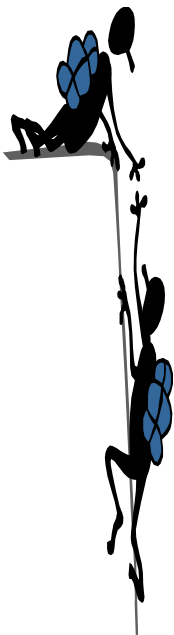


The LEA Insider



From August 8, 2008 to August 29, 2008, the LEA Member Rights UniServ Director provided the following services to members (in no priority order):

- Represented a member both at Human Resources and in a second meeting with their site administration re: job assignment and expectations
- Represented a member at Human Resources re: return to duty following medical leave
- Represented a member at their site in a meeting with their administration re: job performance concerns
- Met with and developed strategy with an FR re: staff concerns about the site’s administrative team
- Advised two members re: appraisal issues
- Advised two members re: Worker’s Compensation/Risk Management issues
- Advised a member re: working with their administrative team re: a new assignment
- Attended monthly NSEA UniServ meeting and a day-long training in July
- Logged **51 confidential phone calls** with members and potential members
- Had **5 confidential one-on-one** meetings with members

Important Dates

Sept 3 – Sept 19 Online Enrollment for current employees for all insurance benefits (New employees have 30 days)

Sept 3, 8, 10, 15, 17 Online Benefits Enrollment Help Sessions offered at the District Office, 4-6 p.m.

Sept 5 Contact the LEA Office if you have had a change in status in your employment for purposes of payroll dues deduction. (.50 FTE and below are considered part time and .51 FTE and above are considered full time)

Sept 11 Deadline for **new** employees to enroll in group health insurance programs which guarantees coverage on Oct 1.

20th Student Day (Sept 17) Last day teacher can be notified of an extra-standard assignment.

Sept 19 Deadline for current staff to enroll in any of the insurance plans to start Oct. 1 including health, dental & vision insurance.

Sept 19 Deadline to enroll in Flexible Benefits Plan (medical reimbursement and daycare expenses) for plan year Oct 1 through September 30.

Sept 19 Deadline to cancel any fringe benefit program effective September 30.

Sept 30 Deadline for changing to Option B leave.

Sept 30 Deadline for individuals to select leave option.

Time Expectations for Teachers

Teachers working on less than full time contracts often find it difficult to put together a schedule that properly takes into account their total duty time, plan time, and teaching time, or find themselves handed a schedule that has mismanaged their time allotment to the site. The following chart, originally developed by Human Resources, should be of assistance to part-time employees.

Elementary Level

| FTE | Total Duty Time | Teaching Time | Professional Time During Student Day | Before/After Tch/Student Day |
|-----|-----------------|---------------|--------------------------------------|------------------------------|
| .2 | 85 minutes | 60 minutes | 10 minutes | 15 minutes |
| .3 | 125 minutes | 90 minutes | 15 minutes | 20 minutes |
| .4 | 170 minutes | 125 minutes | 20 minutes | 25 minutes |
| .5 | 210 minutes | 155 minutes | 25 minutes | 30 minutes |

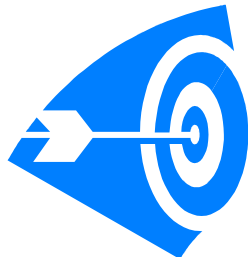
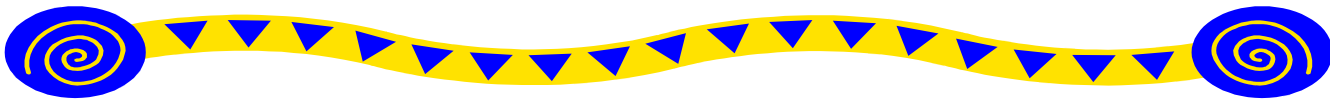
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| | | | | |
|-----|-------------|-------------|------------|------------|
| .6 | 250 minutes | 185 minutes | 30 minutes | 35 minutes |
| .7 | 295 minutes | 220 minutes | 35 minutes | 40 minutes |
| .8 | 335 minutes | 250 minutes | 40 minutes | 45 minutes |
| .9 | 380 minutes | 280 minutes | 45 minutes | 55 minutes |
| 1.0 | 420 minutes | 310 minutes | 50 minutes | 60 minutes |

Secondary Level

| FTE | Total Duty Time | Teaching Time | Professional Time During Student Day | Before/After Tch/ Student Day |
|------------|------------------------|----------------------|---|--------------------------------------|
| .2 | 85 minutes | 1 period | .4 of period | 15 minutes |
| .4 | 170 minutes | 2 periods | .8 of period | 25 minutes |
| .6 | 250 minutes | 3 periods | 1.2 periods | 35 minutes |
| .8 | 335 minutes | 4 periods | 1.6 periods | 45 minutes |
| 1.0 | 420 minutes | 5 periods | 2 periods | 60 minutes |

None of the above includes teachers' right by state law to a continuous, uninterrupted thirty-minute duty-free lunch hour.



Visit the LEA Member Rights portion of the LEA web at:

<http://lincolneducationassociation.org/MemberRights.html>

where you can:

- ❖ **access the *LEA/LPS Professional Agreement***
- ❖ **learn the ins and outs and the do's and don'ts of Worker's Compensation**
- ❖ **discover tips should the police or law officials ever contact you**
- ❖ **access your NSEA Legal Assistance policy**
- ❖ **access the Nebraska Code of Ethics for Educators**
- ❖ **access your rights regarding maternity/paternity leave**

Bumper Sticker of the month: "I used to have a handle on life, but it broke."