

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

2003-002

Reduction In Force Update

Last week we were able to send 23 more teachers letters withdrawing their RIF notices! Kay and Kevin hand delivered each notice to the principal and the principal then delivered them to teachers. As you can imagine there were plenty of tears of joy from teachers (students and principals, too!).

We continue to monitor the vacancies and will withdraw notices as soon as the situation allows.

Many thanks for the speed in which you are reviewing files, interviewing and selecting staff. The tension level decreases in the district with every surplus teacher who finds a job.



Numbers, Numbers, Numbers

Did you know we advertised 269 different vacancies on April 22? By the next Monday, 840 names were on lists for those openings!

Call Human Resources

The Human Resources Division wants to help supervisors maneuver through the sometimes-tricky employment issues. In order to do that, we must hear from you when you have questions or concerns. Below is a short list of circumstances in which we must hear from you.

1. An employee is accused of harassment or discrimination.
2. An employee uses physical force against another employee or student.
3. An employee threatens another employee or student.
4. An employee asks for any accommodation due to any injury or illness.
5. You believe an employee's actions may lead to employment termination.
6. An employee is injured on the job.
7. An employee is arrested.
8. An employee indicates that he/she is going to file a grievance.





Roof-Raisin' By Marla

I hope you had the opportunity to attend Ragtime the Musical at the Lincoln Community Playhouse last month. If you did you saw Marla Styles as Sarah's friend and heard her 'raise the roof' with her "Till We Reach That Day". We are very proud of Marla's contribution to this fabulous production!

Nancy



Employee References

As a supervisor you are occasionally asked by employees and former employees to provide them with a reference for a potential employer. If the employee has been a quality employee, it is appropriate for you to share this positive information with others when requested. If the employee was weak, resigned rather than be terminated, or terminated, you should politely decline and refer them to Human Resources if they would like a reference.

Sample Responses:

For any employee:

- "Have them send me a reference form to complete." (This may keep you from writing a letter which is time-consuming.)
- "Why don't you copy your appraisals and send those in with your resume?"
- " _____ (name the appropriate supervisor) from Human Resources will provide you with the district reference."
- "I'm not comfortable writing a reference for you, if you would like one from LPS you may ask Human Resources."



For a poor performer or terminated employee:

- "Requests for references for you should go to Human Resources (direct them to the appropriate supervisor)."
- "I am not comfortable writing a reference for you, contact _____ in Human Resources." At no time should you write a reference for an employee or former employee that leaves out performance problems or where you try to be generous in your assessment of their work. If you give a positive reference which does not accurately reflect the district opinion you may be putting yourself and/or the district in legal difficulty. It is for this reason attorneys recommend that no one but HR write references. When in doubt don't!

Human Resources will verify employment date for all employees when requested. Forward requests of this type to HR.

Contact a Human Resources supervisor if you have questions about writing references.

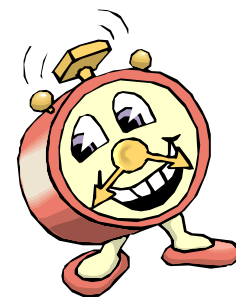
Fair Labor Standards Act (FLSA) Reminders

It is critically important that the district follows all state and federal employment laws including the Fair Labor Standards Act (FLSA). This federal legislation requires that covered employees receive overtime when they work more than 40 hours in one week. Almost all classified LPS employees are covered by FLSA. Generally, certificated staff are not covered by the legislation. A few classified staff members, due to their duties, are also exempt from the legislation. If you are not certain if an employee is covered by FLSA, please contact Human Resources.

It's the Law!

