

## Board of Trustees Report

January, 2020

### *Personnel/Human Resources*

January employment vacancies were placed on the school's employment site, the OPI website, and posted throughout the community. The Print Shop also places the District and Head Start job vacancies on Facebook at the Rocky Boy community page. I receive District and HeadStart applications on the Frontline school employment website and in person.

#### Employee Drug Testing:

We tested 28 people this month. The chart displays the results. One of the positive tests results was dilution. The urine sample may have been diluted. The lab suggested options; to accept the 1<sup>st</sup> test as negative-no further action required – or require a second collection (unobserved) and accept second result as final. The District policy on this situation falls under a refusal. Behavior that constitutes as a **refusal** to submit to a test includes:

Employee	Positive	Negative
Student Athletes	3	11
District Subs	0	2
Head Start Regular Employees	0	3
Head Start Sub	2	7
<b>Total</b>	<b>5</b>	<b>23</b>

1. Employee refuses to complete and sign the Breath Alcohol Testing form (Step #2).
2. Employee refuses to provide an adequate amount of breath for alcohol testing unless a doctor determines the failure is due or probably due to a medical condition.
3. Employee fails to cooperate with the testing process in a way that prevents the completion of the test.
4. Employee is found tampering with, and/or attempting to adulterate the specimen or to be found Interfering with the collection procedure.
5. Employee does not immediately report to the collection site as required.

An employee who refuses to submit to a drug or alcohol test when asked to do so by the District will be considered as equivalency of testing positive and even more, an act of insubordination subject to disciplinary action up to, and including termination.

The **average daily attendance** for departments in the District for the Month of January is shown in the chart below. The District's goal is to improve student and staff attendance as well. The percentage is calculated on number of days per month, days missed, and number of employees in each department. Monitored usage of leave in a school can affect the absence behavior of employees, leading to less leave usage.

Department	Percentage
Administration	93%
Certified	94.7%
Classified	88%
Transportation	81%
Operations & Maintenance	89%
Food Service	95%
Head Start	82%
<b>TOTAL</b>	<b>88.96%</b>

#### 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,
- Health insurance, dental, vision enrollment/waiver enrollment
- Drug testing for the District and Head Start, random, pre-employment, reasonable suspicion, Student Drug Testing (until AD is hired)
- 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

If you have, any questions or comments please feel free to contact me. Happy New Year! *Jan Mitchell*, [janm@rockyboy.k12.mt.us](mailto:janm@rockyboy.k12.mt.us)