

LINCOLN PUBLIC SCHOOLS

SUBSTITUTE

TEACHERS

NEW INFORMATION

PACKET

2011-2012

TABLE OF CONTENTS

Content Items	Page(s)
Calendar Information	
2011-2012 Elementary Calendar	3
2011-2012 Secondary Calendar	4
Large Calendar for Substitute Teachers	5 - 15
Dates for 2011-2012 School Year: Substitute Orientations Cohort Leader / Sub Caucus Committee Meetings Substitute Teacher Conferences Local Sub Orientations	16
Salary / Payroll Information	
Payroll Procedures for Substitute Teachers Using TAS	17
Rate of Pay/Payroll Periods	17-18
SubFinder Information	
SubFinder / WebConnect Information	19 - 23
SubFinder Substitute FAQs	24 - 25
District / School Information	
LPS Map	26
School Names / Addresses / Phone Numbers / Names of Principals and Secretaries	27
School Start and End Times	28
Curriculum Specialists	29
Health / Risk Management Information	
Bloodborne Pathogen Exposure Control Plan	30 - 32
Health Information Needed by Substitutes	32 - 34
Rights & Obligations under the Nebraska Worker's Compensation Law	35 - 41
Release to Return to Work for Workers' Compensation	42
Release to Return to Work (Excluding Workers' Compensation)	43

2011-2012 LINCOLN PUBLIC SCHOOLS ELEMENTARY TEACHER CALENDAR

Teacher contract extends from August 9 - May 29
191 Teacher Contract Days • 180 Secondary Student Days • 176 Elementary Student Days

CALENDAR IS SUBJECT TO REVISION

AUGUST 17

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

KEY

- = Schools Closed
- = Professional/Work Days schools not in session (*see reverse*)
- = Plan Days—elementary students NOT in attendance
- = Compensatory Days (*see reverse*)
- = PLC - Early Release of Students, 1 Hour 20 Minutes
- = First and Last Days for Students
- = All Schools Dismiss 1 Hour Early
- = New Teacher Orientation
- = FR Council Meetings 4:15 p.m.

SEPTEMBER 21

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 19

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER 21

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 19

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER 20

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 20

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 16

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 0

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 17

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 0

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

END OF QUARTERS

October 14	42 Days
December 22	45 Days
March 9	43 Days
May 24	46 Days
TOTAL	176 DAYS

IMPORTANT DATES

August 16	First Student Day
May 24	Last Student Day
October 17	Conference/Compensatory Day
March 16	Conference/Compensatory Day
March 12 ..	Comp Day for District Staff Development
May 29	Comp Day for Bldg. Staff Development

HOLIDAYS/NO SCHOOL

September 5	Labor Day
October 17	No School
November 24-25	Thanksgiving
December 23-January 6	Winter Break
January 16	Martin Luther King, Jr. Day
March 12-16	No School
April 6-9	No School

2011-2012 LINCOLN PUBLIC SCHOOLS SECONDARY TEACHER CALENDAR

Teacher contract extends from August 9 - May 29
191 Teacher Contract Days • 180 Secondary Student Days • 176 Elementary Student Days

CALENDAR IS SUBJECT TO REVISION

AUGUST 17

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

KEY

- = Schools Closed
- ◇ = Professional/Work Days
schools not in session (*see reverse*)
- ⊙ = Compensatory Days (*see reverse*)
- ⊗ = PLC - Middle School Early Release of
Students, 1 Hour 20 Minutes
- = First and Last Days for Students
- = All Schools Dismiss 1 Hour Early
- △ = New Teacher Orientation
- ☆ = FR Council Meetings 4:15 p.m.

SEPTEMBER 21

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 19

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

END OF QUARTERS

October 14	43 Days
December 22	46 Days
March 9	44 Days
May 24	47 Days
TOTAL	180 DAYS

IMPORTANT DATES

August 16	First Student Day
May 24	Last Student Day
October 17	Conference/Compensatory Day
March 16	Conference/Compensatory Day
March 12..	Comp Day for District Staff Development
May 29	Comp Day for Bldg. Staff Development

HOLIDAYS/NO SCHOOL

September 5	Labor Day
October 17	No School
November 24-25	Thanksgiving
December 23-Jan. 6	Winter Break
January 16	Martin Luther King, Jr. Day
March 12-16	No School
April 6-9	No School

GRADUATION DATES

May 26 & May 27, 2012

SECONDARY GRADES

(Due in School Office by 4 p.m.)

- October 20, 2011
- January 10, 2012
- March 21, 2012
- May 25, 2012

OCTOBER 21

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 19

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

NOVEMBER 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER 16

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 0

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 0

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 9:00-12:00 Cohort Leader Training	15	16
17	18	19	20 1:00-4:00 PM Cohort Leader Training	21	22	23
24	25	26 1:00-3:30 Cohort Leader Training	27	28	29	30
31						

August 2011

(High Schools release one hour early each Tuesday for PLC days (beginning August 30th))

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 8:00-12:00 Substitute Teacher Conference, East High School	6
7	8	9	10	11	12	13
14	15 4:00-7:00 Substitute Teacher Conference	16 First Day of School For Students Schools Dismiss One Hour Early	17 Schools Dismiss One Hour Early	18 Schools Dismiss One Hour Early	19 Schools Dismiss One Hour Early	20
21	22	23	24	25	26 8:00-1:00 Local Substitute Teacher Orientation	27
28	29	30 PLC Early Release of Elementary and Middle School Students	31			

September 2011

(High Schools release one hour early each Tuesday for PLC days (beginning August 30th))

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 8:00-1:00 Local Substitute Teacher Orientation	3
4	5 Schools Not in Session	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 4:15-5:15 Cohort Leader Meeting	21	22	23	24
25	26	27 PLC Early Release of Elementary and Middle School Students	28	29	30	

October 2011

(High Schools release one hour early each Tuesday for PLC days (beginning August 30th))

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 8:00-1:00 Local Substitute Teacher Orientation	8
9	10	11	12	13	14 End of Quarter 1	15
16	17 Schools Not in Session	18 4:15-5:15 Cohort Leader Meeting	19	20	21	22
23	24	25 PLC Early Release of Elementary and Middle School Students	26	27	28	29
30	31					

November 2011

(High Schools release one hour early each Tuesday for PLC days (beginning August 30th))

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9 4:15-6:15 PM Substitute Teacher Conference	10	11	12
13	14	15 4:15-5:15 Cohort Leader Meeting	16	17	18	19
20	21	22	23 Plan Day – Elementary Students not in School	24 Schools Not in Session	25 Schools Not in Session	26
27	28	29 PLC Early Release of Elementary and Middle School Students	30			

December 2011

(High Schools release one hour early each Tuesday for PLC days (beginning August 30th))

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 8:00-1:00 Local Substitute Teacher Orientation	10
11	12	13	14	15	16	17
18	19	20 4:15-5:15 Cohort Leader Mtg. PLC Early Release of Elementary and Middle School Students	21	22 End of Semester 1	23 Schools Not in Session	24
25	26 Schools Not in Session	27 Schools Not in Session	28 Schools Not in Session	29 Schools Not in Session	30 Schools Not in Session	31

January 2012

(High Schools release one hour early each Tuesday for PLC Days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Schools Not in Session	3 Schools Not in Session	4 Schools Not in Session	5 Schools Not in Session	6 Schools Not in Session Local Substitute Teacher Orientation	7
8	9	10	11	12	13	14
15	16 Schools Not in Session	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 PLC Early Release of Elementary and Middle School Students				

February 2012

(High Schools release one hour early each Tuesday for PLC Days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Plan Day Elementary Students Not in Attendance	21 4:15-S:15 Cohort Leader Meeting	22	23	24	25
26	27	28 PLC Early Release of Elementary and Middle School Students	29			

March 2012

(High Schools release one hour early each Tuesday for PLC Days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 4:15-6:15 PM Substitute Teacher Conference	7	8	9 End of Quarter 3	10
11	12 Schools Not in Session	13 Schools Not in Session	14 Schools Not in Session	15 Schools Not in Session	16 Schools Not in Session	17
18	19	20 4:15-5:15 Cohort Leader Meeting	21	22	23	24
25	26	27 PLC Early Release of Elementary and Middle School Students	28	29	30	31

April 2012

(High Schools release one hour early each Tuesday for PLC Days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 Schools Not in Session	7
8	9 Schools Not in Session	10	11	12	13	14
15	16	17 4:15-S:15 Cohort Leader Meeting	18	19	20	21
22	23	24 PLC Early Release of Elementary and Middle School Students	25	26	27	28
29	30					

May 2012

(High Schools release one hour early each Tuesday for PLC Days)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 4:15-5:15 Cohort Leader Meeting.	16	17	18	19
20	21	22	23	24 End of Semester 2 Last Day of School for Students	25	26
27	28	29	30	31		

Dates for 2011-2012 School Year
Substitute Orientations
Cohort Leader/Sub Caucus Committee Meetings
Substitute Teacher Seminars
Local Substitute Orientations

Cohort Leader Training

Thursday – July 14, 9:00 AM – 12:00 PM at Southeast High School

Wednesday – July 20, 1:00 PM – 4:00 PM at Southeast High School

Fall Substitute Teacher Orientation

Friday – August 5, 8:00 AM – 12:00 PM at East High School

Monday – August 15, 4:00 PM – 7:00 PM at East High School

Local Substitute Teacher Orientations

Friday – August 26, 8:00 AM – 1:00 PM

Friday – September 2, 8:00 AM – 1:00 PM

Friday – October 7, 8:00 AM – 1:00 PM

Friday – December 9, 8:00 AM – 1:00 PM

Friday – January 6, 8:00 AM – 1:00 PM

Cohort Leader / Sub Caucus Meetings

2nd or 3rd Tuesday of each month, 4:15 – 5:15

September 20th February 21st

October 18th March 20th

November 15th April 17th

December 20th May 15th

Substitute Teacher Seminars

Wednesday, November 9, 2011, 4:15PM – 6:15 PM – LPSDO

Tuesday, March 6, 2012, 4:15 PM – 6:15 PM - LPSDO

2/22/2011 7:19:19 AM

PAYROLL PROCEDURES FOR SUBSTITUTE TEACHERS

Note: You will need to have your email user name and password, the SubFinder job ID and the school code number in order to sign into TAS and have your job recorded.