Supervisors must make certain that FLSA requirements are being complied with, including:

- Any hours worked must be compensated and any hours worked over 40 per week must be compensated at overtime compensation (time and one-half). Thus, for example, if a secretary works through her lunch period, that time must be counted towards the total number of hours worked that week. Overtime compensation will be due to the secretary if the working during the lunch period puts her over 40 hours that week.
- Time cannot be “donated”. For example, an employee covered by FLSA cannot just “donate” his time over the weekend to complete a job by Monday. The employee must be compensated for every hour worked and, if the total hours worked within a week exceed 40, the employee must be paid overtime.
- Employees can accrue comp time in lieu of overtime. Prior to the granting of comp time, there must be agreement with the employee concerning the accrual and the use of comp time. Comp time must be accrued at time and one-half for those hours worked over 40 in one week. Thus, if a covered employee agrees to comp time and works 44 hours in one week, that employee is entitled to six hours (4 x 1.5) of comp time. A maximum of 240 comp hours can be accumulated.
- Unauthorized hours worked above the work assignment must be paid and the appropriate disciplinary action must take place. Thus, an employee who works on Saturday without authorization must be paid for all hours worked, but that employee should also receive an oral or written reprimand for doing so.
- Beware of any stipends given to non-exempt employees. Depending upon the requirements of the job you wish to reward with a stipend, the stipend may violate FLSA. Any time you wish to pay a stipend to an employee covered by FLSA, please call Ken Babcock (ext. 1571).
- The hours of employees working two jobs for LPS must be tracked carefully. If both positions are covered by FLSA, any hours worked over 40 per week total must be compensated as overtime. The computation of the overtime when one employee is working two jobs can be complicated but Human Resources can guide you through that process.



Insurance Rates for 2003-04

The Insurance Committee for Lincoln Public Schools met on April 14, 2003, to discuss the upcoming insurance plans and rates for 2003-04. During the meeting, there was discussion on whether or not to change from \$250 deductible for single (\$500 for family) to \$500 deductible for single (\$1,000 for family) for Blue Cross/Blue Shield PPO. Administrators chose to change to \$500 deductible for single (\$1,000 for family). The other employee groups chose to retain the \$250 deductible for single (\$500 for family). The increase in premium for the \$250 deductible is 10%, which is \$25.18 more for single insurance and \$70.99 more for family insurance per month.

For your information, certificated staff "super fringe" will increase \$20/month for the 2003-04 school year. Administrators, Maintenance, Office Staff, Paraeducators and Technicians "super fringe" will increase \$40/month. Custodians, Nutrition Services and Transportation employees "super fringe" will increase \$43/month for the 2003-04 school year.

The BC/BS dental rates will not change. HMO Nebraska health insurance rates will not change. The Health-Dent single rate will stay the same, and the family rate will increase by 4%.

Blue Cross/Blue Shield PPO Health (10% rate increase) Includes A&B dental for policyholder. Rate increase effective September 1, 2003.

\$250 deductible single; \$500 family

| | 2002-03 | 2003-04 |
|----------|----------|----------|
| Employee | \$262.91 | \$288.09 |
| Family | \$710.27 | \$781.26 |

\$500 deductible single; \$1,000 family (Administrators only)

| | 2003-04 |
|----------|----------|
| Employee | \$274.96 |
| Family | \$744.25 |

Blue Cross/Blue Shield Dental Insurance (Rates are the same.) A, B & C Dental

| | 2002-03 | 2003-04 |
|-----------------------------|----------|----------|
| With BC/BS Health | | |
| Employee | \$28.22 | \$28.22 |
| Family | \$100.00 | \$100.00 |
| Without BC/BS Health | | |
| Employee | \$45.26 | \$45.26 |
| Family | \$117.04 | \$117.04 |

HMO Nebraska (Rates are the same.)

| | 2002-03 | 2003-04 |
|----------|------------|------------|
| Employee | \$390.38 | \$390.38 |
| Family | \$1,100.69 | \$1,100.69 |

