



Lac du Flambeau Band of Lake Superior Chippewa Indians

**NOTICE TO EMPLOYEES:  
CORONAVIRUS WORKPLACE POLICIES**

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**REVISIONS EFFECTIVE: 04/07/2020**

**ALL REGULAR TRIBAL EMPLOYEES WHO ARE WORKING FROM HOME, WORKING AS A TRE, OR REMAINING AT HOME IN ISOLATION BECAUSE THEY CAN NOT WORK FROM HOME, WILL RECEIVE NORMAL WAGES ON APRIL 16<sup>TH</sup> AND APRIL 30<sup>TH</sup>**

**Tribal Council is continuing to make every effort to ensure that Tribal employees suffer as little financial hardship as possible, as a result of the financially devastating COVID-19 pandemic. To that end, Tribal Council has implemented the following emergency policy:**

- A.** All Tribal employees who have been designated as “Off-Site Workers” will continue to work at home pursuant to the emergency policy entitled “EMPLOYEES PERMITTED TO WORK FROM HOME,” which went into effect 03/17/2020. All Off-Site Workers will receive regular wages on April 16<sup>th</sup> and April 30<sup>th</sup>.
- B.** Off-Site Workers must continue to record hours worked every day, including break and meal periods, using the OFF-SITE WORK REPORT form, a copy of which is attached hereto. Off-Site Workers must submit the completed 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.
- C.** 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.
- D.** Every Tribal employee who can not work from home but is able to work as a Temporarily Reassigned Employee has the option of contacting HR at 715-588-4259 to apply for a TRE position. TREs will be utilized to fill critical openings for the benefit of the Tribe during the COVID-19 emergency situation. **TREs working on-site are eligible for Hazard Pay, provided they complete the required paperwork.**
- E.** All Tribal employees who can not work from home but are not present in the workplace due to Emergency Leave Days as a result of partial shut-down, isolation, or the need to care for children, elders, or other family or household members during the COVID-19 emergency, will receive a regular paycheck on pay dates 04/16/2020 and 04/30/2020.
- F.** **SUPERVISORS ARE REQUIRED TO COMPLETE AND SUBMIT AN EMERGENCY LEAVE DAY REPORT FORM, A COPY OF WHICH IS ATTACHED HERETO, FOR EACH DEPARTMENT EMPLOYEE SHELTERING AT HOME ON EMERGENCY LEAVE DURING THE COVID-19 EMERGENCY TRIBAL SHUTDOWN AND NOT WORKING ON-SITE OR AT HOME.**



# EMERGENCY LEAVE DAY REPORT

**INSTRUCTIONS:** Supervisors are required to complete and submit an Emergency Leave Day Report for each department employee sheltering at home on Emergency Leave during the COVID-19 emergency Tribal shutdown and not working on-site or at home. Completed forms must be submitted to HR on the dates edit sheets are normally due.

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

DATE	HOURS OF EMERGENCY LEAVE

TOTAL HOURS OF EMERGENCY LEAVE: \_\_\_\_\_

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_