



Little River Band of Ottawa Indians

Signature of Approval

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Tribal Ogema	Date

GOVERNMENT OPERATIONS PERSONNEL MANUAL

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CHAPTER I. INTRODUCTION

1.1 TRIBAL HISTORY

The Little River Band of Ottawa Indians (the “LRBOI”) are the descendants of and political successors to nine historical Ottawa bands whose leaders were signatories to the Treaties of March 28, 1836 and July 31, 1855. Our people have existed in Michigan from historical times to the present within separate autonomous bands that inhabited a territory extending from the Manistee River South to the Grand River in the Western Lower Peninsula of Michigan.

1.2 PURPOSE

This manual defines the policies and procedures for employment with the LRBOI. These policies and procedures are designed to promote a better understanding of the rights, privileges, and responsibilities of employment with the Tribe. They are also intended to establish a merit-based, uniform system for personnel administration that is designed to promote the quality and efficiency of service for the Tribal government and its members.

The policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the Tribe and any of its employees.

1.3 AUTHORITY

The following policies and procedures have been approved by the Ogema of the LRBOI, and shall apply to all positions in the Tribal government as listed in this manual. The Ogema shall have the authority to amend this manual in accordance with Section 1.4 of this manual.

1.4 AMENDMENT

This manual may be amended by the Ogema at any time. Prior to amending the manual, the Ogema shall post the proposed amendments for no less than thirty (30) days to allow employees to provide comments on the suggested amendments. Once the thirty (30) days has expired, the Ogema shall cause to be distributed an amended version of the manual.

1.5 SCOPE

All policies and procedures in this document apply to all employees of Tribal Government, including the executive, legislative, and judicial branch employees. “Employee” shall include all positions except those listed below:

- a. Tribal Council members, Ogema, and persons appointed to fill vacancies in such elected offices.
- b. Independent contractors.
- c. Tribal Court judges.
- e. Commissioners, board members, and committee members.

The Government Operations Personnel Manual is written for application to Tribal government employment. The following interpretive rules shall apply:

- a. Where applicable in this manual, references to the Ogema shall be interpreted to be the Tribal Council for those employees under the supervision of the Tribal Council and the Chief Judge of the Tribal Court for those employees under the supervision of the Chief Judge of the Tribal Court.
- b. As used in this manual, “Director” means the employee within an office, group of offices, program, or group of programs with the highest authority and who report to the Ogema.
- c. Lead as identified in the adopted organizational chart of the Tribe by Tribal Council Resolution # 15-0513-157.

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CHAPTER II. RECRUITMENT, SELECTION, AND APPOINTMENT

2.1 POLICY

It shall be the policy of the Tribe to recruit and select the most qualified persons for employment, subject to Section 2.3 of this manual. Recruitment and selection will be conducted to provide open competition and equal employment opportunity.

2.2 NONDISCRIMINATION [See Fair Employment Practices Code, Ordinance #05-600-03]

2.3 INDIAN PREFERENCE

The Little River Band of Ottawa Indians follows the Indian Preference in Employment Ordinance, Ordinance #15-600-02, as amended.

2.4 NEPOTISM

Preferential consideration will not be extended to applicants based on family ties to past or current employees or government officials. No employee, Tribal Council member, committee member, board member, commissioner, Tribal Judge, or the Tribal Ogema, may participate in the screening, interview, or actual selection of an immediate family member. The term “immediate family” for any purpose shall be defined as follows:

Spouse/Significant Other	Father-in-law	Uncle
Father	Mother-in-law	Aunt
Mother	Sister-in-law	Niece
Sister	Brother-in-law	Nephew
Brother	Step Child/Parent	Living in the same household
Child	Grand Parent	<i>In Loco Parentis</i>
Foster Child	Grand Child	

2.5 RECRUITMENT AND HIRING PROCESS

The Human Resources Department will be responsible for the recruitment of candidates and posting of job openings.

Posting Vacancies: All positions shall be posted on the LRBOI website and in a prominent place in the reception area of all government buildings.

Selection Committee: The Human Resources Director shall create a Selection Committee to review applications, interview selected candidates, and rank the top applicants. This Committee shall consist of not less than three (3) persons, including the Human Resources Director or other Human Resources representative (who does not rank applicants or vote), the Lead for the department where the open position is, the director for the open position, and the supervisor for the open

position. If the available above required persons do not comprise a three-person hiring committee, another Lead or Director may be added to ensure three (3) voting members are on each committee.

Selection of Applicants to be Interviewed. The Selection Committee shall determine which applicants will be interviewed and perform the interviews as a group. If the Selection Committee is unsure if an applicant meets the minimum qualifications, they may interview the applicant to determine eligibility. If no applicant meets the minimum qualifications, the Selection Committee is not required to interview any applicant.

Interviewing. Upon completion of all interviews, the Selection Committee shall determine which of the applicants ranked highest, second highest, and third highest (if at least three interviewed). However, only those applicants whom the Selection Committee would recommend offering the position to shall be ranked. If, following the completion of all interviews, the Selection Committee believes that none of the applicants should be offered the position, the Selection Committee should inform the Human Resources Department of that fact and the position may be re-posted.

Offer. The Human Resources Department shall offer the position to the highest-ranked applicant recommended by the Selection Committee. If the highest-ranking applicant is unable or unwilling to accept the position, the Human Resources Department shall proceed to the second highest and then the third-highest ranking applicant. If none of the three highest-ranking applicants are able and willing to accept the position, the recruitment process may start again. Applicants who are not selected will be sent a letter of denial of employment.

If the applicant hired for the position vacates the position within four (4) months of his or her start-date, the Human Resources Department may offer the position to the second or third highest-ranking applicant without starting the recruitment process over. However, the Human Resources Department may elect to start the recruitment process over, in which case all previous applicants will be included in the pool of applicants.

2.6 APPLICATION FOR EMPLOYMENT

Persons seeking employment with the Tribe must submit a completed employment application to the Tribe. All applications and resumes shall be kept for a minimum of six (6) months.

The Tribe may rely upon the accuracy of information contained in the applicant's employment application and resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the employer's exclusion of the individual from further consideration for employment.

2.7 BACKGROUND INVESTIGATIONS

Each candidate shall undergo a background investigation in accordance with LRBOI policies and procedures that may be found on the "L" drive.

2.8 APPOINTMENTS

A letter from the Human Resources Director will confirm all appointments to employment positions with the Tribe. The letter shall include, at a minimum, the position, starting salary, applicable fringe benefits, and beginning date.

2.9 CLASSIFICATION OF EMPLOYMENT

The following definitions describe the various categories of employment with the Tribe. Included in each category is an identification of benefits eligibility.

