

Nebraska Workers' Compensation Court

POLICY REGARDING REPORTING OF GRADES AND CLASS SCHEDULES

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 received and if the counselor has not advised the court of extenuating circumstances or requested assistance on or before 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.

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.