

Leading, Appraising and Selecting Classified Staff

*Presented by
Human Resources Department*

What Does HR Do?



Introductions

Human Resources Department

Benefits, HCRT, ADA

- Kyla Jensby, Employee Benefits Specialist
- Laurie Oxley, Employee Benefits Specialist
- Marla Styles, HR Specialist, ADA Coordinator, HCRT
- Kim Miller, Director of Risk Management, HCRT

HR Supervisors

- Dr. Nicole Regan, Secondary Certificated
- Dr. Kay Byers, Elementary Certificated
- Dr. Eric Weber, Administrators
- Genelle Moore, Various Building Technicians, Coaches
- Kevin Johnston, Transportation, Custodial, Nutrition Services, Office
- Marla Styles, Paras
- Robbie Seybert, LPSDO Technicians
- Jessi Stilwagon, Building Technicians

Family & Medical Leave Act (FMLA)

Eligible employees can take up to 12 weeks of job-protected leave for the following:

- Birth/adoption/foster care placement
- Care for a spouse, son/daughter or parent with a serious health condition
- The employee's serious health condition
- A qualified exigency for covered military member on active duty or to care for the service member with a serious illness or injury if next of kin

A serious health condition includes a period of incapacity requiring absence of more than **three calendar days** from work that involves continuing treatment by (or under the supervisor of) a health care provider; also maternity, chronic conditions such as diabetes, asthma and also Alzheimer's, stroke, chemotherapy, etc.

FMLA (Cont.)

- **FMLA can be used intermittently. (Tracking intermittent FMLA can be a challenge!)**
- Employees must use *appropriate* paid leave prior to using unpaid FMLA.
- **Paid leave (and if paid leave is exhausted), unpaid leave runs concurrently with FMLA, including:**
 - **Workers' comp absences, sick leave, annual leave, vacation, etc.**
- Employees must have worked at least 12 months and 1,250 hours in the previous 12 months to be eligible for FMLA.

FMLA (Cont.)

- Contact Human Resources if an employee you supervise is gone more than a few days for a serious health condition OR if the employee has been hospitalized.
- HR is required by federal law to send appropriate FMLA notices to the employee and will notify Payroll to 'code' the leave as FMLA.
- E-mail kjensby@lps.org or loxley@lps.org or call 402-436-1593 or 402-436-1595.

Americans with Disabilities Act (ADA)

- Coverage under ADA requires the employee to have a physical or mental impairment that substantially limits one or more major life activities. This includes persons with a record of having such an impairment or those who are regarded as (treated as though they do) having an impairment.
 - Employee must be able to perform the essential functions of their position with or without accommodations.
 - May also apply to an applicant. Important to have applicants review job description (including essential physical functions).

ADA (Cont.)

- In making a request for an accommodation, the individual may not mention ADA or the phrase “reasonable accommodation”.
 - May use plain language e.g., mention an illness when discussing their positions and possible changes.
 - When discussing job performance concerns, may use an illness or permanent restriction as justification.
- Concern may be shared with or shift from HCRT, thus the importance of notification.

ADA (Cont.)

- ADA Coordinator will engage the interactive process to clarify what the individual needs and identify the appropriate reasonable accommodation for employees with disabilities. This will not include eliminating or reassigning essential functions of the position.
- Medical documentation may be needed as additional support for accommodation request.
- The appropriate supervisors (including Human Resources) will be included in the interactive process.

Health Care Response Team (HCRT)

- The purpose of the Health Care Response Team (HCRT) is to review information regarding employees' physical or mental conditions which might negatively impact their ability to perform the essential functions of their position.
- The HCRT is composed of the Director of Risk Management, the Americans with Disabilities Act (ADA) Coordinator, the appropriate Human Resources supervisor and other members as deemed necessary by the Associate Superintendent for Human Resources or designee.
- If an employee is a qualified individual with a disability within the meaning of the ADA, the ADA requires his or her employer to make reasonable accommodations, barring undue hardship. The HCRT process fulfills the recommended interactive process.

HCRT (Cont.)

- The Director of Risk Management or the ADA Coordinator will make the determination of when it is necessary to convene all or part of the HCRT. The HCRT performs the following:
 - Review existing documentation.
 - Collect additional or new information.
 - Analyze information.
 - Confer with employee, supervisors and appropriate experts.
 - Evaluate the information provided compared to the essential functions and duties of the current assignment.
 - Provide summary information to the Associate Superintendent for Human Resources or designee regarding the employee's ability to perform the essential functions of the position with or without reasonable accommodations.

HCRT (Cont.)

