

Personnel/Human Resources

September 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. We have the usual openings at Head Start and 2 Bus driver positions open at the District. We had quite a few people coming in to sub at the Head Start this month.

EMPLOYEE	POSITIVE	NEGATIVE
Head Start Sub Employee	1	24
Head Start Regular Employee	0	4
District Sub Employee	1	3
District Regular Employee	1	5
Transportation	0	1
Total	2	36

Employee Drug Testing:

We tested thirty nine employees this month.

The chart displays the results. We test so many substitute Head Start employees and have them retest once per year if they continue in substitute employment. If an employee walks out of the testing site after being told not to, the test will be invalidated

which amounts to a refusal or positive drug test. An employee asked if we honor medical marijuana cards. Federal law continues to prohibit marijuana use, distribution, and possession for any reason. We implement zero-tolerance drug use policies, regardless of the legality of marijuana use under state law.

We held an informal hearing for an employee who wished to file a grievance against another employee. The issue was bullying and intimidation. We followed the uniform complaint procedure by discussing it with the appropriate individuals involved, the department administrator and the union representative, with the objective of resolving the matter promptly and informally. Both parties had a chance to respond, come up with a resolution and apologize.

I have two major reports to work on this fall. The Office of Public Instruction Terms of Employment Accreditation Master Schedule/Terms Of Employment (TEAMS/TOE) and the Civil Rights Data Collection (CRDC). For the OPI report I will enter all employees including Head Start, their state employee ID numbers, position codes and budget percentages. The CRDC is a very detailed report that requires gathering of information from both schools on many areas including, attendance, limited English speaking students, grades, male & female student statistics, race, student incidents, discipline, suspension.

Unemployment insurance claims for Head Start employees go to the Tribe and they send duplicate claims to my office. The tribe usually gets them first. They are routed to me and I complete the claim information along with supporting documentation to help in determining proper and improper payment of benefits. As the employer, our school pays for improper benefits with a higher financial impact. It is important to respond timely and completely with Unemployment Insurance claims properly to determine the claimant's eligibility for benefits and whether our account is chargeable for any benefits paid to that individual.

The RBCEA may decide to re-open the 2018-20 negotiations. I am looking forward to participating and for a positive outcome to this process. When we are ready to negotiate with the RBCEA regarding benefits, wages and work conditions we will review the preceding contract, especially the ones in question, assess the level of resistance to our proposals, compromise on lesser issues and stick to our guns on more important ones.

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