- a. Regular, Full-time—Employees scheduled to work an average of at least 30 hours per week or more or an average of 130 hours per month or more. All regular, full-time employees are eligible for all employee benefits.
- b. Regular, Part-time—Employees scheduled to work 29 hours per week or less than 130 hours per month. For positions that are expected to continue for more than one year will be classified as regular, part-time employees. To be considered part-time, the employee must work more than 120 days in a year. All regular, part time employees are eligible for benefits on a pro-rated basis.
- c. Temporary—Employees hired for a position that is expected to continue for less than one year shall be considered temporary employees. Temporary employees' schedules may vary as directed by the Human Resources Department to maintain compliance with the Tribe's benefit program requirements, however not more than 1,000 hours in a calendar year. Temporary employees are not eligible for benefits other than required by law or specified at the time of employment.
- d. Student, Intern, or Trainee—A person appointed to participate in a work experience, training, or intern program that is for a limited time period not to exceed one year; however, not more than 180 full-time days in a calendar year. The student, intern, or trainee may or may not receive compensation and shall not be eligible for benefits other than required by law.

Employees shall also be classified as exempt or non-exempt based on applicable Tribal and Federal laws.

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CHAPTER III. PERSONNEL ADMINISTRATION AND DEVELOPMENT

3.1 PERSONNEL RECORDS

All employees shall have an official personnel file containing such items as:

- a. Application for employment
- b. Position description
- c. Job Performance Appraisals
- d. Tax withholding forms and other income deduction forms
- e. Salary information
- f. Attendance records
- g. Counseling and/or disciplinary action
- h. Commendations
- i. Personal data, such as emergency telephone numbers
- j. Employment contract, if applicable
- k. A signed acknowledgment of receipt of handbook form

All employee information is strictly confidential and access to personnel files is limited to:

- a. Payroll Accountant, for payroll related purposes only
- b. Employee's supervisor or director
- c. Ogema and Leads, if the employee is employed by the executive branch
- d. Tribal Council, if the employee is employed by the legislative branch
- e. The Chief Judge, if the employee is employed by the judicial branch
- f. The Unified Legal Department

If an individual, not listed in Section 3.1 of this manual, requests information from an employee's personnel file, it shall be disclosed with the employee's written authorization. The Tribe must comply with disclosure requests when required by law.

Personnel records may be reviewed once written authorization on a form created by the Human Resources Department is presented. Only individuals listed above may access such files. Such authorization shall be for a limited purpose, shall specifically identify the individual to whom the records shall be released, and shall include a confidentiality statement signed by the individual seeking access to the file that the individual is bound to maintain the records in a confidential fashion unless applicable law dictates otherwise. Hard copies of personnel files may only be viewed in the Human Resource Department.

An individual may see his or her own personnel file at reasonable times, but no more than four (4) times a year. If the employee does not agree with any information contained in their personnel file, he or she may submit a written statement explaining their position, which will be made a part of the employee's file. The employee may be charged for the costs associated with providing a copy of his or her personnel file.

It is the responsibility of each employee to promptly notify the Human Resources Department of any changes in personnel data, personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, and other such status reports should be accurate and current at all times.

Records of all official personnel transactions, including hiring, promotion, disciplinary actions, and resignations of all employees will be maintained in the Human Resources Department. Personnel records, to be valid, shall be maintained by the Human Resources Department.

3.2 JOB DESCRIPTIONS

Job descriptions shall be kept in accordance with internal LRBOI policies and procedures that may be found on the “L” drive.

3.3 ORIENTATION

The Human Resources Department is responsible for ensuring that all new employees receive adequate orientation. The employee is required to report to the Human Resources Department on the first day of employment for orientation. The orientation will consist of the following procedures:

- a. The new employee will be given a copy of the Government Operations Personnel Manual. The Human Resources Department will review the general provisions of the manual and answer any questions.
- b. The Human Resources Department will assist the new employee in completing all required forms, including federal withholding forms, insurance enrollment cards, personnel forms, etc. The Human Resources Department will prepare a personnel file for the new employee and all required documentation shall be placed in that file.
- c. The new employee will receive his or her Tribal employee identification card.
- d. The Human Resources Department, or the employee’s supervisor, will give the new employee a tour of the facilities. Every effort should be made to introduce the new employee to co-workers and ease his or her adjustment to the new work environment.
- e. The supervisor will review the job description with the new employee, answer any questions, and set short-term work goals.

3.4 PROBATIONARY PERIOD

Each new employee shall serve a ninety (90) day probationary period. This period is for the purpose of training, observing, and evaluating the new employee’s work and conduct to determine if the new employee is capable of performing job requirements in a satisfactory manner. During this period, supervisors are expected to regularly observe the employee’s work and to discuss performance expectations and standards with the new employee.

During the probationary period, employees are entitled to all benefits extended to regular employees upon meeting eligibility requirements for those benefits as set forth in this manual or as may be identified in insurance and retirement plans. However, employees may not take paid time off until they have successfully completed the probationary period.

Employees will be evaluated at the end of the ninety (90) day probationary period. Evaluations will focus on work performance, attitude, commitment to Tribal endeavors, attendance record, and other relevant job factors stated in the job description.

Evaluations will be conducted by the employee's supervisor and will be reviewed and approved by the Lead for the department. The supervisor shall discuss the results of the evaluation with the employee and be signed by both the supervisor and employee before the evaluation is made part of the employee's record. Unsatisfactory performance will be brought to the attention of the employee during the evaluation.

At the end of the probationary period, the recommendation to retain or terminate the employee or to extend the probationary period, up to sixty (60) days, will be made by the supervisor. No more than one (1) probationary extension may be given to an employee.

Employees who do not satisfactorily complete the probationary period will be terminated. A letter detailing the reasons for termination will be prepared by the supervisor, approved by the Lead, and given to the employee. A copy of the letter will be placed in the employee's personnel file.

3.5 JOB PERFORMANCE APPRAISAL

All job performance appraisals will be done in accordance with internal LRBOI policies and procedures that may be found on the "L" drive.

3.6 CONTINUOUS LENGTH OF SERVICE

Continuous length of service for an employee is that period of employment with the Tribe that is considered unbroken. Time spent on leave of absence shall not be considered a break in service. Fringe benefits will be retained but not accrued; however, cost-sharing may apply.

3.7 RESTORATION OF LENGTH OF SERVICE

- a. Employees who have resigned in good standing shall have their length of service restored if they are re-hired within two (2) years of the date of resignation.
- b. Employees who have been laid off with more than six (6) months of full-time continuous service at the time of lay-off who are re-hired by the Tribe within two (2) years from the date of lay-off will have their length of service restored.
- c. Employees who are involuntarily terminated and who are later re-hired by the Tribe will not have any prior length of service restored. The only exceptions are employees who are re-instated after successfully appealing their termination through the Grievance Procedure. In such cases, the re-instated employee will have their length of service restored.

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CHAPTER IV. EMPLOYEE COMPENSATION

4.1 PAYROLL PROCEDURES

The first day of the pay period is Monday and the last day is Sunday. Payroll checks will be deposited the Friday following the end of the pay period. Employees must sign up for direct deposit.