When to contact Risk Management:

- Employee asks for assistance, can't do or is avoiding performing an essential function of their position
- Employee mentions cancer, hospitalization or mental health issues
- Employee has surgery or medical procedure
- Employee is on crutches, in a sling, boot or brace
- Employee has multiple absences relating to a medical issue

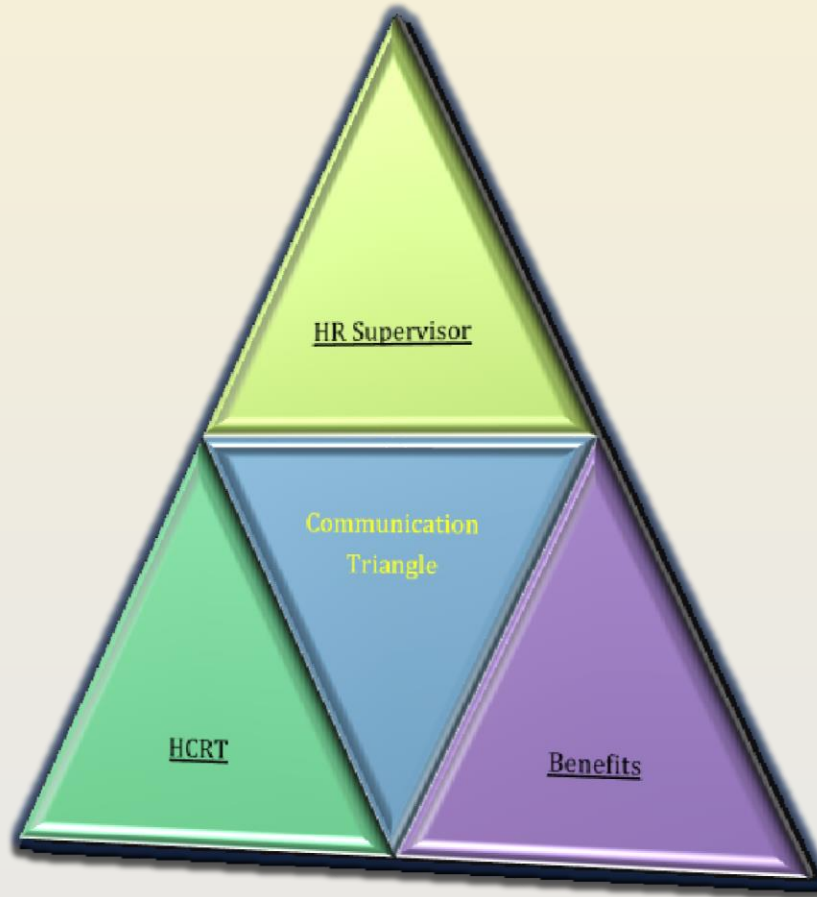
Workers' Compensation

- The District is self-insured for workers' compensation
 - Handles all claims in-house – no outside TPA/insurance company
 - All information is confidential and separate from personnel file
- What Does Workers' Compensation Cover
 - All costs of an approved claim related to an injury or occupational disease
 - Doctor, hospital, pharmacy, chiropractor, therapy, radiology and any approved lost time from work
- Report any injury/occupational disease to your supervisor and Risk Management immediately
 - Complete the appropriate, required paperwork
 - Complete the Declination of Treatment form if you do not miss work and are not seeking medical attention

Workers' Compensation (Cont.)

- Blood Borne Injuries (transmission of body fluids, scratches, bites, etc)
 - Complete the appropriate, required paperwork
 - Treatment at designated treatment facility only
- If you receive medical treatment and/or miss any work, you must have a Release to Return to Work completed by your treating physician. You should not be at work without this form.
- If the form lists restrictions, you and your supervisor will review the restrictions. Your supervisor will contact Risk Management prior to your return to work to discuss any modified duty due to restrictions. LPS **does** allow employees to return to work in a modified duty capacity.
- If the claim is approved, enter related absences as WC in TAS.
- Do not use your health insurance prescription card for wc prescriptions.

Communication on FMLA, HCRT, or ADA issues



Classified Employee Groups

- Office Professionals
 - Paraeducators
 - Custodians
- Nutrition Services
 - Transportation
- Facilities and Maintenance
 - Technicians

Handbooks & Agreements

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Human Resources


[Who We Are](#)[Employment Verification](#)[Employment Opportunities](#)[Benefits](#)[Handbooks/Agreements](#)[Publications](#)[Substitutes](#)[Risk Management](#)[ProCom](#)


Handbooks/Agreements

Employee Handbooks

[Administrative Employment Guidelines](#) 
(Revised January 2017)








[Certificated Personnel Handbook](#)
 (Revised January 2017)

[Hourly Employee Handbook](#)
 (Revised January 2017)

