



# AROUND NDE

A Publication of the Nebraska Department of Education Office of Human Resources ♦ May 2008

## Employee/Manager of the Year 2008



Each year, NDE has the opportunity to recognize an employee and a supervisor of the year. Any NDE staff member may submit a nomination. In order for an individual to be eligible for the award, (s)he must meet the criteria below.

### Employee of the Year (Form)

1. Be a permanent employee in a *non-management/non-supervisory* position with 3 or more years of service with NDE;
2. Have at least a satisfactory rating (i.e., meets expectations on all categories) on his/her most recent performance evaluation (to be verified by HR); and
3. Made some special contribution during the current fiscal year. Some examples include: a) recently completed a task or project of substantial importance to the agency and/or state government; b) continually extended self with co-workers and the public in a positive manner; and c) found ways to improve job functions and implemented the new strategies.

### Supervisor/Manager of the Year (Form)

1. Be a permanent employee in a supervisory or managerial position with three or more years of service with NDE, having served two years or more at NDE as a supervisor/manager with supervisory responsibility for professional-level staff;
2. Have at least a satisfactory rating (i.e., meets expectations on all categories) on his/her most recent performance evaluation (to be verified by HR); and

3. Demonstrated achievement in: a) effective management; b) staff development; c) personal and professional skills; and d) other areas.

An employee should **not** be nominated for either award simply for length of service. Length of service is otherwise recognized. The form may be accessed by using the blue links. Please submit your completed nomination form to NDE Human Resources by **Friday, May 30**.

## COMP TIME MUST BE USED OR PAID BY JUNE 30th

Employees with compensatory (comp) time balances need to do some planning as the end of the fiscal year approaches. As a reminder, the bargaining agreement mandates that comp time, when taken in lieu of pay, must be used in the subsequent sixty (60) calendar day period following the date the hours were worked, unless such period is extended by the Agency. Employees with comp time on the books at any time during this fiscal year must either be provided time off or be paid by June 30, 2008. This holds true even if the comp time is earned in June.

Not sure of your comp time balance? Supervisors may refer to the "Leave Balance Report" that is e-mailed to them monthly. Employees may check their leave balance in NIS by clicking on the following links:

Employee Self Service  
NIS State of Nebraska  
Self Service  
Leave Balance Inquiry

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## NDE Office Professionals Association

The NDE Office Professionals Association will hold an organizational meeting on Thursday, May 15 at 1:00 PM in the V-tel room. Membership forms and information will be available at the meeting. Interested employees may pick up forms beforehand from Sue Gilleland in Nutrition Services. Please direct questions to Carol Bom at 471-4332.

## 2007 Retirement Report Available—Late May

The *Annual Investment Report* for the State Retirement Plan and the Deferred Compensation Plan will be available in late May 2008. The report is for the plan year ending December 31, 2007. In an effort to help the Nebraska Public Employees Retirement System (NPERS) save paper and reduce costs, NPERS will no longer mail a copy of the report to each member. NDE employees may review and copy the *Annual Investment Report* on-line at [www.npers.ne.gov](http://www.npers.ne.gov). A copy of the Report may also be available by contacting NDE Human Resources or NPERS.

## Are You Getting Your Mail From NPERS?

Last quarter, over 1,500 member statements were returned to the Nebraska Public Employees Retirement System (NPERS) due to outdated addresses. If your address is not current, you will not receive correspondence from NPERS, including quarterly reports and newsletters. Please notify NDE Human Resources if you change your address. Human Resources will update your address in NIS and that will insure you continue to receive important correspondence from NPERS. VR employees: After you change your mailing address in QUEST, please e-mail Cinda Wacker and cc Pam Goeschel in HR to insure that your address is also changed in NIS.

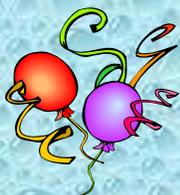


### Campaign Against Hunger

Lincoln-area NDE employees once again responded with contributions to the Food Bank of Lincoln. Staff at the NSOB collected four barrels of food and personal care items plus \$777 in cash/checks. Employees from the DDS donated one barrel of food/personal care items and additional cash. Lincoln Vocational Rehabilitation collected 645 food and personal care items.

The team that donated the highest average number of items/cash, was the Early Childhood Team (20.1 average). They will receive bagels, juice and coffee along with a Certificate of Recognition. The Vocational Rehabilitation, Lincoln Office (16.5 average) and the Vocational Rehabilitation, NSOB (14.2 average) won second and third place respectively and will receive Certificates of Recognition.

## JULY CELEBRATION 2008



NSOB Employees — Mark your calendars now for the 2008 July Celebration, which will be held in June this year. It is scheduled for 11:00 a.m. on Friday, June 27. We will be saying farewell to the Commissioner and Deputy Commissioner and thanking them for their years of service. Stay tuned for more details.

## KUDOS

On April 24th, Polly Feis, Deputy Commissioner of Education, was recently honored by the Nebraska Chapter of the American Society for Public Administration (ASPA) as the "Outstanding Public Administrator of the Year for 2008." Polly was nominated by Mike Stefkovich, former head of Administrative Services.

The Annual Public Service Recognition Luncheon and Awards Ceremony is sponsored by the ASPA each year to call attention to Public Service Week (May 5-11) and to recognize award recipients. The event was held at the University of Nebraska at Omaha, W.H. Thompson Alumni Center.