All hourly employees shall utilize the current time keeping system. All salaried employees shall utilize the current time keeping system when requesting paid time off ("PTO"). The employee and his or her supervisor must approve time sheets. Each supervisor is responsible for verifying all subordinates' time sheets and submitting them to his or her supervisor on the Monday following the pay period. An employee falsifying a time sheet shall be subject to disciplinary action related to employment up to and including termination and civil or criminal action.

The employer takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the supervisor and the Lead so that corrections can be made as quickly as possible.

4.2 COMPENSATION SCHEDULE

Compensation increases for employees shall be in accordance with LRBOI policies and procedures that may be found on the "L" drive.

4.3 EDUCATION BONUS

Pursuant to Tribal Council Resolution #06-0301-160, an Education Bonus is based on successful completion of one (1) Associate's Degree, one (1) Bachelor's Degree, or one (1) Master's Degree. An employee may receive a bonus for one of each of the above mentioned degrees; however, additional bonuses will not be awarded for multiple degrees of the same level.

An Education Bonus will be awarded once proof of completion is presented to the Human Resources Department and all proper paperwork is completed with accounting and payroll:

Associate's Degree	\$1,500.00
Bachelor's Degree	\$2,500.00
Master's Degree	\$5,000.00

An employee may keep the entirety of a bonus if they continue to work for the Tribal Government for two years after the bonus is awarded. If an employee voluntarily discontinues working for the Tribal Government prior to the end of the two years, the employee must return the bonus award on a prorated basis.

4.4 OVERTIME POLICY

For the purposes of assigning overtime pay, employees shall be classified by the normal hours of operation for the department in which they are employed. Any permanent schedule change must be approved by the Ogema.

- a. Hourly employees working in a department (e.g. Public Safety) that must have personnel on duty twenty-four (24) hours a day, seven (7) days a week shall incur overtime pay at the rate of one and a half (1.5) times regular pay whenever the employee is required to work more than twelve (12) hours in a day or eighty (80) hours in a two (2) week pay period. Overtime must be pre-approved and documented by the employee's supervisor.
- b. Hourly employees working in a department that normally has employees on duty during normal business hours, Monday through Friday, 8 a.m. to 5 p.m., shall incur overtime pay at the rate of one and a half (1.5) times regular pay whenever the employee is required to work more than forty (40) hours in a week. Overtime must be pre-approved and documented by the employee's supervisor. Every effort should be made to adjust the employee's work schedule within the same work week to avoid overtime.
- c. Salaried exempt employees are not eligible for overtime pay.

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CHAPTER V. WORK HOURS AND SCHEDULES

5.1 WORK HOURS

The normal work schedule for all full-time employees is five (5) days a week and nine (9) hours a day, which includes a one (1) hour unpaid meal break. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

The employee's supervisor will set each employee's work schedule according to the needs of the Tribe and the department. Changes in the work schedule are at the discretion of the supervisor, not the employee. However, any permanent changes to any employee's work schedule must be approved by the Ogema.

It is the responsibility of the director or department supervisor in the absence of a director to ensure that their Tribal administrative and program offices are open for business Monday through Friday of each week, from 8:00 a.m. to 5:00 p.m. Excepted are twenty-four (24) hour departments requiring shift work at all times.

Lunch Periods. Each employee shall be allowed a one (1) hour unpaid lunch period daily. Lunch periods shall be staggered so as not to curtail services to the public. Employees may elect, with the approval of their supervisor to take a thirty (30) minute lunch period. In such situations the reporting or leaving time can be adjusted accordingly. However, any permanent changes to any employee's work schedule must be approved by the Ogema. Employees may not work through a lunch period without prior supervisor approval.

In addition, note that certain grant programs require that working hours be documented through time checks with supervisors or his/her designee.

Break Periods. An employee who works at least eight (8) hours is entitled to two (2) fifteen (15) minute break periods. If an employee is working eight (8) or more hours, one (1) break period must be taken within the first five (5) hours of work. An employee working at least five (5) hours is entitled to one (1) fifteen (15) minute break period. Break periods may not be used to extend a lunch hour and may not be combined together to take a thirty (30) minute break period. Employees may not use break periods to arrive late to work or leave early. Employees may not leave Tribal property during their paid break periods. An employee taking a break period according to this policy manual will be compensated for such break.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every employee. "Time worked" is defined as any time actually spent on the job performing assigned duties.

All employees must comply with the timekeeping system implemented by the Tribe. Failure to properly comply with the requirements of the timekeeping system may result in disciplinary action.

Tampering, altering, falsifying time records, or recording time on another employee's time record shall result in disciplinary action, including termination and civil or criminal action.

All employees must submit an approved timesheet the Monday before payday. An employee who does not submit a timesheet on time must submit an approved timesheet before receiving a payroll check. The timesheet is approved by the employee's supervisor.

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CHAPTER VI. BENEFITS, HOLIDAYS, AND LEAVE

6.1 EMPLOYEE BENEFITS

All regular full-time, regular part-time, and probationary employees are entitled to certain fringe benefits that are identified in this section unless otherwise limited by law or current benefit plan restrictions. Certain benefits are limited only to full-time employees.

Excepting those benefits required by law, all other insurance benefits are subject to the availability of funds. The Tribal Council reserves the right to determine appropriate insurance programs within the constraints of available budgets or to terminate insurance benefits, as circumstances require.

Certain employees will be tax exempt because they are Tribal members and their positions involve the protection, enforcement, or administration of treaty resources. These employees may have different benefits than other employees. Differences in benefits are noted in this chapter.

6.2 REQUIRED BENEFITS

All non-tax exempt, regular or temporary, full and part-time employees are provided with standard benefits prescribed by applicable federal and state law. They include Social Security (FICA), Medicare (MEDI), State Unemployment Insurance (SUTA), and Workers' Compensation.

Employee's contribution to the cost of Social Security coverage is defined by law and is automatically deducted from each paycheck. The Tribe pays all costs for providing Unemployment Insurance and Workers' Compensation.

6.3 HEALTH INSURANCE

All regular full-time and probationary full-time employees may be provided with comprehensive major medical coverage. Employees should refer to the insurance brochure for the limits and conditions of this coverage, which may be found on the "L" drive. All employees must complete an enrollment form during the orientation process, which will identify family members covered by the plan. The Tribe pays for the cost of this health insurance coverage subject to Section 6.1.

Employees who are separated from employment due to lay-off, resignation, termination, or other separation are covered under the health insurance plan for one (1) month following the date of separation.

6.4 LIFE INSURANCE

All regular full-time and probationary full-time employees may be provided with a term life insurance policy. Employees should refer to the insurance brochure for the limits and conditions of the policy. If an employee ends his or her employment relationship with the Tribe, life insurance coverage ends on the last day of employment.

