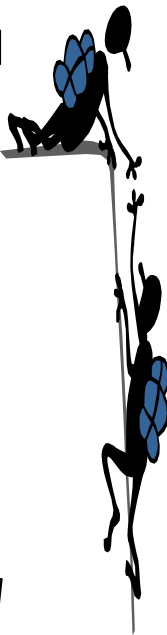


The LEA Insider



From February 2, to February 27, 2009, the LEA Member Rights UniServ Director provided the following services to members (in no priority order):

- Advised a member re: unilateral changes of student grades by an administrator (a violation of LPS Board policy and of the LPS *Personnel Handbook*)
- Advised a couple of members re: responding to observation summaries by their administrator
- Advised a member re: responding in writing to criticism received from their administrator
- Continued to advise a member and represent them and their interests during the Intensive Assistance Appraisal process
- Accompanied a member and assisted them with a meeting with NSEA legal counsel
- Advised a member re: a written reprimand being placed in their building file
- Advised and met with a member and their site administration re: classroom observation, appraisal, and a Notice of Professional Concern. The member has met all expectations and the NPC has been dismissed. This is the third member this year to have an NPC dismissed.
- Intervened on behalf of a member at the HR level so the member would receive their enhancement fund reimbursement
- Met with and advised two members and represented them at meetings with HR personnel and/or HR personnel and their building administration re: job performance
- Did a file inventory at LPSDO HR at a member's request and advised the member accordingly
- Met with and advised a member re: leave options
- Advised a couple of members re: concerns brought to them about how they dealt with a student in their class
- Advised a group of specialists re: plan time issues
- Assisted a member updating their resume
- Met with members at a site to answer questions on issues of concern to them
- Advised a member re: reporting concerns to HR
- Helped facilitate discussion about the availability of instructional materials to members from LPSDO
- Advised a couple of members re: working with troubled/difficult students in their classroom
- Advised a number of members re: voluntary transfers, resumes, seniority, leave, class size appeals, worker's comp claims, etc.
- Advised a member re: adoption leave
- Represented a member in a meeting with their principal and LPS Risk Management
- Informed a number of members in regards to **snow days and leave**. LPS policy reads: "Staff members who are on a leave status the day before the storm emergency and continue in that same status the day after the emergency will be considered on leave during the emergency [snow] day. A person on leave the day before the inclement weather day and who reports back to work the day after the inclement weather will not be charged a leave day for the emergency."
- Advised a number of members re: being asked to attend **inservice/training off contract without pay**. Such requests cannot be mandated and fulfilling the request is strictly voluntary on the member's part. Any mandated staff development must be on contract time (which could include FLEX time) and even if pay is offered, if the inservice is off contract time, attendance is voluntary. Any inservice a teacher needs in order to perform their duties given off contract time must also be offered during contract time.
- Conducted a Member Rights inservice for 43 UN-L Elementary Education Student Teachers
- Logged **68 confidential phone calls** with members and potential members
- Had **10 confidential one-on-one** meetings with members

Returning Fall "Intent" Cards to LPS

Every year LEA gets questions about when individuals have to return their Letter of Intent to LPS in regards to next year's employment. To reduce the number of envelopes LPS HR has to open, many school secretaries request that certificated staff return the cards early so they can be sent in together. **By state law**, no school district or their agent(s) can require the Letter of Intent to be returned earlier than **March 15**. Since March 15 is on a Sunday this year, LPS has requested that the cards arrive at LPSDO by **March 16**. If members see to it that their Letter of Intent reaches LPS HR on the 16th, they have complied with state law. Signing and returning the Letter of Intent indicating that you are returning in the fall is the same as signing a contract with LPS for 2009-2010. Certificated staff who decide after March 16th that they are going to retire after this school year may still do so by submitting a "Request for Change of Status Form" to HR. Requests for Leave may be made on the same form following March 16th. Leave requests must be approved by HR. If you have questions, contact LEA.