The Time and Attendance System (TAS) is an electronic system used to record the hours employees work. TAS can only be accessed on the LPS network. There is no home access. You can log into TAS at any time during the day (but after 9:00 AM) at the location where you are substituting. To log into TAS follow these steps:

1. Go to www.lps.org, click on Staff Center and select TAS (Time and Attendance) from the drop-down menu.
2. Click on the Log In button at the top of the page to enter into the system and to record the time that you work every day.
3. Select date range (whole week) "from" and "to".
 - a. On Calendar click on "Monday" of the current week.
 - b. On drop-down menu by "Today," choose "This Week"
4. Click on "Daily Summary", select day
5. Click on magnifying glass by "Schedule Shift"
6. Type "sub" in shift search box
7. Select "half day a.m, half day p.m. or full day"
8. Click on "apply default"
9. Click on magnifying glass by "Cost Center"
10. Type school name or school number in search box, select school
11. Click on magnifying glass next to "Job"
12. Click on "1410 Substitute Teacher"
13. Enter "Subfinder Job ID"
14. Click "Apply Changes"
15. Review and make corrections
16. Click "Submit for Approval"
17. Log out

For more information please go to the user support resources found on the log in page (above). You will also see a very good tutorial which will explain in full how you access and utilize the TAS system.

The 2011-2012 salary rates for substitute teachers are as follows:

Daily rate for full day (7.5 hours)	\$143.92
Daily rate for local substitute full day	\$129.52
Daily rate for half day (3.75 hours)	\$ 75.54
Daily rate for local substitute half day	\$ 68.36

Additional period (7th period or beyond) 1/7 of daily rate
Additional pay after 10 consecutive days in the same assignment:

full day	\$ 14.39
half day	\$ 7.21

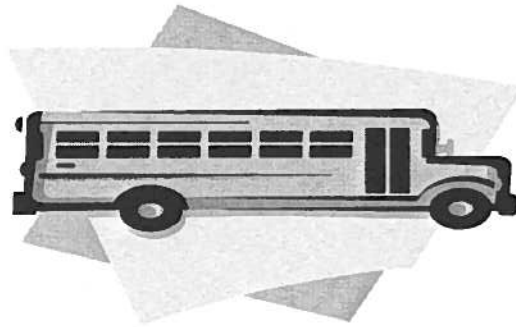
Substitute teachers are paid for a half-day working up to 3.75 hours and for a full day for any teaching over 3.75 hours.

When a regular teacher is a part-time teacher and a part-time paraeducator, the substitute will be paid for substitute teaching the same portion of the day as the teacher and paid substitute paraeducator rate for those hours worked as a paraeducator.

The 2011-2012 hourly rates for substitute paraeducators are as follows:

Paraeducator I	\$8.90
Paraeducator II	\$9.57
Paraeducator III	\$10.26
Paraeducator IV	\$11.25

Substitute Teachers are paid according to the payroll schedule that can be accessed on the Time and Attendance (TAS) System (lps.org, click on Staff Center and select Time and Attendance from the drop-down menu). Pay is directly deposited into individual bank accounts. You can view your paycheck by accessing the ICE (Information Center for Employees on the lps.org website, also under staff center.



Lincoln Public Schools

SubFinder Phone Instructions for Substitutes

SubFinder Phone Number (24 hours/day)
(402) 436-1870

SubFinder Operations Technician: Darbi Umholtz
Phone: (402) 436-1589
Email: dumholtz@lps.org

SubFinder Back-up Operator: Linda Kahler
Phone: (402) 436-1588
Email: lkahler@lps.org

Operator Office Hours: 6:00am - 2:30pm (When calling an operator after hours, please leave a voice message including your name and phone number).

Morning Call Out (same day jobs): 5:30am - 12:00pm
Evening Call Out (future jobs): 5:00pm - 10:00pm

SubFinder shortcuts and abbreviations:
* (to jump ahead) # (to return to the main menu) MMDD = month, month, day, day HHMM = hour, hour, minute, minute

You can call SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

Remember, SubFinder only works from touch-tone telephones!

To Register with SubFinder:
Dial SubFinder, enter your PIN (Same number as your LPS employee ID# - found on your online paycheck and the same number you use for LPS printers and copy machines), and follow instructions to record your name. Press the pound sign (#) when finished. Narrator will begin OPENING MENU.

WHEN ACCEPTING A JOB, ALWAYS WAIT FOR THE JOB NUMBER BEFORE DISCONNECTING OR YOUR JOB ACCEPTANCE MAY NOT BE RECORDED.

To Notify You of a Job Cancellation

WHEN SUBFINDER CALLS YOU

To Offer You a Job

SubFinder will call and ask for your PIN followed by the pound sign (#), or press star (*) immediately if you do not wish to receive any more calls during this calling period. (Reminder - your PIN is your LPS employee ID number).

If you chose to enter your PIN, followed by the pound sign, SubFinder will describe an available job.

- To hear special instructions Press 1
To hear the itinerant schedule Press 2
To continue Press 5

Once you press 5

- To accept the job Press 1
To hear the job again Press 2
To reject the job Press 9

If you press 1 to accept the job, SubFinder will play the job information again and give you a JOB NUMBER. You will be given some of these options as well:

- To hear special instructions Press 1
To hear the itinerant schedule Press 2
To hear address/directions to the site Press 3
To continue Press 5

If you press 2 or 3, the appropriate information will be provided. If you press 5, you will be given two options.

- To hear the job again Press 2
To end this call Press 9

If you press 9 to reject the job, SubFinder will ask for a reason for the rejection. After listening to the reasons provided, select the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

- If correct Press 1
If incorrect Press 2

When a job has been cancelled, SubFinder will call you with notification. You will hear "This is notification of a job cancellation". Enter you PIN followed by the pound sign (#). You are able to receive a cancellation call even if you are on a Do Not Disturb.

SubFinder will play the information for the job that has been canceled, including the job number.

- To acknowledge the cancellation Press 1
To hear the cancellation again Press 2

WHEN YOU CALL SUBFINDER

YOUR MAIN MENU

- To Review Current Assignments Press 1
To Review Available Jobs Press 2
To Cancel a Job Press 3
To Report an Absence Press 4
To Review Personal Information Press 5
To Leave the SubFinder System Press 9

MAIN MENU OPTION #1

TO REVIEW CURRENT ASSIGNMENTS

- From the Main Menu Press 1

SubFinder will play your next scheduled assignment followed by some, if not all, of the following options.

- To hear the special instructions Press 1
To hear the itinerant schedule Press 2
To hear directions to the site Press 3
To continue Press 5

If you press 5, you will be given these options.

- To hear the job details again Press 2
To hear the next job Press 3
To cancel this job Press 4
To return to the Main Menu Press 9

Continued...

**MAIN MENU OPTION #2
TO REVIEW AVAILABLE JOBS**

From the Main Menu Press 2

SubFinder will describe an available job, if any exist, followed by one or more of the following options

To hear special instructions Press 1
To hear the itinerant schedule Press 2
To continue Press 5

Once you press 5

To accept the job Press 1
To hear the job again Press 2
To hear the next job Press 3
To return to the Main Menu Press 9

If you press 1 SubFinder will repeat the job information, followed by the **JOB NUMBER**

If you press 3 SubFinder will describe the next available job, if any exist, followed by the same options described above.

**MAIN MENU OPTION #3
TO CANCEL A JOB**

From the Main Menu Press 3

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

To cancel this job Press 1
To return to the Main Menu Press 9

If you press 1 SubFinder will ask for a reason for the cancellation. Select the number for the appropriate reason *followed by the pound sign (#)*. SubFinder will repeat the reason. **You must stay on the line after your reason is confirmed to confirm the entire cancellation.**

If correct Press 1
If incorrect Press 2

SubFinder will ask for confirmation of the cancellation.

To confirm the cancel Press 1
Otherwise Press 2

**MAIN MENU OPTION #4
TO REPORT AN ABSENCE**

(Use this option when you must take yourself out of only a portion of the absence but want to continue subbing for the remaining time.)

From the Main Menu Press 4

Enter the **JOB NUMBER** followed by the pound sign (#). SubFinder will play the job information.

Step 1: Enter the first date of the absence (MMDD – no year) followed by the pound sign (#). To begin the absence today, press star (*).

Step 2: Enter the time the absence begins (HHMM) followed by the pound sign (#). If the absence begins at the start of the work day, press star (*). If you enter a specific time:

For A.M. Press 1
For P.M. Press 2

Step 3: Enter the last date of the absence (MMDD) followed by the pound sign (#). For a single day absence, press star (*).

Step 4: Enter the time the absence ends (HHMM) followed by the pound sign (#). If the absence ends at the end of the workday, press star (*). If you enter a specific time:

For A.M. Press 1
For P.M. Press 2

SubFinder will repeat the date(s) and times of the absence.

If correct Press 1
If incorrect Press 2

Step 5: SubFinder will play a list of absence reasons. Press the number of the appropriate reason followed by the pound sign (#). SubFinder will repeat the reason.

If correct Press 1
If incorrect Press 2

GET THE REVISED JOB NUMBERS
**ALWAYS WAIT FOR THE REVISED JOB NUMBERS BEFORE
DISCONNECTING OR THE ABSENCE MAY NOT BE RECORDED.**

**MAIN MENU OPTION #5
TO REVIEW PERSONAL INFORMATION**

From the Main Menu Press 5

SubFinder will play the Personal Information Menu

To review your phone number Press 1
To review your name recording Press 2
To review days of the week you can work Press 3
For the date range menu (DND/unavailable) Press 4
To hear your employee ID Press 5
To return to the Main Menu Press 9

(1) To Review Your Phone Number

SubFinder will play your phone number.

If your phone number is correct Press 1
To change your phone number Press 2

If you press 2, enter the area code and phone number followed by the pound sign (#). SubFinder will repeat your name.

If Correct Press 1
If Incorrect Press 2

(2) To Review Your Name Recording

SubFinder will play your name as it is recorded.

If your name is recorded correctly Press 1
To re-record your name Press 2

If you press 2, record your name after the tone. When you are finished, press the pound sign (#). SubFinder will repeat your name.