6.5 SHORT-TERM DISABILITY

All eligible regular, full-time employees may be provided with short-term disability insurance coverage in accordance with the requirements of the Tribe's short-term disability insurance in place at that time. If available, employees are required to utilize PTO leave between the period of time when they cease work as a result of the temporary disability and when their short-term disability pay benefits begin. An employee is not required to exhaust his or her PTO leave prior to utilizing the benefit.

The Tribe offers this insurance benefit to eligible employees who choose to accept by filing with the Human Resources Department the appropriate signed and dated insurance acceptance form. An employee is eligible for the short-term disability insurance benefit if he or she is a regular full-time employee with 120 days of continuous service.

If an employee qualifies for a Family Medical Leave, according to Section 6.16 and the **Fair Employment Practice Code, Ordinance #05-600-03** that leave and short-term disability will run concurrently upon the inception of short-term disability benefits.

If an employee ends his or her employment relationship with the Tribe, short-term disability coverage ends on the last day of employment.

6.6 HOLIDAYS

The Tribe recognizes the following designated holidays and grants time off with pay to all employees. The Ogema may declare additional holidays as he or she sees fit.

New Year's Day	Veteran's Day
Treaty Recognition Day (March 28 th)	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Eve Day (half day)
Labor Day	Christmas Day
Reaffirmation Day (September 21 st)	

a. Hourly employees, working in a department (e.g., Public Safety and Surveillance) that must have personnel on duty twenty-four (24) hours a day, seven (7) days a week, and that are required to work on the exact date of any designated holiday will be paid at two (2) times their regular rate of pay for all hours worked. Employees must work their regularly scheduled day before and after the designated holiday in order to receive holiday pay.

b. Employees on a leave of absence without pay or suspended due to disciplinary action are not entitled to holiday pay during that time period.

c. Hourly employees working in a department that normally has personnel on duty during normal business hours, Monday through Friday, 8 a.m. to 5 p.m., as well as all salaried employees, shall observe holidays that fall on Saturday on the preceding Friday and shall observe holidays that fall on Sunday on the following Monday.

d. Holidays that fall within an employee's pre-approved PTO request will be granted

holiday pay for the observed holiday. If the holiday does not fall on a part-time employee's regularly scheduled working day, the part-time employee will not receive compensation for the holiday.

6.7 PAID TIME OFF LEAVE

Regular full-time and regular part-time employees (including probationary employees) are eligible for PTO benefits. PTO may be used to cover time needed for employees' occasional need to be absent from work for a period of time for any purpose that the employee desires, including vacation.

Calculation of PTO

Regular, full-time employees who have worked 0-364 days shall accrue 2.54 PTO hours per 40 hours worked.

Regular, full-time employees who have worked 1 year to 6 years shall accrue 3.54 PTO hours per 40 hours worked.

Regular, full-time employees who have worked more than 7 years shall accrue 4.54 PTO hours per 40 hours worked.

Regular full-time and regular part-time employees who are paid less than forty (40) hours per week will receive PTO on a prorated basis. Employees cannot carry over more than 120 hours from year to year.

Rules governing PTO. PTO requests must be recorded through the Tribe's timekeeping system, which can be made by either the employee or employee's supervisor. All PTO requests must conform to the following requirements:

- a. Requests must be for a minimum of fifteen (15) minutes.
- b. PTO requests must be approved by the employee's supervisor prior to being used. Supervisors should make every effort to reply to requests in a timely fashion. Supervisors must consider the needs of the department prior to approving any PTO request.
- c. An employee's request for PTO of twenty-four (24) hours or more requires at least seventy-two (72) hours' notice.
 1. The Director, with consultation from the Human Resources Department, may approve PTO even if prior seventy-two (72) hours' notice was not received. However, a Director must take into consideration the needs of the department, staffing levels, and the overall interest of the Tribe prior to approving or denying any request.
- d. If a holiday falls within an approved PTO period, it will not be considered as a PTO day, rather the employee shall be compensated for the holiday.
- e. PTO shall not accrue during an employee's unpaid leave of absence.

- f. An employee shall exhaust a minimum of fifty percent (50%) of their total available leave when requesting Family Medical Leave during the time off requested. Such use will not exceed eighty (80) hours total rounded to the nearest hour.
- g. If available, employees are required to utilize PTO leave between the period of time when they cease work as a result of the temporary disability and when his or her short-term disability pay benefits begin. Such use will not exceed eighty (80) hours total rounded to the nearest hour.
- h. In the event of separation from employment either by lay-off, termination, resignation, or other separation, employees are entitled to payment for 100% of their PTO active balance at their normal pay rate.

In the event a Little River Band of Ottawa Indians grant funded program is terminated, employees shall be notified by the Lead of the effective date the program ends so that the employee can use PTO leave before the program ends. All PTO leave must be approved by a supervisor, who may deny such request if the staff is needed to successfully close out the grant.

6.8 MATERNITY LEAVE AND PATERNITY LEAVE

Employees may utilize the Family Medical Leave Protection under the **Fair Employment Practices Code, Ordinance #05-600-03** for maternity and paternity leave. An employee may only utilize Family Medical Leave if they meet the requirements under the law.

If the employee does not meet the requirements under the **Fair Employment Practices Code**, some employees may still qualify for up to eight (8) weeks of maternity or paternity leave under the following guidelines:

The Tribe may grant maternity and paternity leave to regular, full-time employees who have successfully completed the probationary period and who are expecting a child through birth or adoption.

- a. The employee must submit a written request to the Director or Lead at least thirty (30) days prior to the beginning of the leave except in case of an emergency, where a leave may commence immediately.
- b. In cases of childbirth, a doctor's statement attesting to the employee's pregnant condition must accompany a request for maternity leave. A request for maternity leave must indicate the number of days or weeks the doctor anticipates the employee will be required to be off work. In the case of the partner of the pregnant employee, a doctor's statement of the partner's pregnant condition and need for assistance must accompany a request for maternity or paternity leave.
- c. In adoption cases, an adoption agent, social worker, or representative of the placement agency must provide a statement attesting to the expected placement date. This statement must accompany a request for maternity or paternity leave.
- d. The employee may elect to use accumulated PTO during maternity or paternity leave.
- e. Fringe benefits shall be retained, but are not accrued or paid for maternity or paternity leave.

- f. An employee returning from maternity or paternity leave shall be entitled to the same or equivalent position at the same rate of pay when she or he left. Employees must notify his or her Director or Lead and Human Resources Department at least ten (10) business days prior to returning from maternity or paternity leave. In the case of employees who gave birth, such notification must include a physician's statement indicating that she is able to return to her duties as an employee.
- g. Employees must return from maternity or paternity leave within a reasonable period of time, not to exceed eight (8) weeks. If there are extenuating circumstances and the Human Resources Department and supervisor are notified, additional extensions of the maternity or paternity leave may be granted. The extension requires the approval of the Director or Lead and Human Resources Department. A statement from the attending physician should substantiate requests for maternity or paternity leave of any length.
- h. For additional extensions of maternity leave or paternity leave, employees must notify the Human Resources Department seventy-two (72) hours prior to the expected return to work date that they intend to return to work. The Human Resources Department shall notify the supervisor of the employees expected return to work date, that a request for extension has been made, or that the employee does not intend to return to work.

