

# 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

2002-001

Welcome to the on-line version of The Resource, the Human Resources news bulletin! In an effort to provide you with timely information in an effective and economical manner we have switched to this format. Your reactions and responses are welcome. You may print any of the content, for future reference if you wish. If there is information you would like us to provide via The Resource, you may let anyone in HR know.

## Do you have a question for Human Resources or the Benefits department?



E-mail us at one of the two following addresses:

Human Resources [humanres@lps.org](mailto:humanres@lps.org)  
Benefits [benefits@lps.org](mailto:benefits@lps.org)

State your question(s) and give us your name, location, and phone number and we will provide you with an answer.

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## Leave Transfer Program Q & A

The Human Resources Office receives many questions concerning the program that allows a transfer of sick leave due to a catastrophic illness. All employees, except for nutrition workers, now participate in the program. Below are answers to frequently asked questions.

Q – I have an ongoing illness and I anticipate that I will run out of paid leave. How do I go about requesting leave from others?

A – You should first call Nancy Gormley at extension 1572 to explain your situation and to request the leave request form. You complete the top portion of the form and your physician must complete and sign (a signature stamp is not accepted) the bottom portion of the form. Return the form to Nancy Gormley.

Nancy Biggs will make sure that the leave meets the criteria and, if it does, will approve the request. At that point you can request leave donations from fellow workers. If you are a member of an employee association, you may ask the association for help in soliciting leave.

Q – Another employee has been approved for leave donations. How do I donate leave?

A – You can contact Nancy Gormley at extension 1572 for the donor form. You can donate any part of the current year's earned sick leave you wish. Donations must be in whole day increments.



Q – I have more leave than I'll ever need. Can I donate all of my accumulated leave to a qualified donee?

A- No, you can only donate the leave that you have earned thus far in this school year.

Q – I work a six-hour day. If I donate a day of leave, how much time am I actually donating?

A – Your day of donated leave is converted to six hours. Thus, you are donating six hours of leave.

Q – Can I donate leave (or request leave from) an employee in another employee group?

A – Yes, all employee groups, except nutrition workers, participate in the program.

Q – I would like to donate leave, but I really don't have a recipient in mind. Can I just donate the leave to go into a pool to be used by anyone who needs it?

A – No, leave must be donated to an approved recipient.

Q- What if I complete the form to donate leave but the intended recipient does not use all of the donated leave? Do I lose the leave even though it was not needed?

A- No, the leave is used in order of the receipt of the donation forms. If the leave is not needed, it is not transferred and thus remains with you.

If you have a particular question about the Leave Transfer Program, please contact Nancy Gormley at extension 1572 or me at extension 1571.

Ken Babcock  
Supervisor of Employee Relations

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## Changes in Liability Insurance

In order to minimize the potential increased cost of liability insurance, the district assumed even larger deductibles and maximum out of pocket expenses with the start of the 2001-2002 school year. Our deductible is now \$100,000 and our maximum out of pocket is \$300,000 for property and liability coverage. Our workers' compensation retention has also increased to \$300,000. With these larger deductibles, it is imperative that supervisory employees make every effort to keep their buildings safe for students and employees. Some general areas to watch are:

- working exit lights
- dry floors (keeping spills cleaned up)
- clear walkways both inside and out
- making sure cords do not run across floors and plugs are not overloaded
- exit doors are free of materials and can be easily accessed
- exit doors are not locked from the inside
- no exposed wires
- playground equipment is in working condition
- boiler and equipment rooms are free from flammable objects and not used as storage areas.



If you have a concern in your building, please contact Risk Management at 436-1760. Thanks for your assistance in this matter.

## Family & Medical Leave Act

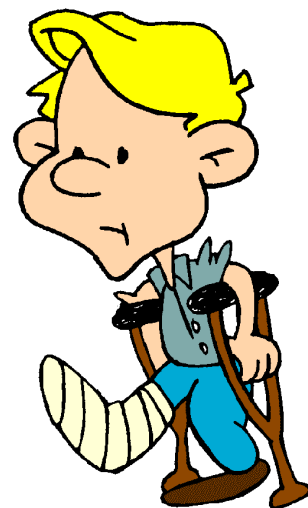
### Family & Medical Leave Act (FMLA) Plan Year Changing

Beginning May 1, 2002, the plan year for FMLA is being changed from a 12-month period (September 1 through August 31) to a “rolling year.” A rolling year is a 12-month period measured backward from the date an employee uses any FMLA leave.