If Correct Press 1
If Incorrect Press 2

(3) To Review the Days of the Week You Can Work

To review your availability for

Sunday Press 1
Monday Press 2
Tuesday Press 3
Wednesday Press 4
Thursday Press 5
Friday Press 6
Saturday Press 7
To return to the Main Menu Press 9

After choosing a day, that day's availability will be played.

If you would like to change your availability Press 1
To use this schedule for another day of week Press 2
To return to the previous menu Press 9

If you press 1 SubFinder will ask "Are you normally available to work on (day of the week)?"

If yes Press 1
If no Press 2
For mornings only (6am to 12pm) Press 3
For afternoons only (12pm to 6pm) Press 4
To enter specific hours Press 5

Continued...

If you press 1, 2, 3, or 4 SubFinder will repeat the schedule that applies to your choice.

If you would like to change availability **Press 1**
To use schedule for another day of the week **Press 2**
To return to the previous menu **Press 3**

If you press 5 for Special Hours:

Step 1: Enter the earliest time (HHMM, ex. 0900 = 9:00) that you will be available followed by the pound sign (#). If you will be available from the start of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 2: Enter the latest time (HHMM) that you will be available followed by the pound sign (#). If you will be available until the end of the day press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 3: Enter the minimum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

Step 4: Enter the maximum number of hours that you are willing to work during this period followed by the pound sign (#). If you have no preference, press star (*).

SubFinder will repeat the schedule you entered.

If you would like to change your availability **Press 1**
To use schedule for another day of the week **Press 2**
To return to the previous menu **Press 3**

(4) For the Date Range Menu

To add an UNAVAILABLE date range **Press 1**
To add a DO NOT DISTURB date range **Press 2**
To review a date range **Press 3**
To return to the Main Menu **Press 9**

UNAVAILABLE means that you cannot work that day but SubFinder may still call you for future jobs during the evening call out period.

DO NOT DISTURB means that you do not want SubFinder to call you for any jobs during the time you have specified.

(1) To Add an Unavailable Date Range

Step 1: Enter the first date that you will be unavailable (MMDD, ex. 0905 = Sept. 5th – do not enter the year) followed by the pound sign (#). If you will be unavailable beginning today, press star (*).

Step 2: Enter the beginning time (HHMM, ex. 0900 = 9:00) that you will be unavailable followed by the pound sign (#). If you will be unavailable from the start of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 3: Enter the last date that you will be unavailable (MMDD) followed by the pound sign (#). If you will be unavailable for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you will be available again, followed by the pound sign (#). If you will be unavailable through the end of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

SubFinder will repeat your unavailable date range.

If Correct **Press 1**
If Incorrect **Press 2**

If you press 1 SubFinder will respond "To continue receiving calls during this period, press 1, otherwise press 2." Pressing 2 will add a Do Not Disturb to the date range as well.

(2) To Add a Do Not Disturb Date Range

Step 1: Enter the first date (MMDD, ex. 0905 = Sept. 5th – do not enter the year) that you don't want to be called followed by the pound sign (#). If you don't want to be called starting today, press star (*).

Step 2: Enter the beginning time (HHMM, ex. 0900 = 9:00) that you don't want to be called followed by the pound sign (#). If you don't want to be called from the start of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

Step 3: Enter the last date (MMDD) that you don't want to be called followed by the pound sign (#). If you don't want to be called for only a single day, press star (*).

Step 4: Enter the time (HHMM) that you wish to receive calls again, followed by the pound sign (#). If you don't want to be called until the end of the day, press star (*). If you enter a specific time:

For A.M. **Press 1**
For P.M. **Press 2**

SubFinder will repeat the Do Not Disturb date range

If Correct **Press 1**
If Incorrect **Press 2**

(3) To Review a Date Range

SubFinder will play your most current date range, if any exist.

To hear the date range again **Press 2**
To hear the next date range **Press 3**
To remove the date range **Press 4**
To return to the Main Menu **Press 9**

If you press 4, SubFinder will ask for your confirmation.

To remove this date range **Press 1**
Otherwise **Press 2**

(5) To Hear Your Employee ID

SubFinder will play your 3-6 digit SubFinder-assigned ID number. This number is used only when/if someone needs to request you for, or assign you to, a particular absence.

You DO NOT use this number to identify yourself when you call SubFinder

Cancellation / Rejection Reasons

- 41. Personal Illness
- 42. Family Illness
- 43. Other Employment
- 44. No Transportation
- 45. No Childcare
- 46. Medical Appointments
- 47. Prefer Another Site
- 48. Prefer Another Position
- 49. Do Not Wish to Work

As a courtesy to the schools' secretaries, when canceling a job after 10:00pm the night before, please leave a message at the appropriate school after canceling your assignment via SubFinder.

Lincoln Public Schools SubFinder Via the Web Instructions for Substitutes

The link to SubFinder is found on
The Human Resources page at
www.lps.org

You can log on to SubFinder to review current assignments, review available jobs, cancel a job, and review personal information.

PRIOR TO USING SUBFINDER VIA THE WEB FOR THE FIRST TIME, YOU WILL NEED TO CALL SUBFINDER VIA THE PHONE (436-1870) AND REGISTER YOUR NAME.

ACCESSING YOUR ACCOUNT

Type the word "subs" in the "Keywords" box on the LPS home page (www.lps.org). This will bring you to the SubFinder login page. There is also a link to SubFinder on the "Staff Center" page of the LPS website.

To gain access to your account, enter you last name (NOT your LPS email user name) in the "Last Name" field.

Next, enter your PIN. Remember, your PIN is the same as your LPS employee ID # (number found on your online paycheck information and used to access LPS printers/copiers).

After the above steps have been completed, click on the log in button or simply press enter to complete process.

You must register via a touch-tone phone before you can access SubFinder via the web.

- To look at special instructions click on **Special Instructions**, which is located to the right of the job ID and under the title of "Special Instruction."
- To look at directions to the site click on the **Site's Name**, which is located to the right of the job ID and under the title of "Site."

To CANCEL a job.

Click on the **Job ID Number** button that is located in the first column under the title of Job ID.
A Confirmation page will appear.

- Use the drop-down box to select cancellation reason.
- To cancel the job, click the **Cancel Job** button. This will take you back to the current jobs page.
- To return to the current jobs page without canceling the job, click the **Don't Cancel** button.

YOUR MAIN MENU

Available Jobs
Current Jobs
Personal Info
DND / Unavailable
Log out

Available Jobs TO REVIEW AVAILABLE JOBS

SubFinder will show you any available jobs.

To look at special instructions click on **Special Instructions**, which is located to the right of the job ID and under the title of "Special Instruction." If a job was reported via the phone, SubFinder will tell you to check SubFinder via the phone to listen for voiced special instructions.

To look at directions to the site click on the **Site's Name** which is located to the right of the job ID and under the title of "Site."

To look at the job details click on the **Job ID Number** button that is located in the first column under the title of "Job ID."

- If you clicked on the job ID number and want to accept the job, click **Accept Job** button. You will return to the main page for available jobs and it will say in the top right hand corner that the "job successfully selected."
- If you clicked on the job ID number and want to return to the available jobs page, click **Don't Accept Job** button.

Current Jobs TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

SubFinder will show you all future jobs you have currently accepted (it will NOT show you jobs that you have previously worked, nor till it show a job that you are in right at the moment of look up).

Personal Info

TO REVIEW PERSONAL INFORMATION

SubFinder will show the Personal Information Menu

You may disregard the information under the **General Information** tab. LPS uses a different system to record and track This information and therefore, SubFinder could show this Information inaccurately.

**** Local Subs – Please make sure that you are keeping an accurate manual record of the number of days you sub****

- To review your phone number and address click on the word **Address**. To change your phone number you want SubFinder to call you at click in the box next to the word "phone". The format is ###-###-####. **DO NOT CHANGE YOUR ADDRESS HERE.** If you have a permanent phone and/or address change, please update that information through the ICE system on the "Staff Center" page of the LPS website.
- LPS does not use the **Certification** feature on SubFinder for official purposes. We do, however, try to document the teaching certificate information here in order to help us keep track of expiration dates.
- To review and/or change the days of the week you can work click on the word **Availability**.
- Your Substitute ID is located by your name near the top of the screen. **YOU DO NOT USE THIS NUMBER AS YOUR PIN WHEN SIGNING IN.** The Substitute ID is a 3-6 digit number used by teachers/employees to request you as a substitute.

Continued...

DND / Unavailable

TO REVIEW AND EDIT DO NOT DISTURB OR UNAVAILABLE

UNAVAILABLE means that you cannot work that day but SubFinder may still call you for future jobs during the evening call out period.

DO NOT DISTURB (DND) means that you do not want SubFinder to call you for any jobs during the time you have specified.

You are not able to make changes to a Do Not Disturb or Unavailable date range after the first date of the range has begun.

To add an UNAVAILABLE Date Range, click the **Add Record** button.

- At the type pull down menu, choose **Unavailable**
- Enter the beginning and ending date and times.
- For "Coverage" choose **Same Times Daily** if you want the unavailable for the same time frame everyday of the date range or choose **Total Date Range** if you want the unavailable for the whole date range.
- Once you have entered all the information, click the **Add Record** button. This will take you back to the DND / Unavailable page. At the top of the page it will tell you record was successfully added.

To add a DO NOT DISTURB date range, click the **Add Record** button.

- At the type pull down menu choose **Do Not Disturb**.
- Enter the beginning and ending date and times.
- For "Coverage" choose **Same Times Daily** if you want the DND for the same time frame everyday of the date range or choose **Total Date Range** if you want the unavailable for the whole date range. (ex. If you never want to be called after 8:00pm, you would enter the end date as the last day of school and the time frame of 8:00pm-10:00pm and check "same times daily". If you simply do not want to be called for a week, enter the start and end dates/times and choose "total date range".)
- Once you have entered all the information click the **Add Record** button. This will take you back to the DND / Unavailable page. At the top of the page it will tell you record was successfully added.

To review an UNAVAILABLE date range

- Enter the start and end dates of the entire date range you would like to review (if you are unaware of what dates you originally entered as unavailable, enter your start and end dates you want to review so that they cover the entire school year). At the type pull down menu choose **Unavailable**.
- Once you have entered the needed information click the **Review** button.
- A box will appear at the bottom of the page.

