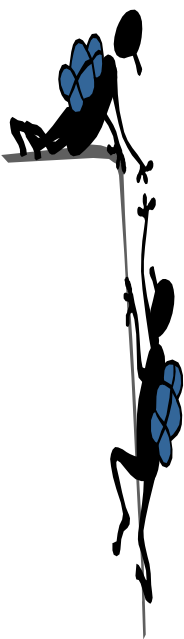


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**From November 2, to November 25, 2009, the LEA Member Rights UniServ Director provided the following services to members (in no priority order):**

- Advised a number of members re: LPS seniority "specialty" areas [**see Important Dates on side 2**]
- Advised members at different sites re: student allegations
- Continued to work with members at a site re: responsibilities and pay issues
- Met with multiple representatives from two different sites re: concerns having to do with the administrative team and/or principal
- Advised a member re: building FLEX time obligations
- Advised a number of members re: writing written responses to observations, memorandum, appraisals, etc. given to them by their principal/evaluator
- Met with, advised, accompanied, and represented members to meetings at LPS Human Resources re: job performance concerns
- Met with, advised, accompanied, and represented members at meetings with their building appraiser re: job performance concerns
- Represented a member in regards to their LPS personnel file
- Advised a member on leave re: LPS policy matters
- Contacted LPS officials in regards to a member's assignment listing on the LPS "specialty" list
- Contacted LPS officials regarding use of seniority numbers [**see Social Security Numbers below**]
- Advised members re: leaves of absence, borrowed leave, and/or donated leave options
- Advised a member re: Worker's Comp and Risk Management requests
- Advised a number of members re: Class Size Appeal process
- Advised an ESP member re: job performance concerns and employment with LPS
- Advised a number of members re: communicating student safety, supervision, and assignment concerns to their site manager
- Continued to have discussions with members re: BIST, discipline at their school, and the LPS Rights and Responsibilities of Students [**see last month's issue re: BIST and the LEA-LPS Best Practices of Student Discipline Handbook for further information on this topic**]
- Advised a member re: relations with a co-worker
- Met with the professional staff at LEA and District officials twice re: a variety of issues and appraisal field test issues
- Met with the professional staff at LEA and LEA members of the joint LEA-LPS Appraisal Team
- Presented at FR Council
- Met with the LEA Negotiations Team
- Logged **61 confidential phone calls** with members and potential members.
- Had **7 confidential one-on-one** meetings with members.

**Social Security Numbers**

Recently, members contacted LEA regarding the appearance of social security numbers on PEF reports/Individual Credit Point Statements sent to staff in their buildings. LEA had discussed this situation with Human Resources last year and thought it was resolved. HR claims they thought they had the problem resolved, too. Social Security numbers were removed from two PEF forms and the assumption was made that it would be taken care of on the third, computer generated report, too. Apparently, this slipped through the cracks and the person responsible for generating those report forms has been directed to change the computer program and the reports and remove social security numbers in the future.

*For now, if members wish to utilize the report form or donate points to someone, all social security numbers should be covered with white-out and employee numbers written down, instead.*

**Continued on reverse side...**

## Important Dates:

### **November 1 through January 4:**

**Certificated members must check the LPS web site to determine the accuracy of their seniority number (and hire date), their assignment area, and whether or not they have been placed in an appropriate category approved by the LEA-LPS Professional Committee (ProCom).** A hard copy list will be available at all sites and online at the LPS website. **These lists are the basis for determining any surplus situations should they arise in the spring of 2010.** Errors on the list have been easily rectified in the past, but **errors that are not corrected by the January deadline must, according to the contract, remain in place.** It is each member's responsibility to check these lists for errors and take the initiative to report errors and see to it that those errors are corrected by the deadline.

**See Issue # 5 of the *LEAdvocate* on-line at: <http://lincolneducationassociation.org/Membership.html> for further information.**



### **Bumper Sticker of the Month:**

**“Warning: Dates on calendar are closer than they appear.”**