



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

OFFICE OF THE SUPERINTENDENT

January 19, 2016

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

FROM: 
Kathryn S. Matayoshi
Superintendent

SUBJECT: **Update on Committee Request for Information Relating to Department of Education Investigations (Department Directed Leave ("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 a status update on the referenced request for information about employee investigations.

KSM:BAK:je
Attachment

c: Office of Human Resources



Excel sheet
Hubert Minn
to:
Barbara Krieg
11/23/2015 10:14 PM
Cc:
Alison Kunishige.

From: Hubert Minn
To: Barbara Krieg
Cc: Alison Kunishige

Aloha Barbara.

After much thought I believe you should follow this request as the final.
Thanks again.
Hu

"I would like to see an Excel Spread sheet with the following information-

- 1. List all investigations for the past 5 yrs.beginning in 2010.**
- 2. Please delineate Investigations in HR, Complex Level, School Level, State Office Level and Civil Rights Office**
- 3. Number of cases opened and closed w dates (Please indicate the length - total number of days that it took for the investigation to be completed.)**
- 4. Numbers carried over to next year because Investigations was still under process from previous year**
- 5. Current number of cases over 1 year still on going and not closed**
- 6. Please distinguish between Active Investigation vs Investigations being done...but Principal or Administrator still in process of making decisions**
- 7. Indicate if the investigation was completed by DOE employees or if the investigation was contracted out to a private provider / private contractor**
- 8. Indicate if the employee was placed on DDL or was allowed to continue working**
- 9. Indicate what happened to the employee:**
 - a. terminated**
 - b. suspended**
 - c. written warning**
 - d. oral warning**
 - e. moved to a different position**
 - f. no action taken against employee - no finding**
 - g. other**

10. Indicate if a grievance was filed and if so, who prevailed

This email was scanned by the Cisco IronPort Email Security System contracted by the Hawaii Dept of Education. If you receive suspicious/phish email. forward a copy to spamreport@k12.hi.us. This helps us monitor suspicious/phish email getting thru. You will not receive a response. but rest assured the information received will help to build additional protection. For more info about the filtering service. go to http://help.k12.hi.us/nssb/internal/spam_pages/index.html



Excel Spread sheet status - DOE Employee Investigations

Barbara A. Krieg

delima, Alison Kunishige, Amy S. Kunz
Nanette Hookano, Barbara A. Krieg

12/22/2015 03:23 PM

Aloha,

I apologize for the delay. We are facing challenges in generating the reports on a timely basis, the primary reasons for which are:

1. The Office of Human Resource (OHR) does not track the status of investigations that are conducted while the employee is in the workplace. That information is available only from the individual schools and/or offices.
2. OHR tracks the status of employee investigations where the employee has been placed on leave during the investigation and decision-making process (e.g. Department Directed Leave for certificated employees and Leave Pending Investigation for classified employees). However, the information collected by OHR does not include all of the data you requested. In addition, the current tracking protocols (reflected in the periodic Board reports) were established in the beginning of 2013.
3. The tracking process is manual and requires a significant amount of staff (e.g. OHR Investigator and school/office contacts) time to collect and compile the requested information. It is especially time-intensive to obtain additional data for previously closed cases, for many of which cases the original contact person is no longer in the position.

Our plan is to build out the information you requested starting from January 1, 2013 and adding it to the reports previously provided to the Board. Our reporting will necessarily be limited to cases in which the employee has been placed on DDL / LPI during the investigation and decision-making process. We hope to provide this information by the beginning of February 2016. We are, however, trying to complete the reports as soon as possible.

Please also note we are revising our oversight protocols to add the requested categories of tracking information on a going-forward basis so we will be able to more timely respond to future inquiries.

We appreciate your patience as we work through the request and revise our protocols. As you know, the Department has limited staffing for this function and our available employees are prioritizing conducting investigations. Therefore, the reports are taking longer than would otherwise be necessary.

If you have any questions regarding the above or wish to discuss the reports and our proposed timeline, please let me know.

Mahalo,

Barbara

Barbara A. Krieg
Assistant Superintendent
Office of Human Resources
650 Iwilei Road, Suite 300
Honolulu, HI 96817
Tel. (808) 441-8300