To edit an UNAVAILABLE date range (Start with the "Review an Unavailable Date Range" instructions above.)

- Click the **Edit** button of the date range you want to edit.
- You can edit the start and end dates and times. When done updating, click the **Update Record** button. This will take you back to the editing page.

To remove an UNAVAILABLE date range (Start with the "Review an Unavailable Date Range" instructions.)

- Click the **Delete** button of the date range you want to remove.
- A confirmation will appear.
- To delete the unavailable click the **Yes** button. This will bring you back to the unavailable edit page.
- To go back to the Unavailable edit page click the **No** button.

To review a DO NOT DISTURB date range

- Enter the start and end dates of the entire date range you would like to review (If you are unaware of what dates you originally entered as DND, enter a date from the beginning of the school year as your start date and the end of the school year as your end date).
- Once you have entered the needed information click the **Review Records** button.
- A box will appear at the bottom of the page.

To edit the DO NOT DISTURB date range. (Start with the "Review a Do Not Disturb Date Range" instructions above.)

- Click the **Edit** button of the date range you want to edit.
- You can edit the start and end dates and times. When done updating, click the **Update Records** button. This will take you back to the editing page.

To remove the DO NOT DISTURB (Start with the "Review a Do Not Disturb Date Range" instructions above.)

- Click the **Delete** button of the date range you want to remove.
- A confirmation will appear.
- To remove the Do Not Disturb, click the **Yes** button. This will bring you back to the do not disturb edit page.
- To go back to the Do Not Disturb edit page click the **No** button.

Log Out To Log Out of SubFinder

To log out of SubFinder, return to the main menu and click on the **Log Out** button.

WHEN ACCEPTING A JOB VIA SUBFINDER, ALWAYS WRITE THE JOB NUMBER BEFORE DISCONNECTING.

SubFinder Substitute FAQ's

Q: DO I HAVE TO CALL IN AND REGISTER WITH SUBFINDER BEFORE I CAN RECEIVE JOB OFFERS?

A: Yes. You will not receive any job offers until you have registered for the first time. You only need to register one time (See boxed information on the front of your gold "SubFinder Instructions" brochure for registration instructions).

Q: WHAT IS THE DIFFERENCE BETWEEN MY PIN (PERSONAL IDENTIFICATION NUMBER / PASSWORD) AND MY SUB ID #?

A: Your PIN is the same as your LPS employee ID# (found on your LPS online paystub and used to access LPS copiers/printer). This is your private number to gain access to SubFinder via the phone or web. You should not have to give this number out to anyone. Your Sub ID Number is three to six digits long and is assigned by SubFinder. Employees wanting to request you for a specific job will need to enter your Sub ID Number when entering their absence via the phone. You may share this number with anyone. It is not attached to any of your personal information, only your name. A list of Sub ID Numbers is available to employees in the main office of each school.

To locate your Sub ID Number, call SubFinder and enter your PIN. From the main menu, select option #5, "To Review Personal Information." From the Personal Information menu, select option #5 again, "To hear your Sub ID Number."

Q: WHAT HAPPENS IF SUBFINDER CALLS ME AND GETS MY ANSWERING MACHINE?

A: Your answering machine will record some portion of SubFinder's greeting and narration asking for your PIN. SubFinder will realize that the phone was answered, but will not leave any job information regarding the job. SubFinder may call back later and offer you the job again, or, you may want to call into SubFinder and see if anything is available. Please note that in most cases, you are only able to hear jobs that are for the next day when you "job shop" however, SubFinder will call OUT for jobs further in advance.

Q: WHAT IF SOMEONE IN MY HOUSEHOLD ANSWERS THE PHONE AND ITS SUBFINDER CALLING?

A: You have two choices: 1) If you are not home, you can teach a family member how to accept jobs for you. If you choose to do this, it is imperative that they tell you about the job and that they give you the job number. 2) If you are home, have the person who answered the phone put the receiver down and call you. SubFinder will ask for your PIN several times, waiting approximately 30 seconds between each request, so you will have time to get to the phone before the call is terminated. If you have a cell phone, you might find it helpful to have SubFinder call your cell number.

Q: WHAT DO I DO IF I NEED TO BE GONE FOR PART OF A JOB BUT NOT THE ENTIRE JOB?

A: To be absent for just a portion of a job while continuing to sub for the rest of the assignment, you need to select option 4, "To Report An Absence," from the SubFinder main menu. You will need to have the job number available, then follow the voice prompts to enter your absence. If you must be gone for the *entire* job, select option 3, "To Cancel a Job."

Q: WHAT DO I DO IF SUBFINDER CALLS ME FOR A JOB THAT BEGINS IN ONLY A HALF AND HOUR FROM WHEN I RECEIVE THE CALL?

A: When a job is not yet filled, SubFinder will call out to find a sub up until a half an hour prior to the start time of the job. If SubFinder calls you close to the start time of a job that you would like to accept but just can't make it there that quickly, go ahead and accept the job. Then, call the school to let them know that you just received the call from SubFinder and, let them know what time you are able to report.

Q: WHAT INFORMATION IN MY SUBFINDER PROFILE CAN I CHANGE MYSELF AND, WHAT INFORMATION MUST I CONTACT A SUBFINDER OPERATOR TO CHANGE FOR ME?

A: At any time, you may change your phone number and the times/days you are available on SubFinder. To change the job positions and sites you are available for, you must notify a LPS SubFinder Operator (Darbi or Linda) and they will update your record accordingly.
If you have a permanent change in phone number or address you must update that information on ICE (Information Center for Employees) on the "Staff Center" page of the LPS website. If you have a name change, you must bring your new Social Security Card to be copied and fill out a Change of Name form in the Payroll Department.

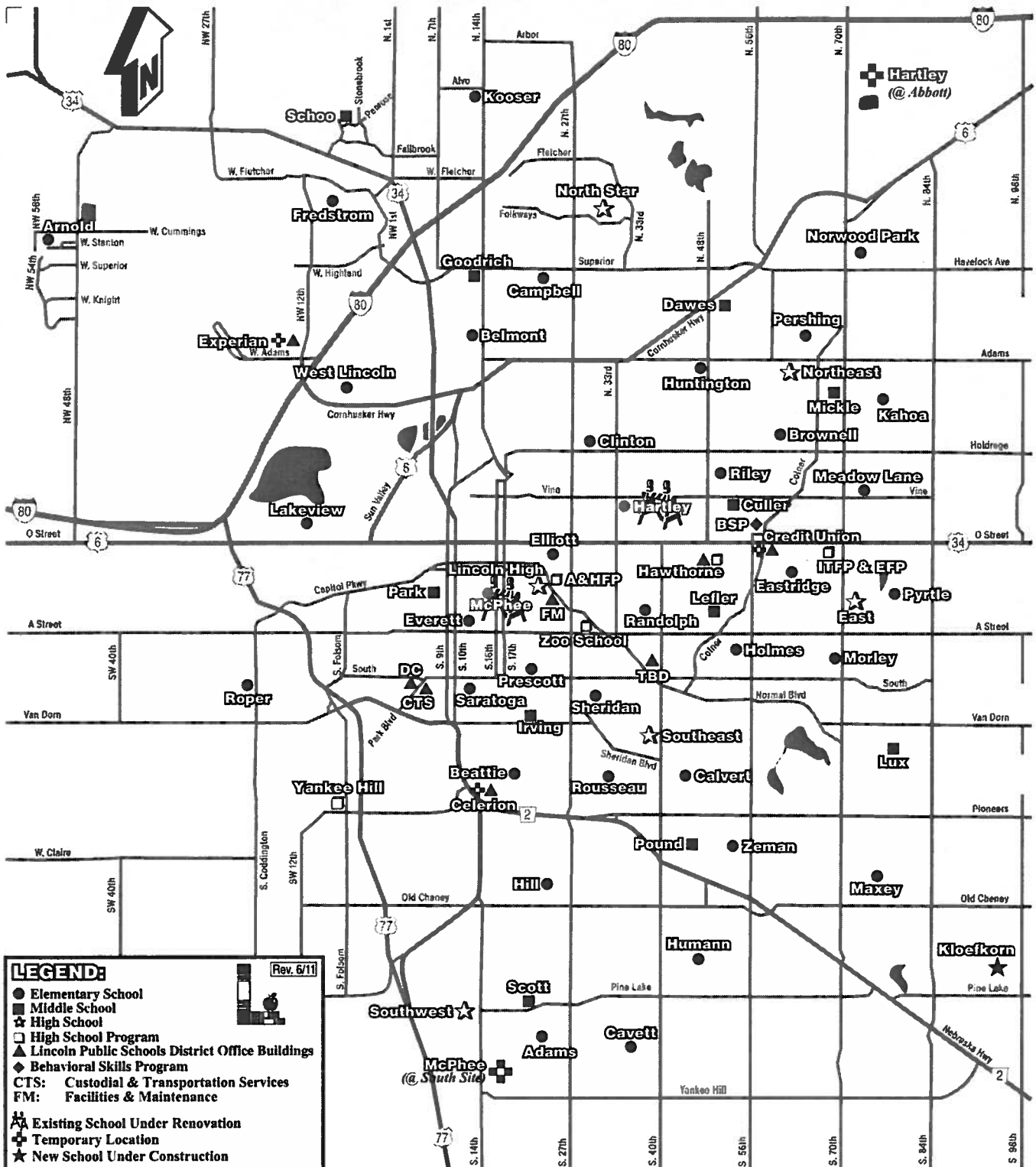
Q: WHAT DO I DO IF I NEED HELP WITH SUBFINDER OUTSIDE OF THE OPERATORS' OFFICE HOURS?

A: The SubFinder Operators' office hours are 6:00am – 2:30pm. If an operator is not available when you call, please leave a voicemail message, including your phone number, and they will return your call as soon as possible. Voice mail is checked first thing in the morning and throughout the day.

SubFinder Operations Technician = Darbi Umholtz (402) 436-1589 or dumholtz@lps.org
SubFinder Back-Up Operator = Linda Kahler (402) 436-1588 or lkahler@lps.org



DISTRICT MAP



LEGEND: Rev. 6/11

- Elementary School
- Middle School
- ★ High School
- High School Program
- ▲ Lincoln Public Schools District Office Buildings
- ◆ Behavioral Skills Program
- CTS: Custodial & Transportation Services
- FM: Facilities & Maintenance
- ▲ Existing School Under Renovation
- ⊕ Temporary Location
- ★ New School Under Construction

For any questions regarding school boundaries, please contact the Department of Student Services at (402) 436-1680.

