

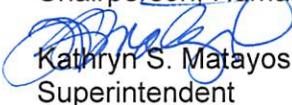


STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

August 18, 2015

TO: The Honorable Brian De Lima
Chairperson, Human Resources Committee

FROM:  Kathryn S. Matayoshi
Superintendent

SUBJECT: Update on Department of Education (“Department”) Investigations, Including Employee Leave Data (Department Directed Leaves (“DDL”) and Leaves Pending Investigation (“LPI”))

1. DESCRIPTION

The Department’s Office of Human Resources (OHR) provides centralized support for the investigation of employees who have been accused of misconduct. Among its functions, the Investigations Section monitors and maintains records of the Department’s employees who have been placed on Department Directed Leave (“DDL”) and Leave Pending Investigation (“LPI”).

2. UPDATE

OHR will provide an update to its December 16, 2014 Human Resources Committee presentation regarding the resources and supports provided for employee investigations. The presentation will include updated data about employees on DDL and LPI.

KSM:BAK:je
Attachment

c: Office of Human Resources

Update of Department of Education [“Department”] Investigations, including employee leave data (Department Directed Leaves [“DDL”] and Leaves Pending Investigation [“LPI”])

A Presentation to the
Board of Education Human Resources Committee

August 18, 2015



Investigation Process Overview

Intake and Investigation:

- ◆ Complaint received
- ◆ Assessment by Principal/Director
- ◆ Investigator assigned, if investigation warranted
- ◆ Employee placed on DDL or LPI, if necessary
- ◆ Investigation conducted
- ◆ Investigation report written



Investigation Process Overview

Decision making process:

- ◆ Investigation Report transmitted to principal/director
- ◆ Post-investigation meeting with employee
- ◆ Principal/director determines appropriate action
- ◆ CAS/AS makes decision (classified) or recommendation to Superintendent (certificated), depending upon level of discipline



Update on Investigative Capacity

Office of Human Resources Investigators

- ★ 2 perm, 1 temp

Civil Rights Compliance Office

- ★ 2 perm, 3 temp who conduct investigations among other duties

Complex Area Personnel Specialists

- ★ 5 who conduct investigations among other duties (reduced from 9)

School Vice-Principals



Progress Update – OHR Investigations Section

- ✦ ***Approval of 2 additional OHR (temp) personnel specialists (investigators)***
- ✦ ***Delivered training on Investigations Guidance (draft)***
 - VPs, District Investigators, CRCO, IA, PROs
- ✦ ***Audit of DDL/LPI extensions***
- ✦ ***Active monitoring and advice***

Update of DDLs & LPIs – 08.10.15

- ◆ ***15 Cases closed (since 6/24/15) – employees returned to work or discipline implemented***
- ◆ ***43 employees currently on DDL or LPI***
 - *3 Educational Officers*
 - *28 Teachers*
 - *12 Classified Staff*



DDLs & LPIs by type of allegations

- Hostile work environment 5
- Inappropriate conduct toward students 22
- Inappropriate sexual relations w/students 3
- Misuse of school funds 1
- Possession/use of drugs/alcohol 1
- Retaliation 1
- Sexual harassment 4
- Suitability 1
- Workplace Violence 5



Next Steps:

- ★ **Recruit 2 additional OHR personnel specialists**

- ★ **Seek additional resources**
 - OHR Investigations
 - CRCO Staff

- ★ **Update Decision Making Guidance and conduct training**

