Board of Trustees Report
January, 2019

Personnel/Human Resources

January 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.

The Society for Human Resource Management (SHRM) Certification

In preparation for this certification I've been reading and studying the manuals. I've jotted down some points of interest:
- Implement and maintain a culture and organizational system that encourages all employees to report unethical practices and behaviors
-Empower all employees to report unethical behaviors and conflicts of interest without fear of reprisal
-Identify, evaluate and communicate to leadership potential ethical risks and conflicts of interest
-Oversee employee investigations and discipline
-Conduct investigations into employee misconduct and suggest disciplinary action when necessary

I received an anonymous email this month that described unethical activities in one of our departments. Some of the activities described were actual events currently taking place, unauthorized use of school vehicle, drug tests, drug use, using substitute urine in a drug test. The events and the staff involved were addressed. I spoke to all the staff in this department to review the proper procedure to follow when reporting unethical practices and behavior. I also illustrated the effects of unethical behavior in the workplace.

Our school has had three physical assaults on school grounds that involved staff since I've been the Personnel Manager. The latest one is suspended and will be recommended for termination. Assaults violate Personnel Policies involving harassment, bullying, intimidation or any act that interferes with an employee's opportunities, work performance and has the effect of physically harming or damaging an employee's property. Knowingly placing an employee in reasonable fear of physical harm or creating a hostile work environment is behavior that calls for disciplinary action or dismissal. No person on school property shall injure or threaten to injure another person, violate criminal law of Montana, or interfere with District activity.

Survey of Occupational Injuries and Illnesses. I completed this report on-line for the US Department of Labor and the Bureau of Labor statistics. There were a total of 12 injuries reported to the Montana State Fund for 2018. There were 3 cases with a total of 28 days away from work and one case that required a work restriction. Types of injuries reported include: 5 falls, 1 person cut with a knife in food services, a broken toe, a bee sting that led to anaphylactic shock, a seizure, a human bite and two animal bites. So far this year 2019 we haven't had any injury reports, knock on wood.

Employee Drug Testing: We tested 19 employees and 7 student athletes this month. 4 of the employee tests were for reasonable suspicion. The chart displays the results

Employee	Positive	Negative
Head Start Sub Employee	0	9
Head Start Regular Employee	0	4
District Sub Employee	0	2
Reasonable Suspicion – District Employees	0	4
Student Athletes	1	6
Total	**1**	**25**

Regular Personnel duties:
- ♥ Family Medical Leave Act paperwork (FMLA)
- ♥ Montana State Fund Worker's Compensation to report employee accidents/injuries
- ♥ Public Employment Retirement (PERS) and Teacher's Retirement (TRS) applications,
- ♥ Health insurance enrollment/waiver
- ♥ Drug testing for the District and Head Start, random, pre-employment, reasonable suspicion
- ♥ Background checks,
- ♥ Tracking leave, employee hours, maternity, bereavement, AWOL, substitute employee hours
- ♥ Employment applications, screen, interview, personnel file management
- ♥ Conduct new employee orientation
- ♥ Leave payouts for those who resign or are terminated
- ♥ Complete Unemployment paper work
- ♥ Wage recommendations
- ♥ Grievance Procedure, informal & formal

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