[Substitute Teacher](#)
 (Revised August 2016)

[Classified Employee Handbook](#)
 (Revised January 2017)

Addendums to the Classified Handbooks
(Revised January 2017)

- [Office](#) 
- [Paraeducator](#) 
- [Custodial](#) 
- [Nutrition Services](#) 
- [Maintenance](#) 
- [Transportation](#) 
- [Technician](#) 

Mentor Handbooks

- [Mentor for Highly Gifted Students Handbook](#)

Employee Agreements

Certificated Agreement

[Professional Agreement Between the Lincoln Public Schools and The Lincoln Education Association 2016-2017 and 2017-2018](#) 

Classified Agreements

- [2016-2018 Office](#) 
- [2016-2018 Paraeducator](#) 
- [2016-2018 Custodial](#) 
- [2016-2018 Nutrition Services](#) 
- [2016-2018 Maintenance](#) 
- [2016-2018 Transportation](#) 
- [2016-2018 Technician Salary/Benefits Summary](#) 

16-18 Salary Schedules

- [2016-2018 Administrator](#) 
- [2016-2018 Teacher](#) 
- [2016-2018 Office](#) 
- [2016-2018 Paraeducator](#) 
- [2016-2018 Custodial](#) 
- [2016-2018 Nutrition Services](#) 
- [2016-2018 Maintenance](#) 
- [2016-2018 Transportation](#) 
- [2016-2018 Technician](#) 
- [2016-2017 Substitute/Hourly Rates](#) 
- [2017-2018 Substitute/Hourly Rates](#) 



**Lincoln Public Schools
2017-18 Classified Employee
Benefit Summary**

Group	District Health Insurance Contribution	Sick Leave & Sell Back	Special Leave	Emergency Leave	Vacation Leave/ Accumulation	Service Stipend
Technicians	E \$581.88 E+C \$808.66 E+S \$915.05 E+C+S \$1,211.27 Couple + 409.00	9 - 11 Days 1 work year accumulation 10-14 years \$4/Hour 15-19 years \$5/Hour 20+ years \$6/Hour	2 Days ¹ After 8 years	3 Days ¹	0-5 Years: 16 Days 6-10 Years: 18 Days 11-15 Years: 19 Days 16-20 Years: 20 Days 21+ Years: 21 Days Max 2* annual allotment	10 years - \$ 30 15+ years - \$ 55
Office	E \$558.88 E+C \$808.66 E+S \$915.05 E+C+S \$1,211.27 Couple + \$250.00	7 - 9 Days 1 work year accumulation 10-14 years \$4/Hour 15-19 years \$5/Hour 20+ years \$6/Hour	2 Days ¹ Upon Hire Plus 2 Days ¹ After 8 years	1 Day ¹	0-5 Years: 12 Days 6-10 Years: 15 Days 11-15 Years: 18 Days 16-20 Years: 20 Days 21+ Years: 21 Days Max 2* annual allotment	5 years - \$ 55 10 years - \$ 80 15 years - \$ 85 20 years - \$ 90 25+ years - \$ 95
Paraeducators	E \$566.88 E+C \$808.66 E+S \$915.05 E+C+S \$1,211.27 Couple + 379.00	10 Days 1 work year accumulation 10-14 years \$4/Hour 15-19 years \$5/Hour 20+ years \$6/Hour	2 Days ¹ Upon Hire Plus 2 Days ¹ After 8 years	None	None	1 year - \$ 65 2 years - \$ 10 3 years - \$ 20 5 years - \$ 45 10 years - \$ 65 15 years - \$ 70 20 years - \$ 75 25+ years - \$ 80
Maintenance	E \$537.99 - \$450.01 HDHP E+C \$756.33 - \$748.73 HDHP E+S \$455.82 - \$447.19 HDHP E+C+S \$1,132.19 - \$1,120.60 HDHP Couple + 379.00 - \$42.52 HDHP 2017-2018 rates not listed yet	9 Days 1 work year accumulation 10-14 years \$4/Hour 15-19 years \$5/Hour 20+ years \$6/Hour	2 Days ¹ After 8 years	3 Days ¹	0-5 Years: 12 Days 6-10 Years: 15 Days 11-15 Years: 18 Days 16-20 Years: 20 Days 21+ Years: 21 Days Max 2* annual allotment	None
Nutrition Services	E \$556.88 E+C \$808.66 E+S \$915.05 E+C+S \$1,211.27 Couple + \$359.00	9 Days 1 work year accumulation 10-14 years \$4/Hour 15-19 years \$5/Hour 20+ years \$6/Hour	2 Days Upon Hire Plus 2 Days After 8 years Full pay if not used	None	None	(2 years \$ 20-PSWI only) 3 years - \$ 25 5 years - \$ 30 10 years - \$ 35 15 years - \$ 40 20 years - \$ 45 25 years - \$ 50 30+ years - \$ 55
Custodians	E \$556.88 E+C \$808.66 E+S \$915.05 E+C+S \$1,211.27 Couple + \$359.00	10 - 12 Days 1 work year accum. 10-14 years \$4/Hour 15-19 years \$5/Hour 20+ years \$6/Hour	2 Days ¹ Upon Hire Plus 2 Days ¹ After 8 years	None	0-5 Years: 12 Days 6-10 Years: 15 Days 11-15 Years: 18 Days 16-20 Years: 20 Days 21+ Years: 21 Days Max 2* annual allotment	3 years - \$ 25 5 years - \$ 30 10 years - \$ 35 15 years - \$ 40 20 years - \$ 45 25+ years - \$ 50
Transportation	E \$556.88 E+C \$808.66 E+S \$915.05 E+C+S \$1,211.27 Couple + \$359.00	Based upon hrs. worked 1392 hrs. accum. 10-14 years \$4/Hour 15-19 years \$5/Hour 20+ years \$6/Hour	2 8-Hour Days ¹ After 8 years Rolls into sick leave or full pay if not used	Based upon hrs. worked Maximum - 24 hrs. ²	None	2 years - \$ 10 5 years - \$ 20 10 years - \$ 25 15 years - \$ 30 20+ years - \$ 35

