

Personnel/Human Resources

October employment vacancies were placed on the school's employment site, posted throughout the community and the Tribal newspaper. The Print Shop also places the District and Head Start job vacancies on Facebook at the Rocky Boy community page. I receive District and Head Start applications on the Frontline school employment website and in person. At the time of this report there are a 3 applications for the 15 positions at Head Start and the 5 applications for the 5 positions at the District.

EMPLOYEE	POSITIVE	NEGATIVE
Head Start Sub Employee	3	11
Head Start Regular Employee	2	5
District Sub Employee	0	1
District Regular Employee	0	1
District Post Accident	0	1
Total	5	19

Employee Drug Testing:

We tested 24 employees this month. The chart displays the results. We had 5 positive tests this month, 1 test positive for cocaine, 2 tests positive for meth and 2 tests positive for THC. So far, for the year starting July 1, 2018 to present we have tested 208 employees. Of these 208, 13 tests came back positive. A test came back positive for Lorazepam, a benzodiazepine that is primarily used for treating anxiety. The

urine sample must have had more than what would be prescribed for a regular prescription. If an employee wished to contest the positive test results the burden of proof is on the employee to provide documentation to the Testing Lab within certain time frames. Drug testing occurs at certified laboratories that are routinely inspected and have strict quality control measures in place. Rarely is there a mistake.

I attended the Montana Conference on Education Leadership in Missoula this month. I usually attend the sessions relevant to Personnel. Reviewing the legal aspects of Personnel issues, and on-going training allows me a greater understanding of the overall practice of Human Resource management. I am grateful for all of the training opportunities.

I am seeking to earn a SHRM-CP (Society for Human Resource Management-Certified Professional) credential. I will have to take an exam that will provide certification in many areas of resource management such as ethical practices, critical evaluation, HR strategic planning, employee engagement & retention. SHRM-CP is a self-study program that will permit me to focus on any module or topic in any depth or sequence. I will keep you posted on my progress.

We still haven't met with the RBCEA to re-open the 2018-20 negotiations. I am looking forward to participating and for a positive outcome to this process. I would be pleased if the RBCEA would acknowledge that their union member did participate in review and verification of all salary scales and that they were not in the dark about the rates. This whole situation makes the District negotiation team look like we tried to gain an unfair advantage over the RBCEA when they should have been giving the process more consideration.

We had two assaults this year involving staff members. Both assaults were heard in tribal court. One of the assaults plead their case to a lesser charge and the other was found guilty but received a light sentence. I am certain that the Tribal Court is being permissive in minimizing these assaults, especially in a time with school shootings, missing and murdered indigenous women and bullying in schools. Personal professional conduct on the job must be enforced in all departments. Gossiping, treating others disrespectfully, and bullying can lead to a hostile work environment. We expect our students not to bully so we have to set the example, not only at the school but in the community as well.

Regular Personnel duties: assist employees with the Family Medical Leave Act paperwork (FMLA), the Montana State Fund Worker's Compensation to report employee accidents/injuries, maternity leave paperwork, Public Employment Retirement (PERS) and Teacher's Retirement (TRS) applications, health insurance enrollment/waiver. Drug testing for the District and Head Start, background checks, tracking all types of leave, employee hours, substitute employee list, certified and classified employee evaluations, employment applications, conducting new employee interviews and orientation, leave payouts for those who resign or are terminated, are all parts of my regular duties. I complete Unemployment paper work, wage recommendations, and keep informed of all personnel issues. If you have, any questions or comments please feel free to contact me. *Jan Mitchell*, janm@rockyboy.k12.mt.us