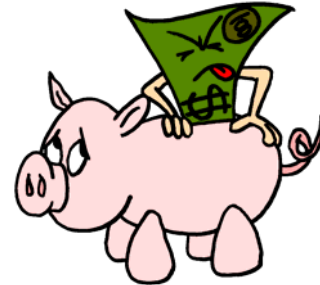
Health-Dent

| | 2002-03 | 2003-04 | |
|----------|---------|---------|---------------|
| Employee | \$15.50 | \$15.50 | (No change) |
| Family | \$36.50 | \$38.00 | (4% increase) |

Vision Service Plan (Rates not yet available)

Disability Insurance (Jefferson Pilot) -- Rates are the same as 2002-2003

Life Insurance (Jefferson Pilot) -- \$1.90/per \$10,000. (Same rates as 2002-2003.)



All employees will be given the new rates in the next week or so via e-mail and Ed Notes.

What's all this HIPAA Hullabaloo?

If you've gone to a doctor, hospital or pharmacy on or after April 14, 2003, you were probably inundated with paperwork because of the new HIPAA regulations.

So what is HIPAA in a nutshell?

The federal Health Insurance Portability and Accountability Act (HIPAA) provides, as one of its provisions, that group health care plans sponsored by employers and all health care providers, including physicians, hospitals, labs, pharmacies, etc., must protect the confidentiality of what the law terms "protected health information" (PHI). In accordance with this part of HIPAA regulations (which became effective April 14, 2003) individuals must provide written authorization before PHI is disclosed to any other person other than their health care provider.

One Thing You Should Do....

To comply with HIPAA, Blue Cross/Blue Shield of Nebraska (BCBSNE) recently sent to its members an "Authorization for Release of Protected Health Information." Members must complete this form if the member wishes to authorize other persons to receive their PHI (example: spouse, friend, adult child, attorney). Unless this form is on file with BCBSNE, a member's claim information containing PHI may not be released to any individual, including the individual's spouse or other family members.

If you have questions about HIPAA, please call Kyla Jensby, Employee Benefits Specialist in Human Resources, 436-1593. If you need a BCBSNE authorization form, please call them at 1-800-642-6004.

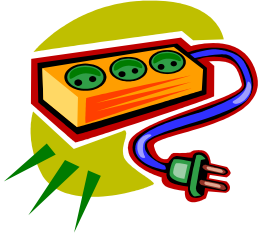
If your health insurance is NOT through LPS, and you have questions regarding their requirements for HIPAA, contact your health insurance company.



Things You Should Do as a Supervisor.....

In order to comply with HIPAA, don't keep medical information on employees! Any medical information (doctor's notes/letters, work releases, etc.) should be given to Human Resources. Medical information is kept in confidential files in the HR office and is kept separate from the employee's personnel file. If an employee has work restrictions, make a copy for your reference (kept in a confidential file) and forward the original to Kyla Jensby, Box 33. Once the work restriction is lifted, destroy the copy. Send all workers' comp medical information to Sue Wright in Risk Management, Box 14.

Risk Management Corner



When an injury occurs at your building that involves a piece of equipment that is faulty or breaks, please do not fix, destroy or get rid of the piece of equipment until you have talked to Risk Management. Depending on the seriousness of the injury, the broken piece of equipment may need to be saved as evidence. LPS may also have some recourse with a third party claim depending on the age of the item. Please contact Risk Management anytime a piece of equipment is involved in an injury to staff, students or patrons.



A reminder: All vandalism needs to be reported through the Damage, Loss and Theft process. All collections for vandalism need to come through Risk Management so that we can track the costs associated with vandalism. If you are not sure of the process, please contact Risk Management.

Questions or concerns: Contact Sue Wright at 1760 or wrights@lps.org

Just a reminder

As we near the end of the school year, please complete job performance evaluations for your classified staff.

Evaluations are to provide constructive feedback regarding one's job performance over the course of the year.



You may find the appropriate forms in the Human Resources template. After your review, provide a copy to the employee and place one in your file. Return the original form to Human Resources.