

Dot Lake Village Council

Employee Handbook

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Section 1. Introduction

1.1 Purpose of this Handbook

The purpose of this handbook is to familiarize you- the employee- with the policies, rules and other key aspects of Dot Lake Village Council. The information in this handbook supersedes all rules and policies that may previously have been expressed or implied, in both written and oral format. Compliance with this handbook is compulsory for all employees. The Tribe reserves the right to interpret this handbook's content as it sees fit, and to deviate from policy when it deems necessary.

1.2 Changes of Policy

Dot Lake Village Council reserves the right to change this handbook's content, at any time and at our sole discretion. Its provisions may not be altered by any other means, oral or written. You will receive written notice of any changes we make to the employee handbook and are responsible for understanding and complying with all up-to-date policies. If you are confused about any information defined herein, please contact your supervisor or the Tribal Administrator.

1.3 Employment Forms

All new employees are required to complete and submit the following forms. Starred (*) forms can be found at the end of this manual. All others have been or will be provided separately.

*At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook**

Employment Eligibility Form I-9

On the day of hire, each new employee is legally obligated to complete the Employment Eligibility Verification Form I-9 and submit documents establishing identity and eligibility within the next three business days. The same policy applies to rehired employees whose I-9 are over three years old or otherwise invalid.

Section 2. Terms & Definitions

Dot Lake Village Council typically employs less than 20 employee's regular and temporary employees on an "at will" basis. This section defines the terms of "at-will" employment, as well as the different types of employees we hire.

2.1 Definition of "At-Will" Employment

The job of an "at-will" employee is not guaranteed. It may be ended, at any time and with or without notice, by the employee or, for a lawful reason, by the Tribe. The Tribe also reserves the right to alter an "at-will" employee's benefits, pay rate, and assignments as it sees fit. The "at-will" terms of an employee's employment may only be changed by the Tribal administrator and the Tribal Council and must be signed by both.

2.2 Types of Workers

This section distinguishes between the different types of workers the Tribal Council employs. Employee status is established at the time of hire and may be altered via a written statement signed by the Tribal Council.

Exempt vs Non-Exempt

The majority of employees are non-exempt, meaning they are entitled by laws to at least minimum wage and premium pay for overtime. Exempt employees are not subject to these laws. Exempt status is defined by particular standards set by state law and the Federal Labor Standards Act (FLSA). This class of employee is usually an executive, an administrator, or a highly paid specialist such as a programmer.

Regular vs. Temporary

Regular employees work a regular schedule, either on a full time or part time basis. To be considered full-time, an employee must work at least 40 hours per week. A temporary employee is a person we hire for a short period (usually 3 months at maximum) to assist with a project or remedy a staff shortage. A temporary employee is also employed on an “at-will” basis (defined above).

Independent Contractors & Consultants

Independent contractors and consultants are not Tribal employees, but rather self-employed professionals whom we hire for specific projects. Unlike employees, they do not operate under Tribal direction, and control their own methods, materials and schedules. They are not eligible for Tribal benefits.

Section 3. Payroll

3.1 Payment Schedule

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Employees are paid twice a month generally on every other Friday. In cases where the regular payday falls on a holiday, employees will receive payment on the last business day before said holiday.

3.2 Wages

Wages vary from employee to employee and are based on level of skill and experience. The Tribe conducts regular evaluations of all employees and issues promotions as it sees fit. Employees who feel entitled to higher pay may contact the Tribal administrator or Tribal President to discuss.

Overtime

A non-exempt employee may work overtime on the terms defined by Alaska Law pending prior authorization by the Tribal Administrator.

3.3 Vacation/Sick Time

Vacation and Sick time may be accrued by all employees based on the number of hours they work.

Vacation/Sick time is accrued based on the number of years of employment:

0-2 Years .038 per hour worked = 80 hours per year

2-4 Years .058 per hour worked = 120 hours per year

4-6 Years 0.077 per hour worked = 160 hours per year

Over 6 Years .096 per hours worked = 200 hours per year

Annual leave may be accrued to a maximum of two hundred and forty (240) hours and will be accrued in accordance to the above schedule. Employees may cash out annual leave up to forty (40) hours. Any amounts greater than forty (40) hours must be approved by your manager and Tribal Leadership.