Notes:

¹ Unused leave rolls over into accumulated sick leave annually.

² Unused leave over 24 hour maximum rolls over into accumulated sick leave on a monthly basis.

Reminders...Recruit & Hire (Online Application System)

Human Resources Screening Results

Application	Docs	Interview	Reference	Background	HQ	Task	Screening	Contact
Screening Results								
<input type="checkbox"/> Screen Date	Screened By	Screen Type	Score	Comments				
<input type="checkbox"/> 07/19/2011	Jeff Gade	HR Interview - Support	Strong	High Responsibility and Kinesthetic, ba...				
<input type="checkbox"/> 06/23/2011	Cherry Cornell	Test - Clerical Assessment	Pass	Proofreading 71% Type 22wpm (100% accu...				
Remove Selected								Add Screening Result

Recruit & Hire Interview Results

Interviews							My Interview Calendar Subscription New	Manage Availability
Search <input type="text"/> <small>Start typing to search on candidate name, job title, or job posting id</small>								
<div> <div>Invited</div> <div>Accepted</div> <div>Declined</div> <div>Completed</div> </div> <div>Archived</div>								
<input type="checkbox"/> Candidate	Date	Type	Job	Internal	Invited <input type="checkbox"/>	Expires		
<input type="checkbox"/> Jamie Dimmitt	TBD	Building	Para, BD, 7 hrs/day	No	08/08/2012		Add Result	Edit
<input type="checkbox"/> Lindsay Redman	TBD	Building	Para, BD, 7 hrs/day	Yes	08/08/2012		Add Result	Edit
<input type="checkbox"/> Ryan Bergner	TBD	Building	Para, 1:1 BD 7 hrs	No	08/08/2012		Add Result	Edit
<input type="checkbox"/> Charity Ross	TBD	Building	Para, 1:1 BD 7 hrs	Yes	08/08/2012		Add Result	Edit
<input type="checkbox"/> Crystal Keithley	TBD	Building	Para, 1:1 BD 7 hrs	No	08/08/2012		Add Result	Edit
<input type="checkbox"/> Daniel Monroe	TBD	Building	Para, 1:1 BD 7 hrs	No	08/08/2012		Add Result	Edit
<input type="checkbox"/> Erica Bartz	TBD	Building	Para, 1:1 BD 7 hrs	No	08/08/2012		Add Result	Edit
<input type="checkbox"/> Sarah Herman	TBD	Building	Para, 1:1 Moderate, 6 hrs/day	No	08/08/2012		Add Result	Edit
<input type="checkbox"/> Wade Hood	TBD	Building	Paraeducator, General Positions for 2012-2013	No	08/31/2012		Add Result	Edit
<input type="checkbox"/> Tasha Brummet	TBD	Building	Paraeducator, General Positions for 2012-2013	No	08/31/2012		Add Result	Edit
<input type="checkbox"/> Elizabeth Dalton	TBD	Building	Para, General Instruction 6.75 hrs	Yes	08/31/2012		Add Result	Edit
<input type="checkbox"/> Brendan Brodersen	TBD	Building	Para, General Instruction 6.75 hrs	Yes	08/31/2012		Add Result	Edit
<input type="checkbox"/> Samatha Pelster	TBD	Building	Paraeducator, General Positions for 2012-2013	No	08/31/2012		Add Result	Edit
<input type="checkbox"/> Anna Schemm	TBD	Building	Paraeducator, General Positions for 2012-2013	No	08/31/2012		Add Result	Edit
<input type="checkbox"/> Natalie Derr	TBD	Building	Paraeducator, General Para Positions 2012-2013	No	09/18/2012		Add Result	Edit

