

June 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 Drug Testing:**

We tested nineteen employees this month.

The chart displays the results:

EMPLOYEE	POSITIVE	NEGATIVE
Head Start Sub	0	7
Head Start Regular	0	5
District Sub	0	1
District Regular	0	2
Reasonable Suspicion	0	4
<b>Total</b>	<b>0</b>	<b>19</b>

It was a month for reasonable suspicion testing. One of the reasonable suspicion tests came about due to a face book post from a parent. It was just a general comment about a Head Start employee that was further investigated. The test came back negative. The table below lists the number of employees tested for the year 2017-18.

EMPLOYEE	#
Pre-Employment	175
Randoms (Head Start & Transportation)	57
Students	26
Reasonable Suspicion	8
Post-Accident	8
<b>Total</b>	<b>274</b>
Positive Tests	24
Negative Tests	250
<b>Total</b>	<b>274</b>

Most of the pre-employment tests were Head Start temporary/substitute employees. There are several reasons to drug test employees:

- To help the community:** By addressing the drug abuse problem effectively, employers “do their part” in addressing the needs of the community. All segments of society must fight the war on drugs.
- To maintain productivity:** At this time of heightened national concern about chemical dependency, employers cannot afford to carry significant numbers of employees who are one-third less productive because they have drugs in their systems.
- To protect employees and customers:** Workers on drugs present a clear and present danger to themselves, co-workers, and members of the public. Employers cannot and should not allow the safety and health of others to be jeopardized by drug abusers in the workplace.
- To contain health care costs:** Drug users are not only more likely to injure others on the job, they also incur four times the medical expenses of the average employee. Some state workers’ compensation laws deny coverage if the injury resulted from the use of illicit drugs or alcohol. Taking advantage of these statutes is virtually impossible without testing.
- To deter drug use:** If drug users know a company makes “being drug-free” a condition of employment, they are more likely to refrain from illegal drug use or to apply for employment elsewhere.
- To rehabilitate employees:** To the extent that drug testing uncovers drug dependency problems and forces people to face up to them, drug testing can be constructive, humane and even life-saving.

We had one workers comp accident this month. It is a claim that will be denied with the reason being the accident was a pre-existing health condition. We had 17 reported accidents for the 2017/18 year that were reported to the Montana State Fund Worker’ Comp. The reason there were only 8 post-accident drug screens is due to the fact that employees report the accident more then 24 hours after it occurs.

Job descriptions were given to all Supervisors to review and update. Updates can be done at any time of year but usually are completed prior to or during the annual performance evaluation period, or prior to creating a posting. Currently, we have an employee who is unable to perform the essential functions her position requires as stated in the job description. She has a doctor’s note excusing her from work for a short period. If an employee cannot perform any of the essential functions listed on the job description then they are not qualified for the position and can be terminated.

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