2011-2012 SCHOOL PRINCIPALS

High Schools

302	East High (Lorraine Woodward)	Susan Cassata	436-1302	1000 S 70 ST (10)
301	Lincoln High (Jeff Bargar)	Michael Wortman (Dr.)	436-1301	2229 J ST (10)
305	North Star High (Amy Fisher)	Fred Skretta (Dr.)	436-1305	5801 N 33 ST (04)
303	Northeast High (Beth Vaughn)	Kurt Glathar	436-1303	2635 N 63 ST (07)
304	Southeast High (Patricia Monk)	Pat Hunter-Pirtle (Dr.)	436-1304	2930 S 27 ST (06)
306	Southwest High (Lanette Dunn)	Rob Slauson	436-1306	7001 S 14 ST (12)
311	Arts & Humanities Focus Program (Sandra Steen)	John Neal	436-1785	643 S 25 ST #15 (10)
308	Bryan Community (Madelene McCracken)	Mindy Roberts	436-1308	300 S 48 ST (10)
313	Entrepreneur Focus Program (Bobbi Roesler)	John Neal	436-1715	301 S 68 ST PL (10)
312	Information Tech. Focus Prog. (Bobbi Roesler)	John Neal	436-1776	301 S 68 ST PL (10)
307	Lancaster Co. Youth Services (Alyce Monroe)	Randy Farmer, Supv.	441-6817	1200 RADCLIFF (12)
310	Science Focus Program (Susan Musick)	John Neal	436-1780	1222 S 27 ST (02)
357	Yankee Hill Program (Wendy Wilke)	Barb Fitzgerald, Coor.	436-1927	865 W BURNHAM (22)

Middle Schools

210	Culler (Terri Eglsaer)	Gary Czapla	436-1210	5201 VINE ST (04)
211	Dawes (Jayne Ullstrom)	Angela Zabawa	436-1211	5130 COLFAX AVE (04)
213	Goodrich (Brenda Roseberry)	Mike Henninger	436-1213	4600 LEWIS AVE (21)
214	Irving (Ann Usher)	Hugh McDermott	436-1214	2745 S 22 ST (02)
215	Lefler (Lori Schwarting)	Kelly Schrad	436-1215	1100 S 48 ST (10)
220	Lux (Jane Moorhouse)	Bill Bucher	436-1220	7800 HIGH ST (06)
216	Mickle (Jane Cutshall)	Gene Thompson	436-1216	2500 N 67 ST (07)
212	Park (Susan Sanders)	Ryan Zabawa	436-1212	855 S 8 ST (08)
217	Pound (Diann Davis)	Chris Deibler (Dr.)	436-1217	4740 S 45 ST (16)
222	Schoo (Kym Le)	Linda Hix (Dr.)	436-1222	700 PENROSE DR (21)
218	Scott (Gloria Morehead)	Dave Knudsen	436-1218	2200 PINE LAKE RD (12)
256	Sherrill Educational Center/BSP (Diane Furasek)	Susan Glissman, Supv.	436-1924	340 N 56 ST (04)

Elementary Schools

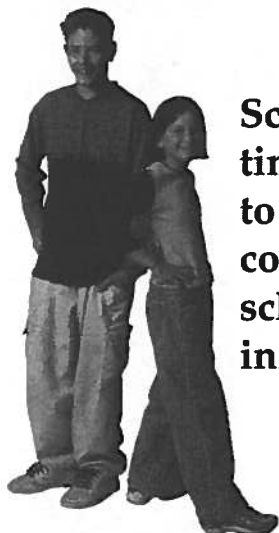
121	Adams (Lynne Hughes)	Cindy Schwaninger	436-1121	7401 JACOBS CREEK DR (12)
120	Arnold (TBD)	J.J. Wilkins	436-1120	5000 MIKE SCHOLL ST (24)
123	Beattie (Cindy Smith)	Kathleen Dering	436-1123	1901 CALVERT ST (02)
124	Belmont (Summer Brannan)	Mona Manley	436-1124	3425 N 14 ST (21)
127	Brownell (Sharon Steck)	Chris Scheffore	436-1127	6000 AYLESWORTH AVE (05)
130	Calvert (Sheila King)	Julie Lawler	436-1130	3709 S 46 ST (06)
129	Campbell (Theresa Griffin)	Rosemary Molvar	436-1129	2200 DODGE (21)
131	Cavett (Cheryl Peterson)	Kathy Evasco	436-1131	7701 S 36 ST (16)
132	Clinton (Alicia Chapelle)	Terry Neddenriep (Dr.)	436-1132	1520 N 29 ST (03)
135	Eastridge (Lynn Simonds)	Deb Dabbert	436-1135	6245 L ST (10)
136	Elliott (Susan Bartlett)	Jadi Miller (Dr.)	436-1136	225 S 25 ST (10)
159	Everett (Teresa Furnas-Kaup)	Michelle Suarez	436-1159	1123 C ST (02)
140	Fredstrom (Donna Schulz)	Vicki Schulenberg	436-1140	5700 NW 10 ST (21)
139	Hartley (Pam McCawley)	Jeff Vercellino	436-1139	730 N 33 ST (03)
142	Hill (Dawn Denning)	Michelle Phillips	436-1142	5230 TIPPERARY TRL (12)
143	Holmes (Nancy Myers)	Haeven Pedersen	436-1143	5230 SUMNER ST (06)
145	Humann (Nola Johnson)	Randy Oltman	436-1145	6720 ROCKWOOD LN (16)
144	Huntington (Terese Anderson)	Rik Devney	436-1144	2900 N 46 ST (04)
147	Kahoa (Rose Wiechert)	Russ Reckewey	436-1147	7700 LEIGHTON AVE (07)
146	Kooser (Erin Haida)	Ann Jablonski	436-1146	7301 N 13 ST (21)
149	Lakeview (Michelle Lemke)	Scott Nelson	436-1149	300 CAPITOL BEACH BLVD (28)
153	Maxey (Nanci Wurm)	Suzanne Reimers	436-1153	5200 S 75 ST (16)
150	McPhee (Shirley James)	Elaine Simpson	436-1150	820 GOODHUE BLVD (08)
151	Meadow Lane (Linda Hendrix)	Ryan Knippelmeyer	436-1151	7200 VINE ST (05)
154	Morley (Kathleen Morris)	Coni Schwartz	436-1154	6800 MONTEREY DR (06)
155	Norwood Park (Kim Bates)	Pamela Hale	436-1155	4710 N 72 ST (07)
160	Pershing (Lynette Berry)	Paula Baker	436-1160	6402 JUDSON ST (07)
161	Prescott (Rene Holz)	Ruth Ann Wylie	436-1161	1930 S 20 ST (02)
162	Pyrtle (Jaime Cunningham)	Sandi Carrington-Robertson	436-1162	721 COTTONWOOD DR (10)
163	Randolph (Vicki Fasnacht)	Wendy Bonaiuto (Dr.)	436-1163	1024 S 37 ST (10)
164	Riley (Theresa Baustert)	Molly Bates	436-1164	5021 ORCHARD ST (04)
170	Roper (Deb Venema)	Tim Muggy	436-1170	2323 S CODDINGTON AVE (22)
165	Rousseau (Karla Rien)	Sue Braun	436-1165	3701 S 33 ST (06)
166	Saratoga (Rhonda Thies)	Kathy Fleming	436-1166	2215 S 13 ST (02)
167	Sheridan (Anessa Brohman)	DeAnn Currin (Dr.)	436-1167	3100 PLYMOUTH AVE (02)
168	West Lincoln (Joyce Ahlberg)	Scott Schwartz	436-1168	630 W DAWES AVE (21)
169	Zeman (Connie Hawkins)	Donna Williams	436-1169	4900 S 52 ST (16)
156	Sherrill Educational Center/BSP (Diane Furasek)	Susan Glissman, Supv.	436-1924	340 N 56 ST (04)
	Lincoln Public Schools District Offices		436-1000	5901 O STREET (10)

Mailing Address:
BOX 82889 (68501-2889)



Visit us on the Web at: www.lps.org

SCHOOL START/END TIMES



School start and end times may be subject to change. Please contact individual schools for more information.

HIGH SCHOOLS	<i>Start (a.m.)</i>	<i>End (p.m.)</i>
Lincoln High.....	8:00.....	3:00
East High.....	8:00.....	3:00
North Star High.....	7:00.....	3:01
Northeast High.....	8:00.....	2:54
Southeast High.....	7:00.....	3:35
Southwest High.....	8:15.....	3:03
Arts & Humanities Focus Program.....	10:00.....	3:00
Bryan Community.....	9:00.....	2:40
Entreneurship Focus Program.....	8:00.....	12:30
Information Technology F.P.	7:35/1:35....	9:10/3:10
Science Focus Program.....	10:00.....	3:00

MIDDLE SCHOOLS		
Culler.....	8:00.....	2:58
Dawes.....	8:00.....	2:58
Goodrich.....	8:00.....	2:58
Irving.....	8:00.....	2:58
Lefler.....	8:00.....	2:58
Lux.....	8:00.....	2:58
Mickle.....	8:00.....	2:58
Park.....	8:00.....	2:58
Pound.....	8:00.....	2:58
Schoo.....	8:00.....	2:58
Scott.....	8:00.....	2:58

ELEMENTARY

Adams.....	8:15.....	2:53
Arnold.....	9:00.....	3:38
Beattie.....	8:15.....	2:53
Belmont.....	8:15.....	2:55
Brownell.....	9:00.....	3:38
Calvert.....	8:15.....	2:53
Campbell.....	9:00.....	3:38
Cavett.....	8:15.....	2:53
Clinton.....	8:15.....	2:53
Eastridge.....	9:00.....	3:38
Elliott.....	9:00.....	3:38
Everett.....	8:15.....	2:53
Fredstrom.....	8:15.....	2:53
Hartley.....	9:10.....	3:48
Hill.....	8:15.....	2:53
Holmes.....	8:15.....	2:53
Humann.....	9:00.....	3:38
Huntington.....	8:15.....	2:53
Kahoa.....	9:00.....	3:38
Kooser.....	8:15.....	2:53
Lakeview.....	9:00.....	3:38
Maxey.....	9:00.....	3:38
McPhee.....	9:10.....	3:48
Meadow Lane.....	9:00.....	3:38
Morley.....	9:00.....	3:38
Norwood Park.....	9:00.....	3:38
Pershing.....	8:15.....	2:53
Prescott.....	9:00.....	3:38
Pyrtle.....	9:00.....	3:38
Randolph.....	9:00.....	3:38
Riley.....	8:55.....	3:38
Roper.....	8:15.....	2:53
Rousseau.....	9:00.....	3:38
Saratoga.....	8:15.....	2:53
Sheridan.....	9:00.....	3:38
West Lincoln.....	9:00.....	3:38
Zeman.....	8:15.....	2:53

KINDERGARTEN

All schools offer all-day kindergarten

CURRICULUM SPECIALISTS

All specialists may be reached by calling 436-1000 between 8:00 a.m. and 4:30 p.m.