Interview Results (continued)

Interview Result

Interview Details

Interviewer * [REDACTED]
Candidate * Jamie Dimmitt
Job Posting * Para, BD, 7 hrs/day
Interview Location * PARK MIDDLE SCHOOL
Date
Begin
End
Schedule Status No Response
Results Count 0 Results

Quick Links

[View Application \(Submitted:07/22/2012\)](#)
[View Current Profile \(Updated:09/15/2012\)](#)
[View Resume](#)

Interview Results

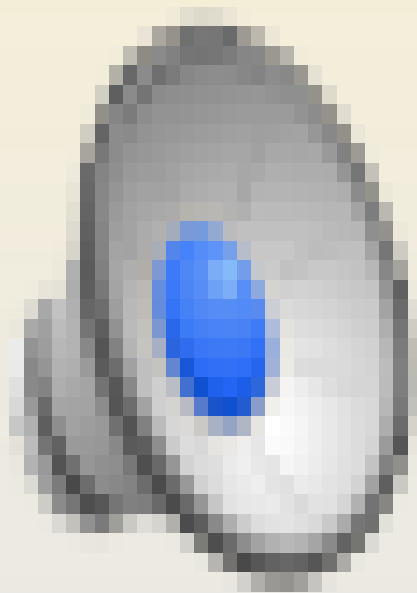
Your Rating

Your Recommendation

Your Comments to HR

Cancel

Save



Interviewing for Classified Staff



Conducting the Lawful Employment Interview & Interview Question Bank

Lincoln Public Schools
Department of Human Resources

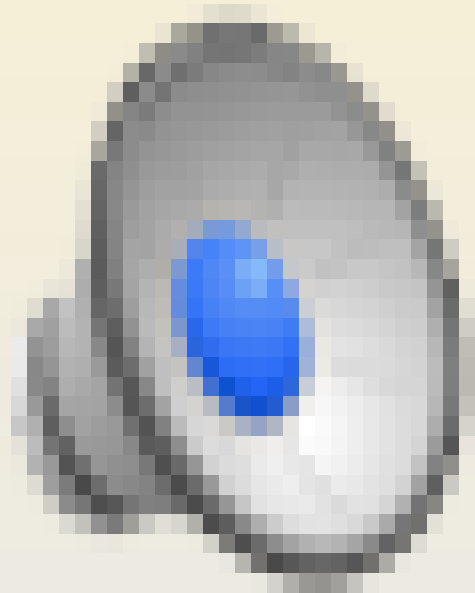


Link to Document

- [https://docushare.lps.org/docushare/dsweb/Get/Document-2362497/Conducting%20the%20Lawful%20Interview%20\(3\).pdf](https://docushare.lps.org/docushare/dsweb/Get/Document-2362497/Conducting%20the%20Lawful%20Interview%20(3).pdf)

Appraisals of Classified Staff

Importance of Appraisals



Classified Employee Handbook (Revised January 2017)

- Classified employees are to be appraised during the first year and every third year thereafter. At the discretion of the supervisor, the employee may be evaluated more often than this schedule. If an employee has not received an appraisal within the time frame described, one may be requested from his/her supervisor.
- The appraisal form for classified employees is attached in Appendix J. This form may be modified to accommodate specialized job positions within the district.
- At the discretion of the district, the evaluations may be completed, delivered and stored electronically.
- The appraisal schedule and format are subject to change at the discretion of the district.
- See also Board Policy 4960 – Appraisal

Expectation 1: Attendance/Punctuality

Is regular in attendance

Uses provided leave appropriately

Follows proper reporting procedures when reporting absences/late arrival

Is punctual to work and assigned duties

Works assigned hours and performs assigned duties *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rating Scale: D=Distinguished P=Proficient NI=Needs Improvement U=Unsatisfactory NA=Not Applicable to position.