The change in plan year allows us to be consistent with the amount of leave employees are entitled to under FMLA. Currently an employee who is on FMLA for July and August (for example) is entitled to another 12 weeks beginning September 1. In this case, the employee used 20 weeks of FMLA in a 12-month period. The change in plan year to a “rolling year” will allow employees to be eligible for no more than 12 weeks of FMLA during any 12-month period.

### FMLA Reminders

- FMLA allows eligible employees up to 12 weeks of unpaid, job-protected leave during a 12-month period for one or more of the following reasons:
  - the birth of a son or daughter of an employee;
  - the placement of a son or daughter with an employee for adoption or foster care;
  - to care for a spouse, son, daughter or parent of an employee if such relative has a serious health condition;
  - a serious health condition that makes an employee unable to perform the functions of the position.
- According to FMLA, once the employer knows that the leave request is FMLA qualifying, the employer has to notify the employee within two business days that the leave is designated as FMLA.
- While on FMLA, we have to pay the employee’s fringe/super fringe during the time off if the employee has health insurance with LPS.
- We have to hold a position for the employee.



Contact Kyla Jensby, extension 1593 or e-mail [kjensby@lps.org](mailto:kjensby@lps.org) in Human Resources if you believe an employee is eligible for FMLA. Kyla will send out the FMLA application and medical certification to the employee and determine if the employee is eligible.

Kyla R. Jensby  
Employee Benefits Specialist

### Vacancy Bulletin by e-mail

To receive the vacancy bulletin every week via e-mail go to the LPS WEB site and select Human Resources. From there you can SUBSCRIBE to the bulletin and it will come to you automatically. If you have questions contact: Lisa Morehouse, Office Manager, Human Resources at 436-1594 or [lmoreho@lps.org](mailto:lmoreho@lps.org).

## Classified Staff Recruitment: Tapping into Lincoln's Assets



Lincoln Public Schools has toiled and met great success in recruiting qualified applicants to consider the district as a place of employment. Many have recognized the benefits that LPS has to offer; the first and most important is making a difference in the education and welfare of our children.

In January of 2002, Human Resources administrators participated at the Lincoln Journal Star Job Fair January 28, 2002. Held at the Embassy Suites Hotel, this job fair provided the district with the opportunity to promptly meet and interview potential applicants. Our investment paid off with 49 new applicants, and we

were able to complete 16 initial HR perceivers. All classified groups were represented; supervisors from Custodial Service, Food Service and Transportation were on hand to discuss the vast employment possibilities. Having an additional room specifically available for Lincoln Public Schools to conduct these interviews broadened our capability to create a dialogue with applicants.

Our efforts didn't stop there. We felt it was important to let students attending college here in Lincoln know of the opportunities available within the district. Human Resources attended the Union College Career Fair/Internship Days-Human Services January 30, 2002 and Southeast Community College "Opportunity Knocks" Job Fair February 5, 2002. Students obtained knowledge of part-time positions to assist with the many expenses of college life, but also of the career-building prospects that the district holds. To further support these efforts, informational flyers regarding classified part-time positions have been sent to these campuses as well as Doane University (Lincoln campus), University of Nebraska-Lincoln and Wesleyan University sorority/fraternity houses, career placement centers and individual colleges.

The efforts of Human Resources to employ qualified applicants have had definite, noticeable outcomes. Within all classified employee groups, the number of vacant positions is considerably less than the last two years (2000-2001 and 1999-2000). According to Kevin Johnston, Human Resources Generalist, positions in the areas of custodial, food service and clerical "are pretty darn full." Paraeducator positions have achieved a major milestone, able to present quality applicants for vacancies especially in the area of special education. Presently, there are three unfilled paraeducator positions and every attempt is being made to offer the option of a substitute paraeducator position to applicants interested.

Human Resources has no intention of slowing down. During the month of April, we will be staffing for summer employment and for the 2002-2003 school year. On April 19, Human Resources will attend the Lincoln Action Program Job Fair. Here we are able to assist those making the transition back into the workforce. On April 29, Lincoln Journal Star will have its spring job fair, again held at the Embassy Suites. We have a goal of matching our success in January, by providing district administrators with potential applicants who are willing and wanting to meet the needs of our students.

Marla R. Styles  
Human Resources Specialist

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