

**Alaska  
Public Entity  
Insurance**

# Personnel Issues and the Board— An Insurance Perspective

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# Today's Discussion

- ▶ Provide a Board's overview of risk management as it relates to personnel issues and terminations.
- ▶ The school board's role in personnel issues and terminations

# When to begin planning for employee issues and terminations

- ▶ Start before the employee is hired!
  - Have one or more standard job applications.
  - Job interviews should clearly convey realistic expectations for/about the position.
  - All employees should be provided with a copy of the school district's employment handbook and/or policies/practices.



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### FALL INSERVICE



Staff Development activities for the 2012-2013 school year began with inservice for administrators on August 7, 2012 and continued with other groups through August 10, 2012. To download a full .pdf copy of the agenda, click on the image at left.



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### CLOTHING



Dress tends to be more casual than in school districts "Outside" of Alaska, but it also varies from community to community. Temperatures are not as extreme as in the interior region of Alaska or northern parts of the "Lower 48" states. You should expect rain and mud in the Fall and Spring. Most find knee high rubber boots to be indispensable.

You will want a warm jacket, insulated pants, boots and other outerwear, but may wish to wait, talk to local staff

### GROCERIES

Groceries in rural Alaska are expensive and the variety available locally is very limited in some cases. It is possible, however to obtain any food you wish, if you think ahead and plan.

Be prepared to spend twice as much for food as you would in Seattle. A few items are obtainable in stores in Koliganek, Manokotak, New Stuyahok and Togiak.

All the villages are "damp" or "dry" with no alcoholic beverages sold, and the importation of alcohol is prohibited for some of the sites; this includes the importation for personal use. The extent of "dry" varies from village to village and year to year. Please visit the "Local Option Restrictions" page of the Alaska Public Safety Alcoholic Beverage Control Board at [http://www.das.state.ak.us/abcr/abcr\\_restrictions.htm](http://www.das.state.ak.us/abcr/abcr_restrictions.htm)

### HOUSING



Southwest Region Schools leases housing to its staff at school sites. The cost of this housing is regulated by negotiated agreement and specific costs can be found in the Teacher's and Administrator's Negotiated Agreements.

Administrator's Negotiated Agreements.

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# VALDEZ CITY SCHOOLS



## CLASSIFIED EMPLOYEE HANDBOOK

May 12, 2015

### HANDBOOK INDEX

Handbook Index...The following policies are referenced throughout the Classified Handbook and may be located in their entirety by accessing the school district's website for the actual policy in reference at: <http://www.valdezcityschools.org> and simply "clicking" on Board Policy.

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# Continue to plan throughout employment

- ▶ What is your school district's plan for onboarding new employees?
  - Training and orientation to the new position
  - Regular feedback and follow up with the new employee
- ▶ Is the district following its performance management plan?
  - Annual performance evaluations– Timely? Accurate? Effective? (AS 14.20.149)
  - Is feedback to employees being documented?

# Continue to plan throughout employment

- ▶ Consistently apply uniform performance standards for each position.
  - Establish standards in job descriptions, policies and procedures.
  - Review periodically for necessary updates.
- ▶ Consistently apply disciplinary and corrective action.

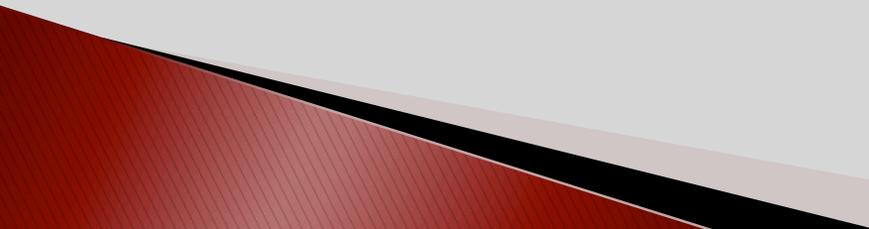
# When an issue arises

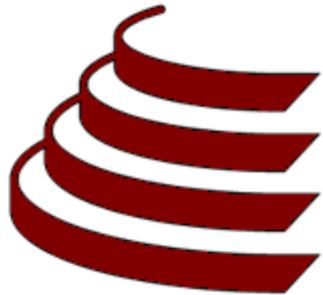
- ▶ Serious misconduct should be promptly and thoroughly investigated.
  - Who will conduct an investigation? Coordinate with legal and insurance carrier if necessary.
  - Review policies and contract language relating to these situations.
  - Be thoughtful about your communications: email, media, community members.
  - Please notify your insurance company!

# Reviewing a personnel decision

- ▶ Review the school district's discipline and termination policy
- ▶ Review the decision making process.
  - Was the employee afforded due process?
  - Ensure the reason for termination "holds water".
  - Ensure the decision is consistent with the organization's practices and policies.
- ▶ Watch for red flags:
  - Decision is subjective or not substantiated by written documentation.
  - Reason is based only on he said/she said evidence.

# In conclusion

- ▶ When in doubt, call your insurance company
  - ▶ For personnel issues, call the HR consultant with your insurance company
  - ▶ Think in terms of preventative action. What can be done now to prevent issues in the future?
  - ▶ “Guidance before action”. Don’t be afraid to ask for help!
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Questions?

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