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4-7-09

Nebraska Workers' Compensation Court

POLICY REGARDING REPORTING OF GRADES AND CLASS SCHEDULES

~~This~~ The following required information must be submitted to the Court on or before 5:00 p.m. on the first day of the next training period, or the counselor must advise the court of extenuating circumstances by that date and time. The counselor must advise the Court of extenuating circumstances or request assistance from the court should the required information not be provided as outlined below. Any such request must be received prior to the due date. This information must be provided to the Court on or before 5:00 p.m. on the first day of the next training period.

REQUIRED INFORMATION:

- 1) Grades, including
 - a) Term GPA and
 - b) Cumulative GPA;
- 2) Class schedules
 - a) showing the days of the week,
 - b) and meeting times,
 - c) locations; and
 - d) an explanation of any class not listed on the Plan of Study including identification of elective courses and substitutions.

~~The Court will not contact the counselor if the required information has not been received.~~

Should grades and class schedules meeting all the requirements shown above not be timely received by the court, and if the counselor has not advised the court of extenuating circumstances or requested assistance by the due date and time on or before the 5:00 p.m. on the first day of the next training period, the Court's Vocational Rehabilitation Specialist will send a warning letter the morning of the first day of business following the due date an email to the counselor reminding the counselor of the requirements and notifying the counselor of the missing information. A copy of the email will be sent to the Court Administrator.

At the discretion of the Court Administrator, failure to satisfy the requirements of this policy may result in a loss of funding or cancellation of a voluntary plan in accordance with Rule 37, B, or may result in the filing of a motion to terminate a court ordered plan. As directed by the Court Administrator, the Court's Vocational Rehabilitation Specialists and accounting staff will deny any payment for a class which does not clearly comply with the plan of study.

Also at the discretion of the Court Administrator, repeated failure of a counselor to ensure that the required information is timely submitted may result in action pursuant to Rule 39, D.

~~The warning letter will~~

- ~~1) be sent to the counselor, employee, and all other parties to the case;~~

- ~~2) remind the counselor and employee of their obligation to submit the required information to the Court on or before 5:00 p.m. on the first day of the next training period;~~
- ~~3) warn the counselor and employee that any future failure to submit the required information to the Court on or before 5:00 p.m. on the first day of the next training period will result in cancellation of the plan;~~
- ~~4) inform the counselor and employee that only one such warning letter will be sent in a given case; and,~~
- ~~5) for voluntary plans, state that any further failure to submit the required information by the due date throughout the life of the plan will result in cancellation of the plan; and,~~
- ~~6) for court ordered plans, state that failure to submit the required information to the Court on or before 5:00 p.m. on the first day of the next training period may result in the filing of a motion to terminate the plan.~~

~~If there is a further failure to comply with the policy the plan will be cancelled or the motion will be filed. The requirements for further vocational rehabilitation services will vary from case to case.~~

~~Revision 10/09
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