Distinguished: Exceeds expectations

Proficient: Meets expectations

Needs Improvement: Attention to this item is necessary to meet expectations

Unsatisfactory: Considerably below expectations; requires immediate attention

- Policy 4640 Absences From Work
 - Regulations 4640.1-4640.9
- Policy 4740 Duties and Hours of Work –
Classified and Hourly Employees

Expectation 2: Appearance

Is professional in appearance, well-groomed, including personal hygiene, and dressed appropriately for assigned tasks *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Classified Employee Handbook Revised January 2017

Professional Attire

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain modest professional attire and grooming when on duty. As professionals, employees are expected to be aware of the standard to be maintained. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The school administration may establish more detailed guidelines for attire.

Expectation 3: Personal Fitness

Performs the essential physical functions of the job *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Policy 4910 – Employee Fitness for Duty
- Policy 4920 – Employee Health Issues
 - Regulation 4920.1 - Communicable or Infectious Disease
 - Regulation 4920.2 - Other Illnesses, Injuries or Conditions
 - Regulation 4920.3 - Health Care Response Team
 - Regulation 4920.4 - Emergency Medical Treatment

Expectation 4: Training

Exhibits thoroughness in learning procedures, tasks, and other details

Demonstrates the desire to improve personal job performance (including completion of required classes and training) *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Expectation 5: Training (Supervisor/Manager)

Effectively instructs and counsels subordinates to improve and develop themselves and their job performance

Adapts training to accommodate for different learning styles and conducts all training through the culturally proficient lens *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Policy 4630.1 – Employee Assistance Program

Group Discussion

- Think about all of the appraisals that you have conducted in the past and pick out a couple that were really difficult or challenging?
 - What made them difficult or challenging and how did you get through it?
 - Was the appraisal process helpful in changing the employee's behavior?

Expectation 6: Knowledge of Job/Quality of Work

Performs tasks for which he/she is appropriately trained with attention to detail, accuracy and neatness

Demonstrates the knowledge and/or skills appropriate for particular job requirements

Stays informed and adheres to established policies, rules, regulations, and procedures including an understanding of all aspects of the job

Uses and maintains equipment, resources, and supplies correctly and safely

Anticipates upcoming tasks *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Policy 4770 - Standards for Classified and Hourly Employees
- Policy 4790 - Notification of Arrest, Criminal Charges, Licensure, Child Abuse Complaints, Etc.

Expectation 7: Organization/Quantity of Work

Possesses organizational skills in thinking, planning, prioritizing and performing work

Completes tasks in a timely and efficient manner and consistently meets established time lines *

	D	P	NI	U	NA
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Rating ☐ ☐ ☐ ☐ ☐

Expectation 8: Organization (Supervisor/Manager)

Manages staff and subordinates time and abilities to maintain an efficient operating unit

Delegates responsibility *

	D	P	NI	U	NA
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Rating ☐ ☐ ☐ ☐ ☐

Remember to look at essential functions/skills in the job description.

Expectation 9: Judgment

Demonstrates good professional judgment which includes using decision making and problem-solving skills appropriately

Selects appropriate channels for resolving concerns/problems/conflicts

Uses a culturally proficient lens when making decisions and problem-solving *

	D	P	NI	U	NA
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Rating ☐ ☐ ☐ ☐ ☐

- Policy 4770 - Standards for Classified and Hourly Employees
- Policy 4780 – Staff Relationships with Students
 - Regulation 4780.1 - Professional Boundaries Between Employees and Students
- Policy 4790 – Notification of Arrest, Criminal Charges, Licensure Child Abuse Complaints, Etc.

Expectation 10: Confidentiality

Maintains confidentiality about all staff and student information *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Policy 4330 – Personnel Records
 - Regulation 4330.4 - Social Security Numbers
 - Regulation 4330.5 - Workplace Privacy
 - Regulation 4630.1 - Employee Assistance Program
- Policy 4790 – Notification of Arrest, Criminal Charges, Licensure, Child Abuse Complaints, Etc.
- Policy 4920 – Employee Health Issues
 - Regulation 4920.1 - Communicable or Infectious Diseases
 - Regulation 4920.2 - Other Illnesses, Injuries or Conditions

Expectation 11: Flexibility

Demonstrates flexibility in adjusting to changes in schedules, plans, assignments and responsibilities

Does what is asked *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Expectation 12: Initiative/Independence

Notices things that need to be done and does them

Offers suggestions for efficient improvement in practices, procedures or changes within the assignment/department

Functions independently without close supervision *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Group Discussion

- Think about all of the appraisals that you have conducted in the past and pick out a couple that were really a pleasure to give? (model employee)
 - What about the employee made it a pleasure to give?
 - How was the appraisal process helpful in demonstrating the employee's strengths?
 - As a supervisor, how do you lead a model employee differently from a difficult one?

