



From December 1, to December 22, 2010, the LEA Member Rights UniServ Director Dan Studer provided the following services to members (in no priority order):

- Advised and then represented **five** different members in meetings with their appraisers and/or site administration.
- Advised a member re: job performance issues brought to them by their principal.
- Advised a member re: job performance issues being moved to the District level.
- Advised a number of members re: interactions with other staff members.
- Advised members re: various forms of leave, retirement, salary advancement, staff development credit, relocating classrooms, student misbehavior, student allegations, comp days for parent-teacher conferences, plan time concerns, class size appeals, donated leave, and jury duty compensation.
- Clarified with LPSDO and advised a member re: repair costs to an LPS laptop computer **(Members are cautioned to read carefully the agreement with LPS when a laptop computer is checked out to them and take all appropriate precautions).**
- Advised and represented a member in a meeting at Human Resources with Risk Management.
- Met with multiple members at a site to review the *LEA-LPS Best Practices of Student Discipline* handbook.
- Advised a member re: issues having to do with a student and site administration.
- Met with LEA staff and LPS Human Resources representatives re: Association and District issues.
- Attended as a member of the LEA-LPS Professional Committee (ProCom).
- Presented at FR Council (see below), met with LEA members of the LEA-LPS Professional Committee (ProCom), met with LEA Board of Directors and LEA and NSEA staff.
- Logged **47** *confidential phone calls* with members.
- Had **8** *confidential one-on-one* meetings with members.

Employee Courtesy and No Retaliation Policy Applies to All

LEA frequently receives calls from members with concerns about how they have been approached, spoken to, criticized, or reprimanded by a supervisor. A common question is: "Are teachers the only ones who have to be civil and act in a professional manner in this District?" The answer to that question and related ones are addressed in LPS Board of Education policy (editorial emphasis has been added with underlining):

**Policy
4750**

HUMAN RESOURCES

Civility of Employees

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors and anyone else having business with the District. Uncivil behaviors are prohibited.

Uncivil behaviors shall be defined as any that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions could occur in telephone conversations, voice mail messages, face-to-face conversations, written communications, including email messages.

Any uncivil behavior should be reported to the immediate supervisor or to the Human Resources Division. Employees may be subject to disciplinary action under building and/or District policy or guidelines. Retaliation against a person who reports a claim of uncivil behavior is prohibited.

Date of Adoption (or Last Revision): 4-14-2009

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Members should expect to always be treated in a civil and professional manner. Concerns or comments should **not**

be brought to them in an inappropriate setting (i.e. in front of other staff, in front of students, etc.) and members should **not** be addressed in a tone of voice or in language that is deemed to be threatening, angry, or otherwise unprofessional. **Members who have a negative experience with a colleague or supervisor owe it to themselves as well as to the District to report that uncivil behavior to the site's manager. If the site manager takes no action or if the site manager is the source of the concern, the member needs to take their concern to Human Resources.**

A number of individuals in LPS HR can receive complaints and are responsible for taking appropriate action to investigate and deal with reports by employees in relation to uncivil behavior by employees. Dr. Nancy Biggs is the Associate Superintendent for Human Resources and other than the Superintendent or the LPS Board of Education has the ultimate responsibility to deal with such charges. Other individuals who can be contacted in Human Resources include: Ken Babcock, Supervisor of Employee Relations; Kay Byers, HR Supervisor (elementary); and Mary Beth Lehmanowsky, HR Supervisor (secondary).

It is crucial that members take note of the last sentence in LPS Policy 4750: "Retaliation against a person who reports a claim of uncivil behavior is prohibited."

Members with concerns about alleged uncivil, unprofessional treatment should also contact the LEA for advice and documentation purposes.

Important Dates:

- Jan 3:** The Seniority and Assignment List placements for 2010-2011 become final.
- Jan 19, 4:00 p.m.** Deadline for Secondary Teachers to submit 2nd quarter student grades
- Jan 21, 4:00 p.m.** Deadline for Elementary Teachers to submit 2nd quarter student grades

