



Lac du Flambeau Band of Lake Superior Chippewa Indians

NOTICE TO EMPLOYEES: CORONAVIRUS WORKPLACE POLICIES

REVISIONS EFFECTIVE: 03/23/2020

ESSENTIAL NON-EXEMPT EMPLOYEES WHO MUST REMAIN IN THE WORKPLACE DURING PARTIAL OR COMPLETE TRIBAL SHUT-DOWN WILL BE COMPENSATED ON THE BASIS OF TIME-AND-A-HALF, AS HAZARD PAY

During the present partial shut-down of Tribal programs, all Tribal employees who can work from home are doing so. Of those employees who cannot work from home, some have been sent home on Emergency Leave, and those who are essential and must remain in the work place to maintain program functioning have been asked to stay and continue working.

The Tribe recognizes that individuals in the latter category are at greater risk of exposure to Covid-19. Moreover, they are working, while other Tribal employees are being paid to remain in isolation on Emergency Leave. In the interest of fairness, non-exempt employees asked to remain in the workplace at this time should be compensated appropriately for the increased hazards presented by their job duties. Accordingly, in an effort to be fair to all employees, Tribal Council has implemented the following emergency policy:

- A.** All non-exempt employees who have been designated as “Essential Employees” are asked to remain in the workplace and continue working during the partial or full Tribal shut-down, while exercising caution with respect to the coronavirus.
- B.** All non-exempt Essential Employees shall be eligible for Hazard Pay. Specifically, they shall be compensated at the rate of 1½ times their NORMAL rate of pay for each hour worked, INCLUDING APPROVED OVERTIME HOURS WORKED. If approved overtime is worked, it shall be paid at the rate of 1½ times the employee’s NORMAL rate of pay.
- C.** Hazard Pay shall not apply to hours worked at home, or to hours worked by exempt employees.
- D.** Any non-exempt non-Essential Employee called out to perform employment duties away from home, whether in the workplace or in the community, upon authorization of a Supervisor or HR, shall receive Hazard Pay for each hour worked away from home, provided proper authorization is documented.
- E.** Any Supervisor who calls out a non-exempt non-Essential Employee to perform employment duties away from home, whether in the workplace or in the community, shall document the necessity for the call-out via email to the Tribal HR Department.
- F.** Hazard Pay MUST be tracked. Therefore, to receive Hazard Pay, eligible employees must punch in upon commencing authorized work and punch out immediately after completing the work, using the Kronos system.