Polly was recognized with a second award a couple of days later. She was presented with NSEA's "Friend of Education" award at the NSEA Delegate Assembly held in Lincoln. The "Friend of Education" award is the highest honor that NSEA bestows. Polly was selected by NSEA President Jess Wolf.



**Congratulations  
Polly!!!**

## New Employees



**Carol Ringenberg**, Program Specialist III, E-Transcript, Instruction and Innovation Team, April 23, 2008

**Linda Kloos**, VR Associate, Omaha Vocational Rehabilitation, April 21, 2008 (not pictured)

**Deanna Parker**, DDS Adjudicator I, Disability Determinations, April 15, 2008 (not pictured)

### School Retirement Seminars Age 50 and Over

Retirement Planning Seminars for School Plan members age 50 and over continue through July. Check out the schedule below. For additional information or to register, click on the link below.

[Enrollment/Registration Form](#)

May 7	North Platte
May 8	Norfolk
May 14	Omaha
May 15	Lincoln
May 29	North Platte
June 4	Lincoln
June 5	Omaha
June 11	Norfolk
June 18	Grand Island
June 19	Kearney
June 25	Lincoln
June 26	Lincoln
July 1	Omaha



## 2008 Graduates

**Congratulations to the following employees who are receiving degrees, or have family members graduating, this spring.**



Employee: **Carol Troxel**  
Graduate: Andrea Troxel  
School: Lincoln Southwest High School  
Degree: Diploma  
Plans: Attend University of Nebraska-Kearney in Health Sciences

Employee: **Kim Larson**  
Graduate: Will Larson  
School: Lincoln Southwest High School  
Degree: Diploma  
Plans: Attend the University of Nebraska—Lincoln

Employee: **Elisabeth Reinkordt**  
Graduate: Alex Reinkordt (brother)  
School: Doane College  
Degree: B.A. in Computer Science, German and French  
Plans: Work for Kenexa Human resources Software in Munich, Germany

Employee: **Roger Reikofski**  
Graduate: Jacob Benne (stepson)  
School: Lincoln North Star High School  
Degree: Diploma  
Plans: Attend University of Nebraska--Omaha

Employee: **Tony Glenn**  
Graduate: Brian Glenn  
School: Norris High School  
Degree: Diploma  
Plans: Attend University of Nebraska—Lincoln in Industrial Engineering

Employee: **Pete Biaggio**  
Graduate: Rudolph Biaggio  
School: University of Nebraska--Lincoln  
Degree: B.S. in Business Administration  
Plans: Accepted a position with Information Technologies, E Solutions Division in Lincoln

Employee: **Pat Lemmer**  
Graduate: Adrienne Lemmer  
School: Lincoln Northeast High School  
Degree: Diploma  
Plans: Attend University of Nebraska--Lincoln

Employee: **Sharon Koepp**  
Graduate: Nicholas Joe Koepp  
School: Pierce High School  
Degree: Diploma  
Plans: Attend Southwestern Community College, Creston IA, in Building Trades/Construction

Employee: **Roxanne Rowley**  
Graduate: Brett Rowley  
School: Grand Island High School  
Degree: Diploma  
Plans: Attend Central Community College

Employee: **Lela Lowry**  
Graduate: Joni Lowry  
School: Lincoln High School  
Degree: Diploma  
Plans: Attend Esthetician College and Mio-Therapy Institute for Massage Therapy

Employee: **Donlynn Rice**  
Graduate: Thomas Willie Rice  
School: University of Nebraska  
Degree: B.S. in Civil Engineering  
Plans: Begins work with Peter Kiewit and Sons Engineering in their design office in Omaha in June and will move to their Dallas district office after the first of the year

Employee: **Beverly Newton**  
Graduate: Ryan Newton  
School: University of Wisconsin-Madison  
Degree: PH.D. in Microbiology  
Plans: Postdoctoral work at the University of Georgia



## **SPRING NEW EMPLOYEE RECOGNITION: A GROWING TRADITION**

On April 23, 2008, NDE's New People, New Plants, New Beginnings plant exchange and new employee recognition was held in the State Board Room.

A big thank you goes to those who assisted and served on the planning committee: Alice Fournell; Tammi Hicken; Carolyn Hauser; Brenda Wid and Bob Lundberg. Alice Fournell provided the decorations.

Thanks also to the following individuals who contributed items for the door prizes:

- Alice Fournell: spatulas, baster brush, platter, bowl set and barbeque set
- Sue Gilleland: candle, bath salts, reed diffuser and crystal dishes
- NDE Office Professionals: spa set
- Greg Stahr for SkillsUSA: flashlights



**Bob Henrickson  
Nebraska Statewide Arboretum**

Bob Henrickson, assistant director of horticulture programs with the Nebraska Statewide Arboretum, presented on flowers, shrubs and trees that do well in Nebraska.

A new addition to the event this year was the Cookie and Dessert Bar Bakeoff. Entries were judged by a panel of four on taste, creativity and presentation. The Best Overall entry was won by Ginny Carter and the Most Creative entry was won by Cheryl Ferree. Thanks to Tammi Hicken and Heidi Arndt for organizing the Bakeoff as well as to all employees who submitted entries.

## **Bakeoff Winners**



**Best Overall Entry  
Ginny Carter**



**Most Creative Entry  
Cheryl Ferree**



**The committee readies  
the bakeoff entries**