The Human Resources Department shall not allow an employee to utilize both Family Medical Leave and Maternity/Paternity Leave in combination. Only one leave type may be applied per pregnancy or adoption.

6.9 BEREAVEMENT LEAVE

An automatic three (3) days leave with pay will be granted in the event of the death of a member of an employee's immediate family. The three (3) days must be used within thirty (30) days of the death and can be applied in half-day or full-day periods. "Three (3) days" leave shall be defined as three (3) regularly scheduled shifts, whether the employee is a part-time or full-time employee. The term "immediate family" for any purpose shall be defined as follows:

Spouse/Significant Other	Father-in-law	Uncle
Father	Mother-in-law	Aunt
Mother	Sister-in-law	Niece
Sister	Brother-in-law	Nephew
Brother	Step Child/Parent	Living in the same household
Children	Grand Parent	<i>In Loco Parentis</i>
Foster Child	Grand Child	

6.10 LEAVES OF ABSENCE

All requests for unpaid leaves of absence must be in writing and approved by the employee's Director, Human Resources Department, and the Ogema. Employees with available active balances of PTO are not eligible for leaves of absence. Leaves of absence shall be without pay and may not exceed thirty (30) days. When a leave of absence is granted, the employee agrees to return to work the first business day immediately after the expiration of the leave period. Failure

to return to work shall be considered a voluntary resignation from employment.

No more than one (1) leave of absence will be granted during one (1) calendar year. No PTO leave shall accrue while an employee is on a leave of absence. Time spent on leave of absence shall not be considered a break in service. Benefits will continue for up to thirty (30) days of the unpaid leave.

6.11 MILITARY LEAVE

The Tribe shall observe the provisions of the federal regulations regarding reemployment rights and leaves of absence in accordance with the Veteran's Reemployment Rights Statute Part III, Chapter 43 of Title 38, U.S. Code as amended. Any employee filling other than a temporary position who is leaving employment for the purpose of military service, training or examination is eligible for reemployment rights. A copy of the official military orders should accompany any request for military leave including annual active duty training with Reserve or National Guard components of the U.S. Armed Forces.

6.12 JURY DUTY

An employee who is called for jury duty or is subpoenaed to testify as a witness in a case shall notify his or her supervisor immediately upon receipt of such notice. If an employee serves on jury duty during normally scheduled work days, the Tribe shall require the employee to remit any payment of witness fees or jury duty pay, excluding travel expenses, in order to compensate the employee at the employee's regular pay. Jury duty leave is entered into the time keeping system as approved leave. The Tribe will pay up to thirty (30) days of consecutive jury duty pay with continuation of benefits.

6.13 EDUCATIONAL LEAVE

Full-time regular employees enrolled in higher education classes during the course of normal working hours shall be allowed to attend classes for up to eight (8) hours per week, including travel time, with pay. However, prior to enrolling in higher education course work, the employee must first consult with his or her supervisor regarding course selection. Both the supervisor and the Director must approve the class(es) selected by the employee that are to be taken during normal working hours.

Employees who receive educational leave must submit verification of class enrollment to their supervisor and Human Resources Department. This documentation will be placed in the employee's personnel file. Employees must also verify successful completion of course work in order to qualify for any additional educational leave in the future.

Educational leave for employees will not be permitted to compromise the quantity or quality of work they perform for the Tribe or to unreasonably burden other employees. Education leave may only be taken to attend classes that benefit the employee's current position or another position in the Tribe.

6.14 WELLNESS LEAVE

Regular full-time, part-time, or contracted employees employed at the Tribe for more than ninety (90) days are eligible for wellness leave. Work force development and temporary employees are not eligible for this program.

Employees that are enrolled in this program may be allowed to attend or participate in a physical activity during their normal scheduled workday, up to a maximum of two (2) hours per week, including travel time, with pay and benefits. Enrolling in the program is initiated by submitting a completed “Wellness Leave Request” form, which may be found on the “L” drive, to the employee’s supervisor or director.

All Wellness Leave requests are subject to approval and implemented through the **Wellness Leave Policy** found on the “L” drive.

6.15 ABSENCE WITHOUT APPROVED LEAVE

Employees must notify their supervisor of any paid or unpaid leave. An employee must use PTO or must have an unpaid leave of absence approved in order to take time off from work. An employee may not take unpaid leaves of absence without prior approval. Failure by an employee to notify the supervisor in the event of absence will be considered as an unpaid absence without leave and may result in disciplinary action. An individual, on behalf of an employee, may notify the Tribe of an employee’s unexpected absence only if the employee is incapacitated and unable to do so. Three (3) or more unpaid absences without leave will be grounds for immediate termination.

6.16. FAMILY MEDICAL LEAVE [See Fair Employment Practices Code, Ordinance #05-600-03]

6.17 TIME OFF FOR VOTING IN TRIBAL, LOCAL, STATE, AND/OR FEDERAL ELECTIONS

Employees who do not have sufficient non-work time to vote, which is at least two (2) hours available either before or after work during which the polls are open, may take off time sufficient to enable them to vote. Supervisor approved time off must be with pay.

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CHAPTER VII. SEPARATIONS FROM EMPLOYMENT AND DISCIPLINARY ACTIONS

7.1 LAYOFFS

At the discretion of the Ogema, an employee who is slated to be laid-off may be transferred to another position within the Tribe for which they are deemed qualified, if such positions are available. Employees shall be given a minimum of two (2) weeks' notice of lay-off.

The decision to lay-off an employee shall be approved by the Ogema.

The order of lay-off shall be as follows:

- a. Temporary employees.
- b. Probationary part-time.
- c. Probationary full-time.
- d. Regular part-time.
- e. Regular full-time hourly employees.
- f. Regular salaried employees.

Within the six (6) above categories, the Ogema shall determine the order of lay-off by job performance as measured by the latest written Job Performance Appraisal.

7.2 RESIGNATIONS

Resignations are accepted upon submission in writing to the supervisor or the Human Resources Department.

In order to resign in good standing, employees shall:

- a. Notify their supervisor at least two (2) weeks in advance of the date they intend to leave; and
- b. Maintain satisfactory job performance for the duration of their employment.

In order to be considered for future re-hire, former employees must have resigned in good standing during their previous employment with the Tribe.

7.3 TERMINATIONS

Non-Contract Employees may only be terminated for cause pursuant to the **Government Employment Relations Act of 2005, Ordinance #05-600-01**, as amended.

Employees who are terminated will be compensated for accrued PTO at their current rate of pay.

Cause for termination includes, but is not limited to:

- a. Failure of an employee to carry out the duties and obligations imposed by this Personnel

Manual, Tribal laws, regulations, and program rules and regulations.