<u>Area</u>	<u>Name</u>
Applied Learning	Carol Andringa
Art	Nancy Childs
Elementary Reading/Language Arts (K-5)	Karen Saunders
Gifted	Joan Jacobs
Mathematics	Matt Larson
Media	Mary Reiman
Music - Instrumental and Vocal	Ray Lowther
Physical Education and Health	Marybell Avery
Science	Kirsten Smith
Secondary English/Lang. Arts/Reading (6-12)	David Smith
Social Studies	Randy Ernst
Special Education	Kristy Reckewey Susan Safarik Cindy Brunken Mary Phillips Mary Ells Tanya Hilligoss
World Languages	Jami Holbein Swanson

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

IF AN EXPOSURE SHOULD OCCUR

1. WASH AREA IMMEDIATELY OR AS SOON AS POSSIBLE

- a. Wash well with soap and water.
- b. Wash with friction.
- c. Wash under and around fingernails
- d. Wash with running water for at least 10 minutes.

2. GO IMMEDIATELY TO THE HEALTH OFFICE

- a. Assistance with wound care.
- b. Notification of custodian for clean up of spill, if needed.
- c. Completion of report form including documentation of wound.
- d. If a potential exposure has occurred, referral to designated medical provider (DMP).

3. THE DMP WILL DETERMINE THE APPROPRIATE ACTION

- a. Authorizations to draw blood for further testing will be fully explained.
- b. You may choose to have your blood tested prior to undergoing any treatment, if recommended.
- c. Depending on evaluation, prophylactic treatment may be recommended for HIV or Hepatitis B
- d. The blood status of the “source” need not be known to make treatment decisions.

4. FOLLOWING THE DMP VISIT, YOU WILL RECEIVE

- a. A written report in the mail from the medical evaluator.

5. YOUR SCHOOL DISTRICT WILL RECEIVE

- a. A letter stating that you received an exposure and that the appropriate treatment was initiated.
- b. The district will also receive notice if there is a need for lab work and/or immunizations.
- c. Lincoln Public Schools will not receive any lab results. This will be kept at the DMP and will not be released to anyone without your written permission.

AN EXPLANATION OF THE BASIS FOR SELECTION OF PERSONAL PROTECTIVE EQUIPMENT TASK CHART

PROCEDURE	HAND WASHING	UTILITY GLOVES	BARRIER: GOWN/LAB COAT	EYEWEAR AND MASK
Use of any non-invasive equipment	X			
Caring for/examining students/staff without touching blood, body fluids, mucous membranes Ex: assist with mobility needs	X			
Caring for/examining students/staff including contact with blood, body fluids, mucous membranes Ex: diapering/toileting assistance, Feeding	X	X	If splattering is likely	If splattering is likely
Giving personal care to students/staff with open wounds, incontinency Ex: students with uncontrolled Drooling; students with self-injurious behaviors resulting in bleeding or open wounds; Trach care, tube feeding	X	X	If splattering or smearing is likely	If splattering is likely
Interventions for aggressive students	X	X	If splattering or smearing is likely	If splattering is likely
Handling animal tissue and blood products	X	X	If splattering is likely	If splattering is likely
Handling soiled waste, linen, other materials	X	X	If splattering is likely	If splattering is likely
Cleaning up spills of urine, fecal matter, or vomit	X	X	If splattering is likely	If splattering is likely
Facility cleaning and maintenance of contaminated area	X	X	If splattering is likely	If splattering is likely

General Guidelines:

- Gloves should be disposed of after each use.
- Gloves do not replace the need for hand washing after contact.
- Clothing that becomes soiled should be removed, cleaned or disposed of as soon as possible after incident.

EMPLOYEE EXPOSURE RISK CATEGORIES

CATEGORY	DEFINITION	PERSONAL PROTECTIVE EQUIPMENT	APPLICABLE JOB DESCRIPTIONS
CATEGORY I	<p>All employees in this category have potential occupational exposure to bloodborne pathogens. This category includes employees who perform procedures or other job-related tasks where there is the potential for mucous membranes or direct skin contact with blood, body fluids, or tissues, or situations where spills or splashes of these materials occur.</p> <p>Employees in this group receive: training in exposure control plan, access to personal protective equipment, immunization against Hepatitis B at time of hire.</p>	<p>Hand washing Gloves – disposable/utility Gown / Lab coat* Mask* Eyewear* CPR Mask*</p> <p>*As situation requires</p>	<p>School Nurses, Treatment Nurses, Health Technicians, Athletic Trainers</p> <p>Special Education Staff who: Diaper, feed, assist with toileting, assist with mobility needs, assist students with self-injurious behaviors, assist students with behavior disorders who are prone to injuring self or others, assist with personal hygiene.</p> <p>Bus Drivers and Paras who: Assist students with mobility needs, assist students with self-injurious behaviors, assist students with behavior disorders who are prone to injuring self and others, assist students who do not have control of bodily fluids. (example: drool)</p> <p>Campus Supervisors, Coaches</p>
CATEGORY II	<p>Employees in this category have potential occupational exposure to bloodborne pathogens. This category includes employees who do not routinely perform procedures that would expose them to blood, body fluids, or tissues, but whose conditions of employment may cause them to perform tasks that occasionally put them at risk.</p> <p>Employees in this group receive: training in exposure control plan, access to personal protective equipment, immunization per exposure control plan as needed in the event of exposure.</p>	<p>Hand washing Gloves - disposable</p>	<p>Administrators Secretaries Custodial Staff Nutrition Services Staff Non-Instructional Technicians Maintenance Staff Distribution Center Staff Transportation Staff not transporting students as described above General Education Teachers All Substitute Teachers</p>

**LPS DEPARTMENT OF STUDENT SERVICES
HEALTH SERVICES**

1. The primary goal of Health Services is to promote the education of students in a safe healthy environment.
We accomplish this by:
 - Health screening and immunization monitoring
 - Preventing the spread of infection
 - Providing nursing care and consultation for conditions as needed to promote optimal experiences for all students
 - Promote comprehensive and appropriate health education
 - Provide a system for dealing with crisis medical situations

2. Staffing for Health Services includes School Nurses, Health Technicians and treatment nurses.
 - School Nurses manage the Health Office and may be assigned to several schools
 - Health Technicians are non-licensed employees who have CPR/AED and first aid training. They also have training in Medication Administration.
 - Treatment nurses are RN's or LPN's who are employed to care for students with specific medical needs when the school nurse cannot be in the building.
 - Each Health Office is staffed daily by a Health Technician. The school nurse may be in the Health Office one to three days a week. The high schools have full time School Nurses. Treatment nurses travel from building to building depending on the needs of the students. Some students have a one-on-one treatment nurse with them every day.

3. Services of Health Offices can be multiple.
 - Administering medications
 1. daily
 2. As needed
 3. formulary-school supplied acetaminophen or ibuprofen with parent written consent
 - First aid for injuries and illnesses
 - Screening for vision and hearing and other concerns
 - Nursing care and planning for care of students with medical conditions such as asthma, diabetes, severe allergies, and seizures.
 - Health education

4. **What do substitute teachers need to know?**

- Check class list/notes from teacher for students with medical concerns such as diabetes, asthma or severe allergies
- Check for students who need to report to the Health Office for medications at a given time. This frequently is around lunchtime, but not always.
- There is usually a procedure to follow to send a student to the Health Office—i.e. nurse pass or a phone call
- All injuries need to be sent to the Health Office and you may be asked to complete a Student Accident Report form. This needs to be completed and signed before you leave for the day, as it is difficult to contact you the next day.
- Planning for field trips must include the Health Office. A first aide bag will be sent with the teacher. If a student needs to take a medication while on the field trip the teacher must sign out the medication and then must sign the empty container or the inhaler back in to the Health Office when returning from the field trip. If the student has a need for a nursing procedure to be done while on the field trip the Health Office must be notified several days in advance to schedule the appropriate staff to provide the procedure.
- **DON'T TOUCH ANYBODIES BLOOD!!!** If you do have an exposure to any body fluid wash the area immediately and report to the Health Office for evaluation and assistance. There should be gloves in the classroom for your use if needed. Do not attempt to clean up any body spill. Call the main office for custodial help and call the Health Office for help with the student.
- Contact the Health Office if you have any questions about a student's physical complaint or actions.

Rights & Obligations under the Nebraska Workers' Compensation Law



What is workers' compensation?

Workers' compensation in Nebraska is designed to provide certain benefits to employees who sustain injury by accident or occupational disease arising out of and in the course of their employment, and who are not willfully negligent at the time of the injury.

It should not be confused with unemployment compensation, Social Security disability benefits, health and accident insurance, or other disability benefit plans provided by the employer.

The Nebraska Workers' Compensation Act, found at *Section 48-101 to Section 48-1,118 of the Nebraska Revised Statutes*, is the exclusive remedy of the injured employee if the employer has satisfied its legal obligation to secure payment of compensation under the act. Typically this is done by obtaining a workers' compensation insurance policy. In exchange for the right to receive workers' compensation benefits from the employer, an employee forfeits his or her right to file a civil action against the employer for damages for work-related injuries or illnesses.

Who is covered by the workers' compensation law?

