/school through email to accomplish those singular assignments.

It is an LPS expectation that colleges/universities go through Human Resources before seeking to make placements independently in our buildings. Please contact HR if college/university representatives are arranging placements without any notice from HR.

### Interview Requirement for all New-to-LPS Substitutes

LPS believes that substitutes are critical to the continuation of student learning, achievement and success in the classroom. We are committed to selecting substitutes who will help students learn, achieve, and be successful.

As a new component in our application process for all new-to-LPS substitutes, we have included the web-based Teacher Insight Interview, which must be completed prior to activation as a substitute with LPS. For those who have already completed the Teacher Insight Interview as part of an earlier application process (for local substituting or a teacher applicant file), they do not need to complete this again. It will be included in their substitute file. If they completed the former Teacher Perceiver interview with LPS at an earlier time, they do not need to complete the Teacher Insight Interview.

### Did You Hear This?

Darbi Umholtz was asked to present a workshop at the **National CRS SubFinder Conference** in Baltimore this summer. She, along with Vicki Barnes from our computer programming department, presented information about our Professional Leave Component developed for LPS by CRS, the company that founded SubFinder. Both Darbi and Vicki were instrumental in helping CRS develop this professional leave module, which CRS will now be able to market to other districts across the nation.

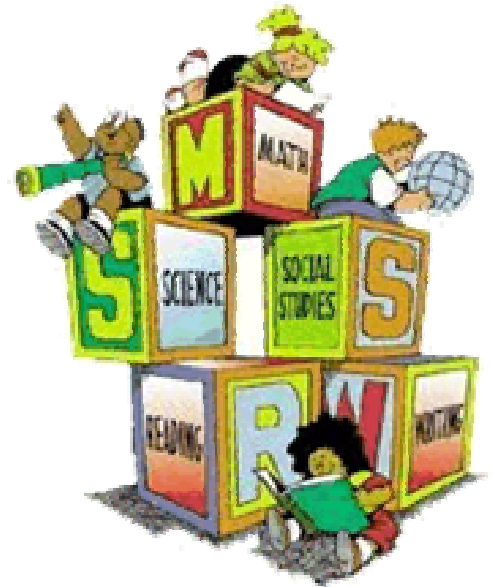


## A Look Back at the 2004-2005 Substitute Teacher Program

By Dr. Kay Byers

The LPS Substitute Teacher Program continued to grow and expand this year. Some of the successes and activities that occurred throughout the year were:

- The substitute mentor program that was started in the 2003-2004 school year was expanded to become the Cohort Leader/Cohort Group program.
- 27 substitute leaders served as cohort leaders, meeting at each of the Substitute Teacher Conferences with their cohort group in round table discussions that were evaluated by the substitutes to be one of the most productive and informative sessions offered.
- An average of 18 substitutes attended the monthly volunteer Cohort Leader / Substitute Caucus meetings between August and June.
- 234 substitutes attended the August 13<sup>th</sup> orientation at Southwest High School where the keynote speaker was the new superintendent of LPS, Dr. Susan Gourley. With the theme “Chicken Soup for the Substitute Soul,” we also hatched a new star: our own Henny Penny in a chicken suit – (Georgie Hyde)!
- Two additional August orientations were held for substitutes that could not attend the August 13<sup>th</sup> orientation. One was held in the afternoon and one in the evening.
- 82 people attended the Substitute Teacher Conference in October.
- 73 people attended the Substitute Teacher Conference in January.
- 66 people attended the Technology Fair in March.
- For the first time, LPS schools joined other schools across the nation in celebrating Substitute Teacher Appreciation Week May 2 – 6.
- Two of our school secretaries, Candy Johnson and Brenda Roseberry, calculated the savings that substitutes saved the district by covering extra classes at their two schools: Northeast High Schools - \$11,761.61 Goodrich Middle School - \$7,805.00 THANK YOU, SUBSTITUTE TEACHERS!
- A rewrite of the SubWays Handbook to include legal and procedural information taken from the new Human Resources/Board of Education policies.
- Publication and distribution of the new “Tour de LPS” guidebooks which included maps of the schools and information about the schools as well as the much requested parking information.
- 3 August orientations
- 3 Substitute Teacher Conferences
- 4 local substitute orientations
- 11 monthly cohort leader / sub caucus meetings
- 4 SubWays Newsletter publications
- 15,510 elementary absences covered by substitutes
- 16,049 secondary absences covered by substitutes
- 826 active substitutes during the 2004-2005 school year.



## **Substitute Teacher Information for 2005-2006**

### **Fall Orientation Conference**

August 17, 2005

Location - North Star High School

7:45 a.m. - 12:00 Noon

### **Substitute Teacher Conferences**

Tuesday, November 1, 2005

Tuesday, January 17, 2006

Tuesday, March 21, 2006

Locations - TBA

7:45 a.m. - 12:15 p.m.

### **Local Substitute Teacher Orientations**

Friday, September 9, 2005

Friday, September 23, 2005

Friday, January 20, 2006

Friday, February 3, 2006

Location - LPSDO – E111

8:00 a.m. - 4:00 p.m.

### **Additional Orientations for Regular Substitutes Unable to Attend Fall Orientation on August 17<sup>th</sup>**

Friday, September 30 -- 8:00 a.m. - 12:00 Noon - LPSDO in E111

Tuesday, November 1 -- 8:00 a.m. - 12:00 Noon - Location TBA

Tuesday, January 17 -- 8:00 a.m. - 12:00 Noon - Location TBA

Friday, February 17 -- 8:00 a.m. - 12:00 Noon - LPSDO in E111

Tuesday, March 21 -- 8:00 a.m. - 12:00 Noon - Location TBA