- b. Intentional violation of work rules.
- c. Unsatisfactory job performance appraisal.
- d. Gross insubordination.
- e. Theft of Tribal funds or Tribal property.

7.4 PROCEDURE FOR DISMISSAL AND SUSPENSION [See Government Employment Relations Act of 2005, Ordinance #05-600-03]

7.5 DISCIPLINARY ACTION

Employees who violate Tribal laws, Tribal regulations, Tribal policies including this manual, or other directives regarding employment, are subject to disciplinary action. Discipline shall be progressive as identified below. However, the Ogema or Human Resources Department may authorize action outside the progressive discipline steps for egregious actions.

A copy of this notification, which shall include the disciplinary action, the reason, and its duration, shall be filed in the employee's personnel records.

In every case of discipline, except for Verbal Warnings, the employee shall be notified in writing and given the opportunity to respond. For progressive discipline steps Second Notice through Fourth Notice, supervisors shall use the **Performance Improvement Plan Form** ("PIP") that may be found on the "L" drive. In every PIP, the supervisor shall identify the behavior requiring discipline and the desired corrective action plan.

Optional:

Verbal Warnings. Verbal warnings may be given to employees. Verbal warnings should be documented by the employee's supervisor and forwarded to the Human Resources Department for inclusion in the employee's personnel file.

Progressive Discipline Steps:

First Notice. Written Warning. This action does not require the PIP form, but does require written communication to the employee, explaining the objectionable behavior.

Second Notice. Written Reprimand. The action requires a completed PIP form with concrete orders for future action and outlining the consequences for repeating the objectionable behavior and expected corrected behavior or action.

Third Notice. Disciplinary Suspension without pay. In addition to a completed PIP form, this action removes an employee from employment in his or her department for a definite period of time. Disciplinary suspensions shall not exceed five (5) business days, without pay and without PTO accrual. At the end of the disciplinary suspension, the employee shall be returned to the payroll in the same department, classification, and salary as when the employee was suspended. (Disciplinary suspensions are different from suspensions

pending investigation. Suspension pending investigation may result in an employee returning to work or may end in discipline, including termination).

Fourth Notice. Demotion or Termination. In addition to a completed PIP form, this is an action that requires authorization by the Director with approval by the Human Resources Department.

Demotion shall not be utilized on a temporary basis and a vacant position must exist to be demoted to under this disciplinary action. Demotion reduces an employee's classification, duties, and responsibilities and results in a lower maximum salary.

Termination may be taken in lieu of demotion where a lesser position does not exist, where the employee is at an entry-level position, or where the supervisor identifies that demotion is not an appropriate action.

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CHAPTER VIII. GRIEVANCE AND COMPLAINT PROCEDURES

8.1 GRIEVANCE DEFINED

A grievance is a dispute, claim, or complaint arising under the terms of this manual and filed by an employee. Grievances are limited to matters of violation, interpretation, or unfair applications of this manual or Tribal government policies. To maintain an effective and orderly procedure it is necessary to follow the grievance procedure as stated below. Failure to follow the procedure as stated may forfeit the grievance.

8.2 GRIEVANCE PROCEDURE STEPS

The following procedure shall be followed in the event of a grievance:

- a. The employee shall, within ten (10) business days of the date of the grievance, or within ten (10) business days of the date the employee could reasonably be expected to have knowledge of the grievance, present the grievance in writing to the Human Resources Department. The employee must utilize the Grievance Form that may be found on the “L” drive.
- b. The Human Resources Department, in conjunction with the appropriate Lead, will determine which management personnel should respond to the grievance. The employee responding to the grievance shall reply in writing to the employee within fifteen (15) business days, of his or her receipt of the grievance. A copy of the response shall be filed with the Human Resources Department.
- c. Should the answer or remedy granted be unacceptable to the aggrieved employee, the employee may choose to continue the grievance process through higher levels of supervision, up to the Leads.

8.3 SETTLEMENT OF GRIEVANCE

Any and all grievances resolved during the grievance procedure will not be binding on the Tribe or any employees involved until a final decision is determined by the Lead. All settlements of grievances shall be approved by the Ogema.

8.4 PROCESSING GRIEVANCES

Every effort shall be made to adhere to the prescribed time limits of Section 8.2 above. Any grievance not answered by the supervisor within the time limits prescribed may be referred to the next step in the grievance procedure, unless an extension is mutually agreed to. A grievance, once submitted, may not be altered. An employee may withdraw his or her grievance at any time without prejudice.

8.5 APPEAL OF FINAL DECISION

An employee who has received a final decision in regards to a grievance regarding a suspension, demotion, or termination may appeal the decision to the Tribal Court in accordance with the **Government Employment Relations Act of 2005**, as amended. Awards under this section shall

consist only of reinstatement and/or removal of the disciplinary action from employee's personnel file.

8.6 COMPLAINT DEFINED

For the purposes of this Manual, a complaint may be filed by an employee, Tribal member, or customer who has general service concerns or issues. To maintain an effective and orderly procedure, it is necessary to follow the complaint procedure as stated below in section 8.7. Failure to follow the procedure as stated may forfeit the complaint.

8.7 COMPLAINTS AGAINST EMPLOYEES

The following procedures shall be followed in the event of a complaint:

- a. All complaints against an employee must be in writing and given to the employee's supervisor within ten (10) business days of the date of the complaint incident or within ten (10) business days of the date the complainant could reasonably be expected to have knowledge of the complaint incident.
- b. The supervisor must review the incidents or actions in question. The supervisor shall gather all relevant information or evidence necessary to properly evaluate the complaint.
- c. The supervisor shall make a decision in writing to both the employee and the complainant within fifteen (15) business days of the supervisor's receipt of the complaint. The decision may dismiss the complaint, require changes in either employee's conduct, or result in disciplinary actions as defined in these policies.
- d. If the complainant is not satisfied with the decision of the supervisor he or she may bring the complaint to the Lead for review. The Lead will review the complaint and the supervisor's decision. The Lead may uphold or modify the decision and action(s) taken by the supervisor.
- e. A copy of the complaint and the resulting action(s) shall be forwarded to the Human Resources Department for inclusion in the employee's personnel file.

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CHAPTER IX. CONDITIONS OF EMPLOYMENT

9.1 CODE OF ETHICS AND WORK RULES

The orderly and efficient operation of the Tribal government requires that certain work rules be established. Work rules covering personal standards of conduct as well as operating procedures are necessary to protect the health and safety of all employees, maintain uninterrupted service, and to protect the goodwill and property of the Tribe.