The Nebraska Workers' Compensation Act applies to the State of Nebraska, to every governmental agency created by it, and to every employer in the state employing one or more employees in the regular trade, business, profession, or vocation of the employer. Thus, virtually all employees are covered by the workers' compensation law including employees of private industry, state and local government, part-time employees, minors, and employees of charitable organizations.

There are a few exceptions:

- (1) Federal employees, railroad employees, most volunteers, and independent contractors are not covered under the Nebraska Workers' Compensation Act.
- (2) Household domestic servants and some employees of agricultural operations are covered under the Nebraska Workers' Compensation Act only if the employer elects to provide worker's compensation insurance for them.

Employers engaged in an agricultural operation are exempt from providing workers' compensation insurance coverage if they employ only related employees. Agricultural employers who employ unrelated employees are also exempt unless in a calendar year they employ 10 or more unrelated, full-time employees, on each working day for 13 calendar weeks (consecutive or not). The act applies to an employer 30 days after the 13th week. An employer exempt from the act may elect to provide workers' compensation coverage for its employees. Every exempt employer who does not elect to provide workers' compensation insurance coverage must give all employees written notice at the time of hiring or at any time more than 30 calendar days prior to the time of injury that they will not be covered by the act, that they will not be compensated under the act if they are injured on the job or suffer an occupational disease, and that they should plan accordingly. Failure to provide this notice subjects an employer to liability under the act for any unrelated employee to whom such notice was not given.

- (3) Self-employed individuals, sole proprietors, partners, and limited liability company members who are actually engaged in the business on a substantially full-time basis may elect to be covered under the

Nebraska Workers' Compensation Act. To elect coverage such a person must file a written election with the insurer from whom workers' compensation insurance coverage is obtained.

- (4) Executive officers of Nebraska corporations who own 25 percent or more of the corporation's common stock are not considered employees of the corporation under the Nebraska Workers' Compensation Act unless they elect to be covered. To elect coverage, a corporate officer must file such election in writing with the workers' compensation insurer and the corporate secretary (not with the court).
- (5) Executive officers of Nebraska nonprofit corporations who receive annual compensation of \$1,000.00 or less from the corporation are not considered employees of the corporation under the Nebraska Workers' Compensation Act unless they elect to be covered. To elect coverage such officers must file a written election with the workers' compensation insurer and the corporate secretary (not with the court).

When is an employee entitled to Nebraska workers' compensation benefits?

An injured employee who is covered by the Nebraska Workers' Compensation Act may obtain benefits if:

- (1) the injury was caused by an accident or disease that arose out of and in the course of his or her employment;
- (2) the employee was not willfully negligent at the time of the injury;
- (3) the employment was in the usual course of the trade, business, profession, or occupation of the employer;
and
- (4) the injury occurred in Nebraska; or

the employer was performing work in Nebraska or the employment was principally localized within this state, whether or not the injury occurred in Nebraska; or

the contract of hire was made in Nebraska and the employer was engaged in business or performing work in Nebraska, whether or not the injury occurred in Nebraska.

If an employee dies as a result of a work-related injury, the employee's dependents may also be entitled to benefits under the act.

To what benefits is an employee entitled?

A. Medical Benefits

The employer/insurer is liable for all reasonable medical and hospital services, appliances, prescribed drugs, prosthetic devices, and other supplies that are necessary as the result of a work-related injury. Expenses for medical travel may be paid in some instances.

There are rules about whether the employee or employer chooses the doctor. The employee has the right to select a physician who has maintained the medical records of the employee (or an immediate family member) when the employer notifies the employee of this right. If the employee does not have or does not choose such a physician, then the employer may select the physician. The initial choice of physician, when chosen by the employee or employer after the employer notifies the employee of the right to choose, can only be changed when both the employee and the employer agree on the change or the Nebraska Workers' Compensation Court orders the change. If the employer does not give proper notice to the employee regarding the right of selection, then the restrictions on changing physicians do not apply and the employee has the right to select any physician. The employee also may select a physician to perform a major surgical operation or in cases involving dismemberment. "Physician" means any person licensed to practice medicine and surgery, osteopathic medicine chiropractic, podiatry, or dentistry in the State of Nebraska or in the state in which the physician is practicing. Please refer to the court's pamphlet, *Choosing a Doctor for a Work-Related Injury*, for more detailed information.

An employer/insurer may request that a disabled employee submit to a medical examination by a doctor of its choice at the company's expense.

An employee or an employer may use the court's informal dispute resolution process or independent medical examiner system to try to resolve a disagreement over a medical issue.

An employee may be required to receive medical services under a managed care plan if the employer has given the employee proper notice about the plan.

If an employee unreasonably refuses medical treatment, his or her compensation may be reduced, limited, or suspended.

Expenses for medical care should be submitted to the employer or to the insurer for payment.

B. Indemnity (Wage Loss) Benefits

Benefits are paid at the same interval as wages were paid at the time of the injury. Payments must be sent directly to the person entitled to compensation or his or her designated representative except where there is an attorney's lien or where child support is due. Benefits are not taxable and not assignable to another person.

Compensation benefits begin on the eighth calendar day of disability due to the injury. Compensation for the first seven days of disability is not paid unless the employee's disability lasts six weeks or more. The first day of disability is included in the seven-day waiting period and a partial day of disability is considered a full calendar day for purposes of the waiting period. The days of disability need not be consecutive. Time lost from work for less than a day to seek medical care, including physical or medical rehabilitation, is compensated as temporary partial disability.

1. Total Disability Benefits

Benefits may be either:

- (a) temporary total disability; or,
- (b) permanent total disability.

Total disability entitles the employee to two-thirds of his or her average weekly wage, subject to the maximum and minimum per week, for as long as the physician indicates the employee remains unable to work as a result of the injury.

2. Partial Disability Benefits

Benefits may be either:

- (a) temporary partial; or,
- (b) permanent partial loss of a member; or,
- (c) permanent partial to the body as a whole.

Temporary Partial Benefits. Benefits are paid when the employee is able to return to work but under limited circumstances such as for a few hours a day or at a job which pays less than the job held at the time of the injury. Temporary partial benefits are paid during the period of partial disability, but not beyond 300 weeks. Temporary partial benefits are paid at the rate of two-thirds of the difference between the wages received at the time of the injury and the earning power of the employee thereafter subject to the maximum per week.

Permanent Partial Loss of a Member Benefits. Benefits are paid for the loss or loss of use of a body part such as a leg or hand based upon the statutory value of the various body parts. Benefits are paid at the rate of two-thirds of the employee's average weekly wage, subject to the maximum and minimum per week,

times the number of weeks of compensation set out in the statutory schedule for the body part or percentage of loss thereof. The total loss or loss of use of two members in one accident is considered total and permanent disability.

Permanent Partial to the Body as a Whole. Benefits are paid for permanent disability resulting from the injury at a rate calculated upon the percentage of disability suffered times two-thirds of the employee's average weekly wage, subject to the maximum per week. Benefits are limited to a maximum of 300 weeks less the number of weeks of temporary and permanent disability previously received.

3. Death Benefits

If the injury results in the death of the employee, the widow/widower is paid death benefits for his or her life or until remarriage. Upon remarriage, the widow/widower receives two years benefits in a lump sum. Benefits are calculated at 66 2/3 percent of the employee's average weekly wage at the time of the injury if there are no children, and at 75 percent if there are children, subject to the maximum and minimum per week. Children are entitled to a percentage of the death benefit until they reach age 19, or age 25 if enrolled full time at an accredited educational institution, or until the end of actual dependency. Additionally, burial expenses up to a maximum of \$6,000.00 are paid.

C. Vocational Rehabilitation Benefits

When, as a result of an injury covered under the Nebraska Workers' Compensation Act, an employee is unable to return to suitable employment for which he or she has previous training or work experience, the employee is entitled to vocational rehabilitation services. These services are voluntary and, if not offered by the employer/insurer, the employee can request vocational rehabilitation services. If the parties are unable to agree on the choice of a vocational rehabilitation counselor, the parties can request the court's Vocational Rehabilitation Section to appoint a vocational rehabilitation counselor. If it is determined that the employee will need services, the vocational rehabilitation counselor can submit a plan of vocational rehabilitation services to the court for approval. The employer/insurer pays temporary disability benefits while the employee participates and makes satisfactory progress in the plan. The fee for evaluation and for the development and implementation of the plan will be paid by the employer/insurer. The Workers' Compensation Trust Fund, which is administered by the court, pays for the costs of the vocational rehabilitation plan. Questions concerning vocational rehabilitation services may be directed to a vocational rehabilitation specialist at the court.

What are Second Injury Benefits?

Second injury benefit payments are limited to injuries that occurred before December 1, 1997. To qualify for second injury benefits, an employee must have a prior serious disability documented by the employer through written records when the employee is hired or retained in the employment. If a subsequent injury produces a greater disability than that which would have resulted from the last injury alone, a special trust fund administered by the court will pay for the increased disability and the employer will pay only for the last injury.

How are workers' compensation benefits obtained?

An employee should notify his or her employer immediately of any work-related injury or occupational disease. The employee also should inform the treating physician that it is a work-related injury so that the doctor may comply with the statutory requirement to file a first treatment medical report with the employer/insurer. The employee also should submit charges for medical treatment to the employer/insurer so that they can be promptly paid.

Can an employee obtain the name of the employer's workers' compensation insurer?

This information can be obtained by contacting the employer or the court. Insurance companies are required to report to the court each policy of workers' compensation insurance they issue and are subject to penalties for failure to report.

What should an employer do after receiving notice of an on-the-job injury?

The employer should notify its workers' compensation insurer of the injury or occupational disease and either the employer or the insurer should file a First Report of Alleged Occupational Injury or Illness with the court within seven days of the date of the notice of injury (within 48 hours in the event of a death). The injured employee is not responsible for filing this report.

The insurer investigates the claim and, generally, should begin making compensation payments for lost wages (indemnity) and medical expenses within 30 days of notice of the injury. However, payment of benefits may be delayed if liability for the claim is disputed.

May an employer use the services of a managed care plan?

An employer may use the services of a managed care plan that has been certified by the court. However, an employer may not contract directly with a certified managed care plan unless the employer has been approved as a self-insurer by the court. Other employers may use the services of a certified managed care plan that has contracted with the employer's workers' compensation insurer or intergovernmental risk management pool. Only a plan that has been certified by the court may be used for workers' compensation purposes in Nebraska. When a certified managed care plan is used, the employer must give full notice to each covered employee about how to receive services and the rights of the employee under the plan.

