

Board of Trustees Report

May, 2020

Personnel/Human Resources

April employment opportunities were posted on the website only and on the OPI website. We received applications on line and in the office. Interviews will be scheduled for May using the GoToMtg link which can be accessed using a computer, tablet or smart phone.

I came into the office to work for 11 hours total this month. Mainly to check the online applications, and to let applicants know that applications are still being accepted, and interviews will be scheduled. I have also been completing unemployment verifications for past employees. I will not be calculating the average daily attendance for the departments since all employees are receiving admin or emergency leave. But I am tracking the leave balances just to ensure leave is accruing accurately.

I also check email connecting with Supervisors and employees who need assistance with leave without pay, suspensions, applications, teacher retirement, leave pay, leave balances, FMLA, unemployment paperwork, and employment vacancies.

The Teachers retiring this year have been busy completing forms in preparation. The Montana Teacher Retirement System has a planning section that has an understanding of the system and options available. The estimate of benefits form calculates leave balances and any retirement incentives. There is a retirement timeline checklist we use to assist teachers in completing forms.

I hope and pray everybody stays safe, healthy, practice social distancing and stay home. I am starting to miss working with the employees of Rocky Boy School and Head Start. I miss encouraging and supporting fellow employees. I am pleased to let you know that one of the Head Start employees obtained her GED. She was required to finish within her probationary period and she did! Now I will encourage her to go beyond and work toward a college degree. I am also very pleased with the Superintendent's recommendation and board approval for another Personnel/Human Resources contract. I am very thankful, love my job and working with our community in this way.

Regular Personnel duties:

- Family Medical Leave Act paperwork (FMLA)
- Montana State Fund Worker's Compensation to report employee accidents/injuries, Safety Committee member
- Public Employment Retirement (PERS) and Teacher's Retirement (TRS) applications, refund applications, TRS termination pay
- Health insurance, dental, vision enrollment/waiver enrollment
- Drug testing for the District and Head Start, random, pre-employment, reasonable suspicion
- Title IX Coordinator
- Background checks, name-based and fingerprints
- First Aid/CPR classes
- Tracking leave, employee hours, maternity, bereavement, AWOL, substitute employee hours, Average Daily Attendance
- Employment applications, screen, interview, personnel file management
- Conduct new employee orientation
- Leave payouts for those who resign or are terminated
- Complete Unemployment paper work, on-line
- Wage recommendations
- Grievance Procedure, informal & formal
- Track Annual leave accrual rates for each employee per Montana code Annotated
- Provide orientation to new employees
- Complete employment verifications
- Arrange for annual and probationary employee evaluations
- Maintain all personnel files, retiree, current and past employees
- Look after the health, safety and welfare of all employees

If you have, any questions or comments please feel free to contact me. janm@rockyboy.k12.mt.us