All employees are expected to conform to reasonable work rules and ethical standards, exemplified by the following:

- a. A commitment to the Tribe's goals, its leadership, and management.
- b. Employees are expected to present a positive image as Tribal government professionals at all times in the forms of dress, communication, and action. Employees shall deal with the public in a courteous and professional manner.
- c. Employees shall follow all safety regulations to include the wearing of safety articles and the using of protective equipment. Employees shall immediately report accidents or injuries to their supervisor and the Human Resources Department.
- d. Employees shall be responsible for and shall not misuse Tribal records or other materials in their care, custody, or control. Tribal property, records, or other materials shall not be removed from the premises without written permission of the Ogema.
- e. Employees shall immediately report to their supervisor if they are unable to work and the reason for it.
- f. Employees shall notify the Human Resources Department whenever there is a change in their personal data.
- g. Employees shall not restrict or interrupt work or interfere with the work of others.
- h. Employees shall report for and remain at work only in fit physical condition.
- i. Employees shall not neglect their duties or responsibilities or refuse to perform assigned work.
- j. Employees shall not engage in improper conduct, fight, gamble, or use abusive language while on duty. Abusive language includes, but is not limited to, negative comments regarding race, gender, or age.
- k. Employees shall not possess firearms at the workplace without the expressed, written consent of the Ogema.
- l. Employees shall not possess or use intoxicating beverages or drugs that may cause impairment during work hours nor shall employees possess these items while in Tribal facilities.
- m. Employees shall not falsify records, reports, or claims of illness or injury.
- n. Employees shall not sign or record another employee's time card or work sheet.
- o. Employee shall not accept favors or gifts of monetary value from vendors, contractors, or others who have or propose to have business dealings with the Tribe in accordance with Budget and Appropriation Regulations Chapter 1. Purchasing and Procurement.

- p. Any efforts by outside or internal parties to exchange money, gifts, or similar considerations for favor in the award of contracts, purchase orders, or general services must be reported immediately to the Ogema.
- q. Employees may not use his or her position with the Tribe for personal gain. This restriction includes the use of Tribal authority, information gained through official duties, records, access to Tribal equipment, or other like behaviors.
- r. Employees are prohibited from divulging confidential or potentially harmful information concerning fellow employees, the Tribe, or clients of the Tribe acquired by virtue of their positions or association with the Tribe.
- s. Departmental, professional, technical, and other ethical standards over and above these outlined herein, and not in conflict with this manual, shall also be adhered to.

Employees who violate any of the above work rules or ethical standards shall be subject to disciplinary action up to and including termination.

9.2 DRESS CODE

Employees shall be dressed appropriately to complete the duties they are assigned. In general, the Tribal Government is an office environment and employee attire should reflect the professional environment in which they work. For further guidance on the dress codes of different departments please consult the **Dress Code Policy** that may be found on the “L” drive.

9.3 SAFETY

Establishment and maintenance of a safe work environment is the shared responsibility of the Tribe and employees in all levels of the organization. Employees are expected to obey safety rules and to exercise caution in all their work activities. Employees shall immediately report in writing any unsafe conditions or practices to their supervisor and the Human Resources Department. Employees are expected to correct unsafe conditions as promptly as possible.

All accidents that result in injury shall be reported in writing to the employee’s supervisor and the Human Resources Department, regardless of how insignificant the injury may appear. Employees may be asked to submit to drug and alcohol testing after such an accident has occurred. Failure to report an accident may result in discipline, including termination.

9.4 SECURITY INSPECTIONS

The Tribe seeks to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other inappropriate materials. Desks, lockers, and other storage devices that may be provided for the convenience of employees remain the sole property of the Tribe. Accordingly, any agent or representative of the Tribe may inspect them, as well as any articles found within them, at any time with or without prior notice.

9.5 USE OF PHONE AND MAIL SYSTEMS

Employees must use the phone in a professional manner. Employees must refrain from using Tribal resources to conduct personal business. Employees must reimburse the Tribe for any charges

resulting from their personal use of the telephone. The use of employer-paid postage for personal correspondence is not permitted.

Additional policies regarding the use of phone and mail systems may be found on the “L” drive.

9.6 USE OF TRIBAL EQUIPMENT AND VEHICLES

Employees are expected to exercise care, perform required maintenance, and follow operating instructions, safety standards, and guidelines when using Tribal equipment and vehicles.

Employees are expected to notify a supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repair could prevent deterioration of equipment and possible injury to employees or others.

9.7 CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This Section establishes the framework within which the employer directs tribal business and activities to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

A “conflict of interest” is defined as an actual or potential personal or monetary gain that may result from an opportunity or action. A conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of this organization’s business dealings. For the purposes of this Section, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that the employee disclose to his or her supervisor and the Ogema as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established that protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership interest in a firm with which the Tribe does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the organization.

Transactions with outside firms must be conducted within a framework established and controlled by the administrative level of the Tribal organization. Business dealings with outside firms should not result in unusual gains for those firms. “Unusual gains” refer to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the

employer, an employee, or both. Promotional plans that could be interpreted to involve gain require specific administrative approval.

9.8 OUTSIDE EMPLOYMENT

Supplementary employment is not encouraged but is permitted under certain conditions. No employee may hold a full-time job or its equivalent in addition to his or her regular employment with the Tribe. Any supplementary part-time employment shall not relate to the employee's duties with the Tribe or create a conflict of interest and shall not prevent the satisfactory fulfillment of the employee's duties.

Prior to engaging in any supplementary employment, the employee must have written approval from both his or her supervisor and the Ogema if it is an executive branch employee, the Chief Judge if it is a judicial branch employee, or the Tribal Council Speaker if it is a legislative branch employee. Violations of this policy may result in disciplinary action, up to and including termination.

9.9 SOLICITATION OF FUNDS

No employees are allowed to solicit funds on behalf of the Tribe without prior written approval from the Ogema. This permission will only be granted for projects and/or programs that were previously approved by the Tribal Council.

9.10 POLITICAL ACTIVITY

Every employee shall have the right to freely express opinions as a citizen and to vote. Employees are encouraged to participate in political activities at any level of government (Tribal, local, state, etc.) that are not otherwise prohibited by law and conform to the following conditions and restrictions:

- a. No employee shall engage in political activities during business hours unless on approved leave.
- b. Political activities may not infringe on the employee's job responsibilities.
- c. No employee may use his or her position in support of or in opposition to any political campaign that compromises Tribal interests.
- d. Employees engaged in political activities may not charge any costs incurred in the course of outside political activities to the Tribe.
- e. Political activities based on self-interest in the services and/or programs of the Tribe are strictly prohibited.
- f. No employee may use Tribal resources to assist in any political figure or function.

9.11 DRUG FREE WORKPLACE POLICY

The LRBOI believes in and is committed to providing a safe work environment that is free from harmful effects of substance abuse. A drug-free workplace enables the Tribal government to better carry out its responsibilities to the citizens they govern through addressing responsibly the use of illegal drugs on or off duty, which impairs and impeded job performance.

The purpose of this policy is to communicate LRBOI standards on employee use of alcohol and drugs; to guide employee conduct in order to ensure a safe and efficient work environment, to protect employees and LRBOI assets, especially human capital, from injury or damage caused by an employee who is under the influence of drugs; and to promote the greatest efficiency in the workplace.