Employees that fail to use leave time over 240 hours will forfeit those hours.

All scheduled leave must have prior approval from your manager.

Sick leave is accrued on the same schedule as Vacation time.

Employees using sick leave shall call in no later than one (1) hour after the start of their shift to notify their supervisor of illness, unless other arrangements have been made. Failure to do so is cause for disciplinary action, and disallowance of sick leave for the day(s) involved.

New employees are not allowed to use sick leave prior to one month of employment.

(Temporary employees are not eligible for sick or vacation leave)

(note: An individual working six (6) consecutive months without using any of their accrued sick leave may convert up to twenty (20) hours of sick leave to annual leave with the approval of your manager and Tribal Leadership.)

Voluntary Termination of Employment

Employees who terminate their employment voluntarily shall be entitled to up to eighty (80) hours of accrued vacation time with the approval of Tribal Leadership. Employees who are involuntarily terminated are eligible for up to eighty (80) hours of accrued leave time **with the approval** of Tribal Leadership. Upon separation from Dot Lake Employment, no employee is eligible to receive compensation from accrued sick leave.

3.4 Holidays

Dot Lake Employees are eligible for paid holidays. All employees (Full-Time and Part-Time) will receive pay for the following holidays, and holidays designated by Tribal Leadership. Please check with your supervisor if you have questions. (Ex. Christmas Eve/Friday after Thanksgiving, etc.)

New Year's Day
Washington's Birthday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Christmas Day

3.5 Deductions & Garnishment

Federal and state law requires that we deduct the following from every paycheck.

Social Security

Income tax (federal and state)

Medicare

State Disability Insurance & Family Disability Insurance

Other deductions required by law or requested by the employee

A Wage and Tax Statement (W-2) recording the previous year's wages and deductions will be provided at the beginning of each calendar year.

If at any time you wish to adjust your income tax withholding, please fill out the designated form and submit it to the Tribal Administrator.

Health Insurance

Employees of Dot Lake Village are eligible for Tribal Health Insurance, employees may elect to receive health insurance benefits upon their employment date. If employees choose not to enroll in Tribal Health Insurance within thirty (30) days of initial employment, they must wait until open enrollment in November of each year.

Tribal Health Insurance is partially paid for by the Tribe and employees must pay a portion of their insurance depending on the plan they choose. Payment is deducted from each pay period if the employee chooses to receive health insurance benefits.

Wage Garnishment

Sometimes the company receives legal papers that compel us to garnish an employee's paycheck-this is, submit a portion of the said paycheck in payment of an outstanding debt of an employee. We must by law, abide by this either until ordered otherwise by the court or until the debt is paid in full from withheld payments.

Section 4. Rights & Policies

The following section summarizes your legal rights as an employee of Dot Lake Village Council. Questions about any policy detailed in this section may be addressed with the Tribal Administrator and or The Tribal Council.

4.1 Equal Opportunity Employment Policy

The Tribe provides equal employment opportunities to all applicants, without regard to unlawful considerations of or discrimination against race, religion, creed, color, nationality, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition or characteristics,

marital status, or any other classification prohibited by applicable local, state or federal laws. This policy is applicable to hiring, termination and promotion; compensation schedules and job assignments; discipline; training; working conditions, and all other aspects of employment. As an employee you are expected to honor this policy and to take an active role in keeping harassment and discrimination out of the workplace.

4.2 Accommodations for Disabled Employees

We are happy to work with otherwise qualified disabled employees in order to accommodate limitations, in accordance with the American Disabilities Act (ADA). It is up to the employee to approach the Tribal Administrator with this request, and to provide medical proof of his or her needs upon the Tribes request.

We are happy to accommodate employees diagnosed with life threatening illnesses. Such employees are welcome to maintain a normal work schedule if they so desire, provided that we receive medical papers providing their working cannot harm themselves or others and their work remains at acceptable standards.

