

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

2003-003

Help Available For Employees Whose Positions Have Been Eliminated

If employees that you supervise are losing their jobs at LPS and they are looking for work elsewhere, encourage them to contact the Nebraska Workforce Development Office. This office can provide individual vocational guidance that can help them in their search for another position.



The contact person is Dianne Blaser at 471-4479.

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.

Follow these procedures:

1. When an employee is **transferred** to another location, the current location should make sure the file is transferred to the new location with a note why it is being sent and where it originated.
2. When an employee **ends** his/her employment with Lincoln Public Schools, the file needs to be sent to Human Resources, Attention Office Manager with a note explaining the reason for sending the file(s). This should be done as soon after resignation as possible. Do not wait until the end of the year to do this.
3. Please take the time to go through your files and follow these procedures on a regular basis.
4. If you send a box of files to Human Resources, please make sure it is labeled clearly and there is a visible note inside the box as to where it's from and a contact person at that location.

