



Lac du Flambeau Band of Lake Superior Chippewa Indians

NOTICE TO EMPLOYEES: CORONAVIRUS WORKPLACE POLICIES

REVISIONS EFFECTIVE: MARCH 17, 2020

EMPLOYEES PERMITTED TO WORK FROM HOME

In an effort to limit potential exposure to COVID-19, as well as to delay or prevent a full-scale Tribal shut-down, an emergency policy revision has been enacted, and, to the extent feasible, those employees whose on-worksites presence is not absolutely essential will be permitted to work from home, pursuant to the following procedures:

A. Supervisor Responsibilities.

1. All Supervisors and Program Managers were recently directed to evaluate their programs and provide information to HR regarding the necessity of employees to be present in the workplace at this time. Based upon those evaluations and their knowledge of their program functions, Supervisors and Program Managers shall now determine which employees must be present onsite in order to maintain program operations, and which employees can work from home. For purposes of this policy, employees who can work from home shall be called "Off-Site Workers."
2. Supervisors and Program Managers shall immediately notify all potential Off-Site Workers that they will be required to work from home, and will make necessary arrangements and work assignments, and notify Off-Site Workers of their time-keeping responsibilities (set forth in Section B, below) to facilitate the work-from-home mandate.
3. Supervisors and Program Managers shall send an email to HR identifying all Off-Site Workers from their respective programs.
4. Supervisors and Program Managers shall timely receive and forward to Tribal Payroll all OFF-SITE WORK REPORT forms submitted by Off-Site Workers. Supervisors and Program Managers shall retain copies of all OFF-SITE WORK REPORT forms submitted.

B. Off-Site Worker Responsibilities.

1. Off-Site Workers will be expected to honestly track their working time and report it to their Supervisors/Program Managers for payroll purposes, using the OFF-SITE WORK REPORT form attached hereto. Off-Site Workers must record hours worked every day, including break and meal periods, and submit the forms to their Supervisors/Program Managers on a bi-weekly basis, not later than 12:00 noon on non-pay day Thursdays. Off-Site Workers shall not perform work during break and meal periods. Off-Site Workers must also provide a brief description on the OFF-SITE WORK REPORT form of work performed during the day.

2. Off-Site Workers shall not be permitted to work more than 8 hours per day, unless specific written permission to work over-time is obtained from HR.
3. If Off-Site Workers wish to work on a less than full-time basis, or if they do not have sufficient work assignments to fill an entire 8-hour work day, they may use accrued annual leave or sick time to supplement work time. Requests to use accrued annual leave or sick time must be documented on the OFF-SITE WORK REPORT form.
4. If an Off-Site Worker becomes ill or is required to care for a child, parent, or other family or household member, such that, absent the emergency work-at-home policy, the employee would have had to self-isolate, the employee MUST notify HR that he or she is in self-isolation and will be using accrued annual leave or sick time. Employees who self-isolate and who do not have available annual leave or sick time will still be paid, but we must track the sick time utilized as negative-sick time, for purposes of potential reimbursement by the federal government.

C. Mandatory Off-Site Workers.

Because elderly individuals with compromised immune systems and/or preexisting health conditions are most susceptible to the ravages of COVID-19, all employees in that category (all employees who are at least 55 years of age and have a compromised immune system and/or a preexisting health condition that would tend to increase susceptibility to illness), shall be considered Off-Site Workers, and accommodations MUST be made to enable them to work from home.

POTENTIAL ADDITIONAL POLICY CHANGES

If public health conditions worsen, Tribal workplace policies may be further amended. This would be done to address the effects of more widespread illness or absences, more frequent needs for self-isolation or quarantine, disruption of care arrangements or the Tribe's priorities for program and service continuity. Staff will be notified as necessary of such changes and should also check this page for updates.