4.3 Employment of Minors

Our policy on employment of minors adheres to all FSLA standards, including the following

Minimum employment age (14 for non-agricultural work)

Maximum weekly hours for employees under 16

Maximum hazardous job employment age (18)

Sub-minimum wage standards for students, apprentices, disabled employees and employees under the age of 20.

4.4 Employment of Relatives

One of the unique circumstances of the Tribe is most of us are related in one aspect or another. As a Tribe and as employees we must work to actively avoid disruptive situations where we might have a conflict of interest.

4.5 Religion & Politics

Dot lake Village Council is respectful of all employees' religious affiliations and political views. We ask that if you choose to participate in a political action, you do not associate the Tribe in any way.

We are happy to work with employees to accommodate political and religious obligations, provided accommodations are requested from the Tribal administrator in advance.

4.6 Private Information

Employee information is considered to be private and only accessed on a need-to-know basis. Your healthcare information is completely confidential unless you choose to share it. In some cases, employees and Management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPPA).

Personnel files and payroll records are confidential and may only be accessed for legitimate reasons. If you wish to view your files, you must set up an appointment in advance with the Tribal Administrator. A Tribal Council member may be present if necessary. You make have copies of documents bearing your signature, and written authorization is needed to remove a file from Tribal premises. You may not alter your files, although you may add comments to items to dispute.

Certain information, such as dates of employment and rehiring eligibility, are available by request only. We will not release information regarding your compensation without your written permission.

4.7 Leaves of Absence

Employees requiring time off from work may apply for a leave of absence.

All leaves must be approved by the Tribal Administrator. For planned leaves, employees must submit requests at least 3 days in advance. Emergency leaves must be requested as soon as possible.

We consider all requests in terms of effect on the Tribe and reserve the right to approve or deny requests at will, except when otherwise directed by law. Any request for a leave of absence due to a disability will be subject to an interactive review. A medical leave request must be supported in a timely manner by a certification from the employee's health care provider.

Below are the three main types of leave that Dot Lake Village Council offers employees. Some but not all are governed by law.

Work-Related Sickness and Injury

Employees eligible for Workers Compensation rendered unable to work because of work-related injury or illness will receive an unpaid leave for the period required. For eligible employees, the first 12 weeks will be treated concurrently as a family and medical leave under the Family and Medical Leave Act.

Maternity

An Employee disabled on account of pregnancy, childbirth, or a related medical condition may request an unpaid leave of absence of up to four months. Time off may be requested for prenatal care, severe morning sickness, doctor-ordered bed rest, and recovery from childbirth.

Election Days

Provided an employee's schedule does not allow time for voting outside of work, and that he or she is a registered voter, he or she may take an hour, with pay, at the beginning or end of a workday, to vote in local, state or national elections.

Section 5. Employment Benefits

The following is merely an overview of the Tribes Benefits package. It does not contain all relevant information. Please contact the Tribal Administrator to obtain all details.

5.1 Unemployment Insurance

Employee rendered unemployed through no fault of their own or due to change in circumstances described by law, receive unemployment insurance. State agencies administer this insurance and determine benefit eligibility, amount (if any) and duration.

5.2 Workers' Compensation

Workers' Compensation Laws compensate for accidental injuries, death and occupational disabilities suffered in the course of employment. Dot Lake Village Council provides Workers' Compensation insurance for all employees.

5.3 Social Security Benefits (FICA)

Both employees and the Tribe contribute funds to the federal Social Security Program, which provides retirees with benefit payment and medical coverage.

Section 6 rules of Conduct

6.1 On the Job

Reporting for Work

Employees are expected to begin and end each shift at the time and on the day appointed. You must inform your supervisor before the start of the work day if you will be absent or late, obtain his or her permission to leave early. Absences and late arrivals will be recorded. Failing to call one's supervisor or report to work for consecutive workdays will be considered voluntary resignation, and result in removal from payroll.