Expectation 13: Initiative/Leadership (Supervisor/Manager)

Accepts responsibility

Performs under pressure

Anticipates potential issues

Takes charge as necessary

Clearly articulates the vision/expectations to the team so everyone is working toward same goal

Provides positive feedback to staff

Sets a good example of using cultural proficiency lens

Actively sets goals and benchmarks and makes adjustments for achievement *

	D	P	NI	U	NA
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Expectation 14: Communication

Demonstrates proficiency in oral and written communication skills as needed for his/her position

Asks for clarification of instructions that are not fully understood

Responds appropriately to feedback about performance

Communicates effectively with fellow employees, students, staff and community members by using a culturally proficient lens *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Expectation 15: Professionalism/Interpersonal Skills

Demonstrates civility, fairness, objectivity, sensitivity and respect in all interactions

Is positive, professional, enthusiastic, and helpful when interacting with co-workers, students, staff and community members *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Expectation 16: Professionalism/Interpersonal Skills (Supervisor/Manager)

Motivates subordinates

Arbitrates disputes

Follows up on performance *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Policy 4770 Standards for Classified and Hourly Employees
- Policy 4750 Civility of Employees
- Policy 4780 Staff Relationships with Students
- Policy 4880 Anti-Discrimination and Harassment
 - Regulation 4880.1- Anti-Discrimination and Harassment
 - Regulation 4880.2 – Discrimination and Harassment Reporting Process

Expectation 17: Cultural Proficiency

Demonstrates respectful, equitable, tactful and cultural sensitivity in all interactions and communications with co-workers, students, staff and community members *

	D	P	NI	U	NA
Rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- Policy 4880 Anti-Discrimination & Harassment
 - Regulation 4880.1- Anti-Discrimination and Harassment
 - Regulation 4880.2 – Discrimination and Harassment Reporting Process

Group Discussion

- What part of the LPS appraisal document is the most helpful and meaningful to you as a supervisor?
- What ideas/improvement plans have you used in the past to help difficult employees grow?
- What ideas have you used in the past to help model employees develop?
- What is the greatest lesson you have learned about the appraisal process...the good, the bad, and the memorable?

Goals/Job Targets (to be completed by supervisor):

B*I*U

A ▾ **A** ▾

Font Sizes ▾

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☰¹

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📄**T**

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⌵

ABC

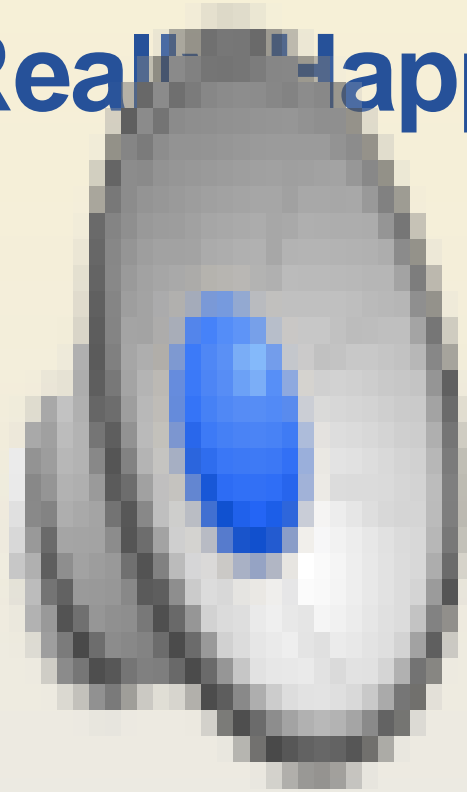
✓

Classified Performance Appraisal

TalentEd Perform

- Access from Human Resources webpage
- Contact Jessi Stilwagon (1586, jstilwa@lps.org)

What Really Happened?



Importance of Documentation

- Increased litigation involving alleged discrimination/harassment or wrongful termination – employee claims fired for performance or disciplinary problems.
 - Two sides to every story - Solid documentation proves our position and supports our testimony.
- Know your audience.
- Educate employee on nature and seriousness of the issue, expectations moving forward, and likely consequences if not followed.
- Tell the story – be factual and explain the who, what, where, when, and why...Background/context matters.
- Logistics matter.

