

Personnel/Human Resources

November 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 6 applicants for the 11 positions at Head Start and the 4 applicants for the 4 positions at the District.

EMPLOYEE	POSITIVE	NEGATIVE
Head Start Sub Employee	1	8
Head Start Regular Employee	0	4
District Sub Employee	0	5
District Regular Employee	0	2
Student Athletes	0	7
District Post Accident	0	1
Total	1	27

Employee Drug Testing:

We tested 28 employees this month. The chart displays the results. We had 1 positive test for both THC and Methamphetamine. 13 of the tests were for pre-employment, 8 at the Head Start and 5 at the District. We test 5 random regular employees at Head Start each month. I did a comparison on saliva vs urine tests. There are multiple studies on urine drug testing showing its effectiveness, sensitivity and specificity, urine testing has been used in the work place for 30 years. A drawback to urine testing is detection can be avoided through a

substituted or adulterated sample, but the same goes for saliva. Avoiding detection may be as simple as brushing teeth or rinsing mouth prior to testing. I just wanted to compare because the Tribe does saliva testing.

The American Heart Association First Aid & CPR course certified 20 Head Start employees. We did the class on the weekends. The American Heart Association is requiring all classes use feedback manikins. The manikin we will need to purchase will light up when the proper compression depth and proper breaths are delivered. Use of a CPR feedback device is recommended to assist in learning the psychomotor skill of CPR.

Work continues on the reporting for the Affordable Care Act. Gathering the employee information and specifics is a little time consuming. Utilizing our payroll software to capture the information and import it to the (MUST) reporting forms saves time and effort. Once finished, the information will go to the Montana Unified School Trust (MUST) to print the tax forms for health insurance coverage. Employers with 50 or more full-time employees (including full-time equivalent employees) use Forms 1094-C and 1095-C to report the information required under sections 6055 and 6056 about offers of health coverage and enrollment in health coverage for their employees. This is the third year we have been doing this report.

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