For additional requirements, please refer to the **Drug Free Workplace Policy** that may be found on the “L” drive.

9.12 HARASSMENT AND SEXUAL HARASSMENT [See Fair Employment Practices Code, Ordinance #05-600-03]

9.13 WORKPLACE VIOLENCE

Violence in the workplace shall not be tolerated. “Violence” is defined as any act or threat of action to physically hurt another person. Any employee who is violent at any Little River Band facility or sponsored event will be subject to disciplinary action, up to and including termination. In addition, violence in the workplace shall be reported to the appropriate authority.

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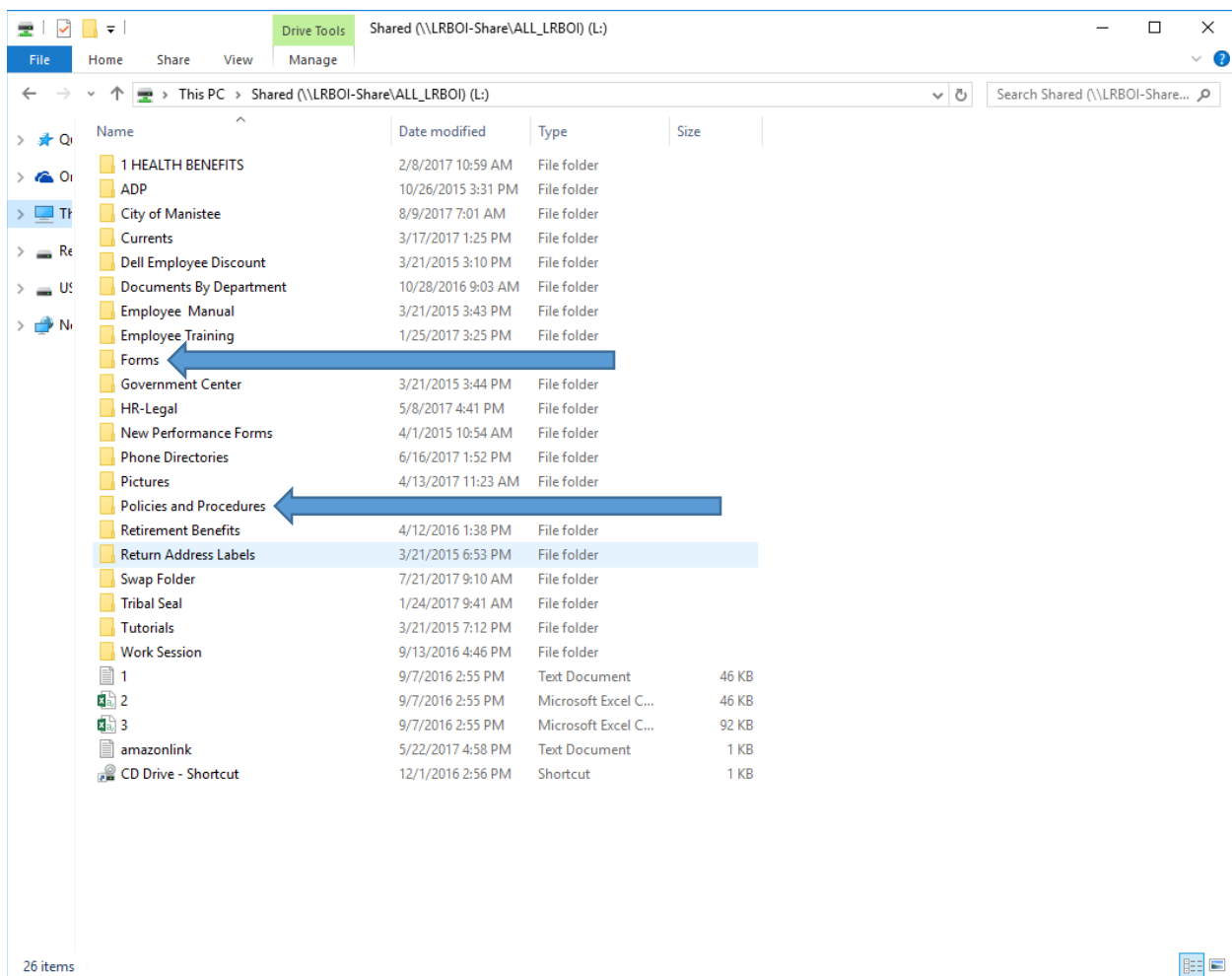
APPENDIX A:

How to locate files on the “L” drive:

All employees have access to the “L” drive, commonly referred to as the share drive. If the “L” drive is not accessible or cannot be located, please open a help desk ticket and the IT Department will correct this in a timely fashion. [helpdesk@lrboi-nsn.gov]

If you have difficulty finding a form, Human Resources or your supervisor can assist you.

The “L” drive looks like this:



The Forms and Policies referenced in this manual can be found in the two folders as indicated by the arrows above. Each folder has sub-folders. Forms and Policies related to this manual can be found in the “Human Resources” or “HR” folders.

EMPLOYEE ACKNOWLEDGEMENT OF RECEIVING THE GOVERNMENT OPERATIONS PERSONNEL MANUAL

I _____ understand that as part of my employment at Little River Band of Ottawa Indians (“LRBOI”) I am required to read this manual. I am encouraged to keep it for future reference in my ongoing employment.

This manual describes important information about LRBOI. I understand that I should consult the Human Resources Department if I have any questions that are not answered in this manual.

I understand and acknowledge that there may be changes to this information, policies, and benefits. I understand that LRBOI may add new policies to the manual as well as replace, change, or cancel existing policies. I understand that I will be told about any changes and I understand that changes can only be authorized by the Tribal Ogema.

I understand and acknowledge that this manual is not a contract of employment or a legal document. I have received the manual and I understand that it is my responsibility to read and follow the policies in this manual and any changes made to it.

As an employee of the Little River Band of Ottawa Indians, I consent to the exclusive jurisdiction of the Tribe, these Handbook rules and the Tribal Court for any and all disputes in connection with my employment with the Tribe. I also consent to the application of Tribe’s law, both substantive and procedural, regarding any and all proceedings, matters and things relating to my employment relationship with the Tribe. I consent to the Tribe's grievance procedure and to the Tribe's courts for any and all disputes related to my employment with the Tribe. I understand that the reference to exclusive jurisdiction means that I do not have a right to sue the Tribe, its officials or employees in any other court or forum than the court or forum provided by the Tribe.

Employee’s Signature: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT OF RECEIVING CERTAIN NEW OR UPDATED POLICIES

I, _____, additionally acknowledge that I have received a copy of the Dress Code Policy (effective: August 9, 2017) and Wellness Policy (effective: August 9, 2017).

Employee’s Signature: _____ **Date:** _____