Performance & Behavioral Issues

➤ Informal

Example of Informal Documentation of Performance Issues

Incident Date	Issue	Date Discussed or addressed
3/26/08	Left an hour early... did not attend required meeting with supervisor – told other colleagues he had a doctor's appointment. Did not take leave for time missed.	3/27/08 – Emailed employee to indicate he would need to take leave and that he was responsible for knowing the information discussed at the meeting and would be expected to complete task assigned by (date).
4/12/08	Lost master key to theatre/storage areas – didn't report it to the secretary until two weeks later.	4/27/08 Told secretary to give him another key, but to let him know that he would not be able to have any more keys if these were lost.
5/2/08	Did not show up at work in the morning. Called late and said he was sick and would come in at noon. Other workers reported that he was golfing at the time.	5/8/08 – Met with employee. Discussed attendance issues. Discussed report that he was observed golfing.
5/26/08	Was scheduled to run lights / soundboard for a community group using the theatre after hours. Was rude to the director of the group – complained about all tasks required by them to remix the sound and lights. Wouldn't help group members locate dressing rooms or help move design sets off the stage from previous production. Talked to co-worker during rehearsal and missed several lighting/sound cues – group had to redo parts of the rehearsal so he could get them on cue. Director called and reported the issues	6/1/08... Talked with Human Resources about ongoing issues. Determined that the next issue would be addressed formally with employee. Apologized to director for employee's behavior/response.
9/1/09	Lost key to office/storage room. Asked for another replacement. Argued with secretary about overtime – claimed more than scheduled or recorded.	9/3/09... told employee that he would not be issued another key. Told him that overtime had to be approved and signed off on by me (principal). Called HR to discuss formalizing the NPC process with employee.

Performance & Behavioral Issues

(continued)

➤ Formal – Classified Notice of Performance Concerns

HR 10/01

Classified Employee Notice of Performance Concerns
Lincoln Public Schools

Employee	Social Security Number
Location	Position
Date of Review	

CONCERNS: Check appropriate item(s)

<input type="checkbox"/> Knowledge and performance of job	<input type="checkbox"/> Failure to follow policies
<input type="checkbox"/> Attendance	<input type="checkbox"/> Ability to work cooperatively with others
<input type="checkbox"/> Punctuality	<input type="checkbox"/> Failure to exhibit appropriate judgment and tact
<input type="checkbox"/> Neglect of duty	<input type="checkbox"/> Other

Description of Incident including date(s) of occurrence:

Recommendations for Improvement:

Supervisor _____ Date _____

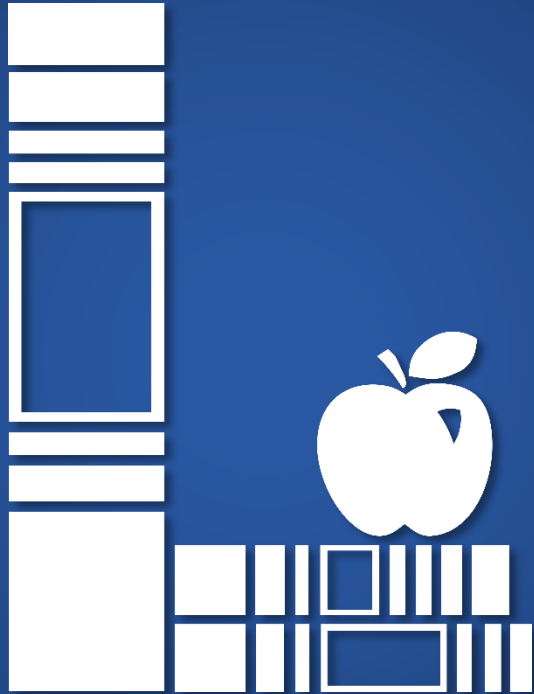
* Employee _____ Date _____

*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.

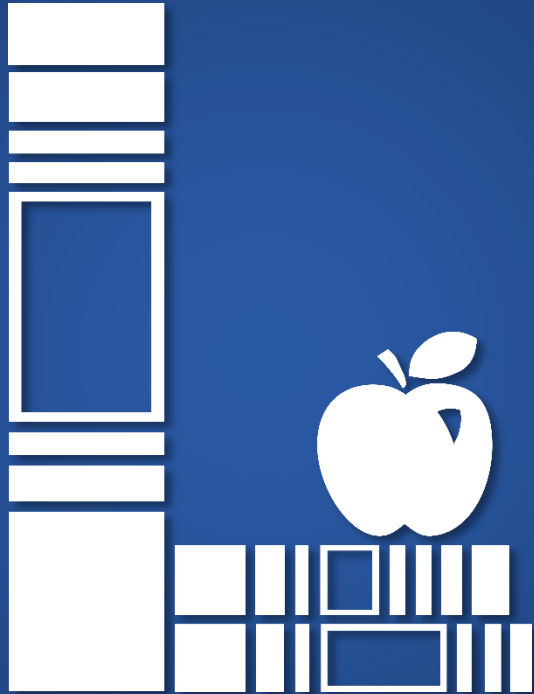
Original to Human Resources Copies to Employee, Supervisor

Performance & Behavioral Issues (continued)

➤ Employment Action



Questions?



**Thank you for
attending
our session!**

**We hope it was
insightful...**