How long does it take to receive compensation after the injury is reported?

The amount of time varies with employers and insurers. However, in certain circumstances, a 50 percent penalty may be added for waiting time if payment is not made within 30 days of the notice of injury. This requires a determination that there is no reasonable dispute regarding the employee's claim for benefits. This determination is generally made by a judge of the court after a hearing on the matter. Waiting-time penalties also apply when there is a failure to pay compensation after 30 days from the entry of a final order, award or judgment of the court.

When are permanent disability benefits paid?

After the employee has been released from medical treatment and is able to return to work, if the medical evidence indicates that the employee has suffered permanent disability due to the injury, the employee is entitled to payment for the degree of permanent disability sustained.

The employer/insurer may offer payment in a one-time lump sum, or over a period of weeks. A lump sum settlement must be approved by the court in order to be binding on the parties and terminate the employee's right to any further benefits. A settlement may provide for payment of future medical expenses incurred by the employee if all the parties agree. If permanent disability benefits are paid over a number of weeks without a lump sum settlement, a claim for benefits due to increased disability or further medical treatment may be made at any time within two years of the date of last payment of compensation.

What may an employee do if the employer/insurer does not pay benefits?

The employee may contact the Nebraska Workers' Compensation Court by calling either 800-599-5155 or 402-471-6468. A public information specialist will discuss the situation with the employee and refer him or her for further assistance when it is appropriate. The staff of the court may not provide legal advice or offer a legal opinion.

Any person involved in a workers' compensation claim may request informal dispute resolution to help settle an issue or an entire case without the need for a formal hearing. Neutral mediators can help people resolve their disputes and reach agreements. To request informal dispute resolution, write to the Nebraska Workers' Compensation Court Mediation Coordinator, P.O. Box 98908, Lincoln NE 68509-8908.

The employee may file a petition (lawsuit) with the Nebraska Workers' Compensation Court. Petition forms may be obtained from the Clerk of the Court. The employee may represent himself or herself, or may be represented by an attorney.

A petition must be filed within two years of the date of the accident or the date of last payment of compensation (either medical or indemnity payments) made, or the claim for compensation may be barred by the Statute of Limitations.

Upon receipt of the petition, the court will notify the employer/insurer by summons. The employer/insurer is given 14 days to file an answer. A hearing date then is set. The hearing is held in the county where the injury occurred or in any other county upon which the parties agree.

At the hearing, a judge of the Nebraska Workers' Compensation Court will hear the case and then make a written decision that will be mailed to all parties.

If either party does not agree with the decision, an Application for Review may be filed within 14 days of the date of the decision. A three-judge panel will review the case and make a decision. If either party does not agree with the decision, it may be appealed to the Court of Appeals or in some cases to the Supreme Court of the State of Nebraska.

How may an employer comply with the statutory requirement that workers' compensation coverage be provided?

Under the Nebraska Workers' Compensation Act, there are only three methods by which employers may fulfill their obligation to secure payment of compensation:

- (1) by purchasing a policy of workers' compensation insurance from a private insurer licensed by the Nebraska Department of Insurance to write workers' compensation insurance;
- (2) by applying to the Nebraska Workers' Compensation Court and obtaining the court's authorization to self-insure; or,
- (3) in the case of an employer who is a lessor of one or more commercial motor vehicles leased to a self-insured motor carrier with its principal place of business in Nebraska, by entering into an effective agreement with the self-insured motor carrier that such carrier will pay workers' compensation benefits to an injured driver. This method will only satisfy the employer's obligation with respect to drivers. Any obligation with respect to other employees must be satisfied under one of the first two methods.

Who may be self-insured?

Employers who satisfy certain requirements and have been approved by the court may self-insure. The employer must be a corporation or political subdivision, with a minimum of five years in business under the present organizational structure, have a minimum of 100 employees, a strong financial base, and a positive program for safety. Once approved, a self-insurer must file a surety bond and excess insurance with the court. Any employer not approved by the court must carry a policy of workers' compensation insurance, or otherwise secure the payment of compensation as required by law.

What are the penalties for an employer's failure to provide workers' compensation insurance coverage?

Any one or more of the following penalties may be applied:

- (1) a fine not to exceed \$1,000.00 for each violation. Each day of continued failure to secure coverage constitutes a separate violation;
- (2) imprisonment for not more than one year;
- (3) enjoinder from doing business in Nebraska until compliance is secured.

Also, an injured employee may sue the employer for damages in district court, and the employer will lose its common law defenses.

This information sheet has been prepared by the Nebraska Workers' Compensation Court to answer some of the commonly asked questions concerning workers' compensation. Further inquiries should be directed to:

**Nebraska Workers' Compensation Court
P.O. Box 98908
Lincoln, NE 68509-8908**

800-599-5155 or 402-471-6468

<http://www.wcc.ne.gov/>

Revised April 2010

RELEASE TO RETURN TO WORK FOR WORKERS' COMPENSATION
Risk Management Department
Lincoln Public Schools

Phone: 402-436-1760
402-436-1767
Fax: 402-436-1620

This form must be presented to and approved by Risk Management prior to the employee being allowed to return to work. Employees who are injured on the job and have received medical treatment must have this form completed by their treating physician.

Employee Name

Position

Building Name

TO BE COMPLETED BY PHYSICIAN

Please complete the following information related to the work status of the above-named employee to return to work. If you have questions regarding the above, call LPS Risk Management. "As tolerated" is NOT acceptable.

Date of Injury/Incident: _____ **Absence Date(s):** _____ through _____

Type of Treatment or Diagnosis: _____

Regarding Returning to Work:

Patient released to **full duty with no restrictions** Yes Date: _____

Patient released to **modified duty with the following restrictions** (check all that apply):

Start Date: _____ End Date: _____

- Sedentary Work** - lifting 10 lbs. maximum and occasionally lifting and/or carrying such articles as books, papers, etc.
- Light Work** - lifting 20 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.
- Light Medium Work** - lifting 35 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 18 lbs.
- Medium Work** - lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Light Heavy Work** - lifting 75 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 38 lbs.
- Heavy Work** - lifting 100 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.
- Not Able to Return to Work** - Start Date: _____ End Date: _____

Other Specific Restrictions: _____

Patient is able to:

- Bend: Occasional Frequent Constant
- Squat: Occasional Frequent Constant
- Climb Stairs: Occasional Frequent Constant
- Climb Ladders: Occasional Frequent Constant
- Twist at Trunk: Occasional Frequent Constant
- Reach Forward: Occasional Frequent Constant
- Reach Overhead: Occasional Frequent Constant
- Kneel: Occasional Frequent Constant

In an 8-hour day, patient may:

- Stand/Walk: 1-3 hours 3-5 hours 5-8 hours
- Sit: 1-3 hours 3-5 hours 5-8 hours
- Drive: 1-3 hours 3-5 hours 5-8 hours

May use hands for repetitive activity:

- Simple Grasping: Yes No
- Pushing/Pulling: Yes No
- Fine Manipulation: Yes No

May use foot/feet to operate controls: Yes No

Physician Signature

Physician Printed/Typed Name

Name of Provider Office Printed/Typed

Date

**RELEASE TO RETURN TO WORK
(EXCLUDING WORKERS' COMPENSATION)**
Human Resources Department
Lincoln Public Schools

Phone: 402-436-1759
Fax: 402-436-1620

Lincoln Public Schools employees who have surgery (regardless of when); have an accident resulting in injury and treatment; have a major health issue such as heart attack; stroke; loss of consciousness; etc.; or a major illness; are to have this form completed by the treating physician prior to returning to work. **The form must be presented to Human Resources at least one week prior to expected return. Human Resources must approve the return to work prior to the employee being allowed to return to work.**

Employee Name _____

Position _____ Building Name _____

TO BE COMPLETED BY PHYSICIAN: Please complete the following information related to the work status of the above-named employee to return to work. If you have questions regarding the above, call LPS Risk Management. "As tolerated" is NOT acceptable.

Date of surgery/incident: _____ Absence Date(s): _____

Type of surgery/treatment or diagnosis: _____

Date released to work: If not released from care, date of expected release: _____

Regarding Returning to Work:

Patient released to full duty with no restrictions Yes Date: _____

Patient released to modified duty with the following restrictions (check all below that apply):

Start Date: _____ End Date: _____

COMPLETE BELOW ONLY IF RESTRICTIONS

- Sedentary Work - lifting 10 lbs. maximum and occasionally lifting and/or carrying such articles as books, papers, etc.
- Light Work - lifting 20 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.
- Light Medium Work - lifting 35 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 18 lbs.
- Medium Work - lifting 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Light Heavy Work - lifting 75 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 38 lbs.
- Heavy Work - lifting 100 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.

Other Specific Restrictions: _____

Patient is able to:			
Bend:	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequent	<input type="checkbox"/> Constant
Squat:	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequent	<input type="checkbox"/> Constant
Climb Stairs:	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequent	<input type="checkbox"/> Constant
Climb Ladders:	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequent	<input type="checkbox"/> Constant
Twist at Trunk:	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequent	<input type="checkbox"/> Constant
Reach Overhead:	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequent	<input type="checkbox"/> Constant
Kneel:	<input type="checkbox"/> Occasional	<input type="checkbox"/> Frequent	<input type="checkbox"/> Constant

In an 8-hour day, patient may:			
Stand/Walk:	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hours	<input type="checkbox"/> 3-5 hours <input type="checkbox"/> 5-8 hours
Sit:	<input type="checkbox"/> 1-3 hours	<input type="checkbox"/> 3-5 hours	<input type="checkbox"/> 5-8 hours
Drive:	<input type="checkbox"/> 1-3 hours	<input type="checkbox"/> 3-5 hours	<input type="checkbox"/> 5-8 hours
May use hands for repetitive activity:			
Simple Grasping:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Pushing/Pulling:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Fine Manipulation:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
May use foot/feet to operate controls: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Physician Signature _____

Physician Typed/Printed Name: _____ Date _____

HUMAN RESOURCES USE ONLY

Date reviewed and approved for return to work: _____

Name of Supervisor notified: _____

Signature of Human Resources Supervisor approving return to work: _____