

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

2002-004

Welcome back!

The 2002-2003 school year is off to a great start. Most of our openings are filled and we have great applicants for the openings that remain.

I am immensely proud of the work done by the Human Resources staff to make yet another school year's start successful. I want to publicly thank the men and women in Human Resources for their contribution to the education of our Lincoln students. THANKS!

Let us know what we can do to support your work in whatever way we can.



Nancy Biggs

Briefing for Building Executive Secretaries and Payroll Secretaries



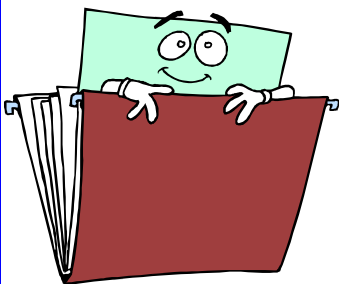
The Human Resources office is offering building executive secretaries and payroll secretaries two opportunities to be updated on information they need to know to perform their duties accurately. Discussion topics will include such things as the new negotiated agreement changes, donated leave changes, Fair Labor Standards Act, benefit changes, payroll changes, Family & Medical Leave Act, new sub caller system, etc. Each briefing will be approximately three hours long and offered on September 5th at 1:00 p.m. and on September 6th at 8:30 a.m. at the district office. Participants will need to pick the date that best fits their schedule.

Office Professional and Technician Staff Development

The Office Professional and Technician Staff Development will be held on October 31, 2002, at Lincoln Southwest High School. Staff Development will pay for phone coverage by a substitute secretary or paraeducator from 8:00 a.m. until Noon if requested by your principal or director by October 24th. More information will be sent out to all office professionals and technicians. Mark your calendar for a time to learn with your colleagues.

Review of Applicant Files

Periodically the staff in Human Resources is asked by office staff or teachers if they may review a candidate's file for a vacancy in their building. Because employee and applicant files contain confidential information only administrators may request files for review. Other leaders may review the files in our office, but office staff, teachers and others not in recognized leadership positions may not review files unless one of the HR administrators or supervisors has given prior approval. If you have any questions, check with Nancy Biggs or one of the other members of the HR leadership team.



Risk Management Corner

Change in Reporting of Property Losses

Property losses have moved from Business Affairs to Risk Management. The procedures related to deductibles and reporting are found in the LPS District Microsoft Templates folder under Risk Management. Please contact Risk Management if you have questions.



Job Descriptions

The official job descriptions for the district are now maintained in Human Resources. If you are unsure if a job description exists or if you are planning on changing a job description, please contact Sue Wright in Risk Management.



Avoiding the “Post-Vacation Blues”

If it lasted forever, it wouldn't be a vacation. Yet many people dread the return to their routine as strongly as they anticipated their get-away! Call it the “post vacation blues”. A letdown after a vacation is much like the day after Christmas. The excitement is gone – but negatives can linger, such as family squabbles, neglected projects at work and an over-extended bank account. Here are some ideas to help you send the post-vacation blues on hiatus:

- ☼ Rest. That letdown you feel could be jet lag or fatigue from a lengthy car or plane ride.
- ☼ Schedule at least one day at home after your vacation before you return to work.
- ☼ If you fear you'll be out of the loop when you return to your job, telephone a colleague and chat briefly about what happened at work while you were gone.
- ☼ Ease back into your routine. For example, dine on takeout food your first night back instead of dashing out to the market and buying what you'd need to cook a home meal.
- ☼ Exercise, even if it's only a leisurely stroll. Exercise is a proven antidote to stress and depression.
- ☼ Make the pleasure of your trip last a bit longer by talking about the things you enjoyed most. Get your photographs developed as quickly as possible, while the scenes are fresh in your memory.
- ☼ Remember, some sense of letdown after a major experience is normal, and almost always passes with time.

If the post vacation blues or any other life situation is effecting your health or happiness, please call Continuum EAP at (402) 476-0186 or (800) 755-7636 for free, confidential help or visit our website at www.4Continuum.com.

By Georgette Kingkade
Continuum EAP

Insurance Enrollment Deadlines

The month of September is “open” enrollment for **dental** (Blue Cross/Blue Shield or Health-Dent), **term/permanent life, vision, or disability insurance**. Employees may also enroll in HMO Nebraska during September. Employees should contact Kyla Jensby or Jane Lehmann in Human Resources at 1593 or 1578 or kjensby@lps.org to request enrollment/change forms. Health, dental and vision enrollments/changes will be effective October 1 if the enrollment/change forms are received in HR by September 10. Changes/enrollments received after September 10 will be effective November 1.



Employees can only enroll in **Blue Cross/Blue Shield PPO** health insurance within the first 30 days of employment or within 30 days of a loss of coverage due to a change in family basis.

Employees have the month of September to enroll in the **flexible benefit plan** (medical and/or dependent care).

Except in the case of new employees, applications for **disability** and **term life** increases of more than \$10,000 are subject to medical underwriting and will be effective if/when approval is received.

If you wish to **cancel** insurance as of September 30, a cancellation form must be received in Human Resources by September 15. Cancellation forms received between September 16 and September 30 will cancel insurance coverage as of October 31, 2002. You can only cancel insurance during September unless you do so within 30 days of a change in family status.

More details are in the 2002-03 Employee Benefits handbook, which was mailed to all employees the first week of August, or it is available on the LPS website. Employees can access a cancellation or change of status form from the LPS website, <http://www.lps.org/hr/benefits/>.

Office Reclassification

When is a position reviewed for reclassification?

1. Prior to the posting of all office professional job vacancies, the job vacancy request is reviewed by Kevin Johnston to ensure that it is posted at the appropriate classification.
2. When the office professional feels the current job classification does not accurately describe their current position, they may make a written request for a review. Reviews take place once each year.



How does an office professional request reclassification?

The request form is located in the Human Resources Templates folder. The completed form must be submitted to the Assistant Superintendent for Human Resources by the **close of business December 13, 2002**. Send to Box 33 in care of Kevin Johnston.

1. Attach a copy of your **CURRENT** Job Description.
2. The completed Reclassification Form is submitted to the immediate supervisor.
3. The immediate supervisor shall review for accuracy and forward to principal or director.
4. The principal or director reviews for accuracy and signs, dates and forwards to Human Resources.

If you have questions regarding the reclassification procedures, please contact Kevin Johnston at 436-1597 or kjohnst@lps.org.

Kevin Kai Johnston
Human Resources Generalist
436-1597 kjohnst@lps.org