

**Board of Trustees Report
November, 2019**

Personnel / Human Resources

November 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 Head Start applications on the Frontline school employment website and in person.

For the month of November we filed two more worker comp claims. Both employees slipped and fell on district property due to snow and ice. I am still receiving medical status forms for two employees on workers compensation who are unable to return to work.

Employee Drug Testing:

We tested 24 people this month. The chart displays the results. We did one reasonable suspicion test this month that came out negative. I am still trying to catch up with athletic drug testing. There are approximately 110 athletes and so far almost half have been tested and retested. The reasonable suspicion test came as a result of several employee concerns. All employees know that they are subject to reasonable suspicion drug testing.

Employee	+	-
Student Athletes	2	9
District Subs	0	2
Head Start Regular Employees	0	4
Head Start Sub	2	4
Reasonable Suspicion	0	1
Total	4	20

I have been having several employees come in who are experiencing conflicts with other employees. At first they are ready to file grievances but once we start discussing the situation, come up with solutions, or what they want out of the situation, they usually decide to drop the issue. Some just want to vent, some feel the situation is hopeless no matter what they do, and some are just chronic complainers. Even just acknowledging the situation seems to help the employee. I let them know that the other person must have a chance to tell their side of the story. I offer them the chance to sit down with the other employee to discuss the issue or concern. This part of the process is a must if the employee wants to move forward or further with the issue. The validity of the complaint is a main part of whether the complaint goes further. Some of the issues are work load, work conditions, management – employee relations. The goal is to try to resolve before the complaint becomes more serious and goes to a higher level. I encourage and support our employees and am learning conflict resolution right along with them.

The average daily attendance for departments in the District for the Month of November 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.

Department	Percentage
Administration	83%
Certified	94.5%
Classified	90.3%
Transportation	77%
Operations & Maintenance	89%
Food Service	79%
Head Start	82 %
STAFF ATTENDANCE	
TOTAL	85%

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
- Drug testing for the District and Head Start, random, pre-employment, reasonable suspicion
- Background checks, name-based and fingerprints
- First Aid/CPR classes
- Time Clock Plus Training
- 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, on-line
- Wage recommendations
- Grievance Procedure, informal & formal

If you have, any questions or comments please feel free to contact me. I wish you all a very Merry Christmas and Happy New Year!

Jan Mitchell, janm@rockyboy.k12.mt.us