

August employment vacancies were placed on the school’s employment site, posted throughout the community, the Tribal newspaper and the OPI website. 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.

| EMPLOYEE | POSITIVE | NEGATIVE |
|-----------------------------|----------|-----------|
| Head Start Sub Employee | 1 | 11 |
| Head Start Regular Employee | 1 | 15 |
| District Sub Employee | 1 | 3 |
| District Regular Employee | 0 | 2 |
| Transportation | 0 | 2 |
| Total | 3 | 33 |

Employee Drug Testing:

We tested thirty six employees this month. The chart displays the results. We got behind on the random selections for Head Start and did sixteen random selections in August.

One test came back as a refusal to test-substituted specimen. A refusal to test in our policy is considered testing positive and even more, an act of insubordination subject to disciplinary action up to, and including termination. The lab tried to contact the donor to discuss the results but was unable to. The lab does not share with me how they determine the test was substituted. I did a little research and found that certain levels of certain markers (specific gravity, pH, creatinine) must be present in “normal” amounts. If concentrations of markers are not in normal ranges the urine sample is termed as substituted.

We welcomed back to school employees this month during orientation. In my session I reviewed the AWOL policy, FMLA, Workers Comp, drug testing, health insurance, retirement to ensure that all employees understand the expectations concerning these areas. Brought employees up to speed on any significant changes or updates during the summer break to help them get back into the flow of daily work. A warm informative welcome back to work helps smooth the transition for the employee and the rest of the team.

We have thirteen employees in their probationary period this month. Here are some steps to take, to ensure our school and employees have the best opportunity to learn the job or correct performance problems:

- **Be clear about your expectations.** Notify the employee of the probationary status, how long it will last, and what needs to happen or change during that time.
- **Give feedback regularly.** Conduct periodic reviews with the employee to provide feedback and counseling. If the employee is having performance issues, give detailed guidance on how the employee can improve—and offer training, if necessary.
- **Get help for the employee.** If the employee needs training or other resources, make sure they are provided.
- **Get feedback from your human resources department.** HR can help you make sure you are treating the employee fairly and consistently. For example, if you place a struggling employee on a one-month probationary period but most other managers give employees three months to improve performance, you’ll want to make sure you are giving the employee a fair chance to turn things around.
- **Document everything.** If an employee can’t do the job or improve performance, you’ll likely want to terminate the employment relationship. To avoid legal trouble, clearly document everything during the probationary period: the employee’s performance, your efforts to coach and manage, any training provided, and so on. This will leave you on safe legal ground if you decide that the employee isn’t going to make the cut.

Our two employees on workers comp and one employee on Family Medical Leave Act are required to obtain a return to work release form signed by their provider. The form confirms that they have recovered from an illness or injury, are now fit for work and if there any limitations that an employee should follow in their work, they must be identified on the form as well, so that an employer is informed about them.

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 