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From February 1, to February 28, 2011, the LEA Member Rights UniServ Director Dan Studer provided the following services to members (in no priority order):



- ✓ Advised *numerous* members in regards to working with their appraisers and/or site administration at a number of different sites throughout LPS.
- ✓ Advised and represented at meetings with site or District administrators a number of members on Notice of Professional Concern (NPC) or members with job performance issues.
- ✓ Arranged for NSEA legal services to be given to a member.
- ✓ Advised a number of members re: **LPS Letter of Intent (see below)**.
- ✓ Met and advised a member re: Intensive Assistance process and represented them at a District-level meeting with Human Resources.
- ✓ Advised members re:
 - student allegations,
 - a parent request in regards to a custody situation,
 - disability insurance,
 - dues and liability insurance for retired teachers who return to substitute,
 - maternity leave,
 - donated leave for catastrophic absences,
 - bereavement leave,
 - one-year contracts vs. one-year assignments,
 - worker's comp issues,
 - concern re: a student's suspension student and administrative communication,
 - leave relating to health concerns,
 - materials in personnel files, and
 - voluntary transfers and voluntary surplus procedures.
- ✓ Advised and represented a member in a Health Care Response Team meeting at Human Resources with Risk Management.
- ✓ Attended as a member of the LEA-LPS Professional Committee (ProCom).
- ✓ Presented at FR Council, met with LEA members of the LEA-LPS Professional Committee (ProCom), met with the LEA Board of Directors and LEA and NSEA staff.
- ✓ Logged **60 confidential phone calls** with members.
- ✓ Had **6 confidential one-on-one** meetings with members.

The 2011-2012 LPS Letters Of Intent

Certificated staff should have received the annual Letter of Intent from the Lincoln Public Schools. Signing the Letter of Intent is the same as signing a contract with LPS for the next year. On the Notice, members may elect to continue their employment with LPS in the fall, request to return from a leave of absence, continue their employment but continue a leave of absence, continue their employment and request a leave of absence, or indicate a resignation or retirement at the end of this year.

IMPORTANT: By Nebraska state law, school districts cannot require that Letters of Intent be returned until March 15, 2011. Many school secretaries request that certificated members return their signed Letters of Intent to the school office in advance of March 15th in order to be able to send the Letters to LPS HR in bulk. It is up to members as to whether or not they want to submit their Letters ahead of time in such a manner. Members who do not wish to submit their Letters in advance of March 15th may personally deliver or make sure their Letter of Intent arrives at LPS HR on March 15th on their own. It is important that members do not put their signed Letters of Intent in the school mail on March 15th. The Letters must be received at LPS HR on the 15th. If delivering in person, requesting a signed receipt is not unreasonable. If sending the Letter via US Mail, make sure the Letter will arrive by March 15th. An USPS Confirmation of Delivery might also be a good idea.

If members have not received a Letter of Intent or if they have questions regarding the Letter, they should contact LEA.