Staying Safe

Safety in the workplace is the Tribes number one priority. You must inform your supervisor in the event of unsafe conditions, accident or injury, and use safe working methods at all time,

Damaging Village Owned Equipment/Property

We are aware that accidents happen, but willful or negligent actions that cause damage to Village owned property or equipment will not be tolerated. An employee that damages property/equipment must report the damage withing 24 hours to Village Council Leadership. If is determined that the damage was due to mis-use, negligence, or willful. The employee must pay for all repairs/replacement of the equipment or property. If determined to be willful or negligent, the employee will face disciplinary action that may lead up to suspension and/or termination.

Meals and Breaks

Unless defined otherwise by Alaska state law, non-exempt employees are entitled to a paid 10 minute break for every four hours of work, as well as a 30-minute meal break for any shift lasting more than five hours.

Cell Phone Use

Cell phones brought to work must be on silent or vibrate mode to avoid disrupting coworkers. They may be used during breaks and meal periods.

6.2 Rules & Policies

Confidentiality

No previous or current employee may disclose or give access to confidential Tribal information, in any way or at any time, unless otherwise authorized by the Tribe.

Discrimination & Harassment

In keeping with our Equal Opportunity Employment clause, the Tribe will not tolerate on-site discrimination or harassment on any legally protected basis, including that of physical characteristics, mental characteristics, race, religious or political views, nationality, medical condition, sex, sexual preference, or gender identification. Discrimination by consumers or Tribal members should be immediately reported to your supervisor, at which point the Tribe will investigate and take corrective action.

Drugs & Alcohol

Good performance on the part of our employees is crucial to Dot lake Village Council's success. For this reason, we strictly forbid employees to do the following while at work.

Drinking alcohol and selling, purchasing or using illegal drugs at work. An illegal drug is any drug that has not been attained by legal means. This includes prescription drugs being used for non-prescribed purpose. Possession of any non-prescribed controlled substance, including alcohol and legal illegally obtained prescription drugs.

Reporting for work intoxicated. We reserve the right to test employees for substance abuse. Illegal drugs, illegal drug metabolites, or excessive alcohol in your system will result in disciplinary action.

The Tribe cares about overall health and well-being of its employees. Any employee who feels that he/she is developing a substance abuse problem is urged to seek help. The Tribe will grant time off (within reason) for rehabilitation. Be advised however that this will not excuse a substance-related offence. In some cases, completion of a tribally approved rehabilitation program may serve as an alternative to termination.

6.3 Disciplinary Action

The Tribe takes disciplinary matters very seriously, and will exact discipline as it sees fit for unacceptable action or behavior. These may include:

Excessive lateness and/or absence

Improper or indecent conduct

Poor communication

Uncooperative attitude

Possession and/or use of illegal drugs, weapons or explosives.

Illegal harassment and discrimination

Violation of Tribal policy

Destruction or Damage of Village owned property/equipment

Disciplinary action may consist of anything from verbal written warnings and counseling to demotion, suspension, or termination. Rather than follow rote procedures, the Tribe will handle each matter individually to ensure fairness to all involved.

Workplace Inspections

At Dot Lake Village Council, we have a responsibility to protect our employees and our property. For this reason, we reserve the right to inspect the following, at any time, with or without notice.

Offices

Computer and other equipment

Company vehicles

Any personal possessions brought onto Tribal property

All inspections are compulsory

At-Will Employment Agreement and Acknowledgment of Employee Handbook

Employee:

I acknowledge that I have received a copy of the Dot Lake Village Council Employee Handbook, which contains vital information on the Tribes policies, procedures and benefits.

I understand that this handbook's policies are intended only as guidelines, not as a contract of employment. I understand that my employment is on "at-will" terms

and therefore subject to termination, with or without notice or obvious reason, by myself or the Tribe changes to my "at-will" status may only take the form of a written agreement signed by an authorized member of the tribe as well as myself. This agreement supersedes all prior/ contemporaneous inconsistent agreements.

I understand that the Tribe may change its policies, procedures and benefits at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read (or will read) and agree to abide by all policies and procedures contained therein.

Employee Signature:

Dated: _____

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