



Lac du Flambeau Band of Lake Superior Chippewa Indians

**NOTICE TO EMPLOYEES:
CORONAVIRUS WORKPLACE POLICIES**

REVISIONS EFFECTIVE: 03/23/2020

TEMPORARILY REASSIGNED TRIBAL EMPLOYEES

As the Covid-19 emergency is escalating, so is the need for workers to assist in certain endeavors related to the Declaration of Emergency. Accordingly, the Tribal Council has implemented the following emergency policy:

- A.** Any employee of the Tribe who is not classified as an Essential Employee may apply to be temporarily reassigned to perform work associated with and necessitated by the COVID-19 Emergency. The employee must contact the Tribal Human Resources Department at: 715-588-4259 or via email at: epeterson@ldftribe, to apply to become a “Temporarily Reassigned Employee,” or “TRE.” Only Tribal employees are eligible. *Casino and BDC employees may contact the Emergency Management Volunteer Coordinator to help as volunteers, but are not eligible to provide services as Temporarily Reassigned Employees due to funding issues. See paragraph B, below.*
- B.** Any person desiring to help on a volunteer basis, with no guarantee of compensation, is encouraged to contact the Emergency Management Volunteer Coordinator, LeAnne Valliere, at 715-892-0793, or via email at: levalliere@pchclinic.com.
- C.** When contacted by a Tribal employee wishing to be classified as a “Temporarily Reassigned Employee,” or “TRE,” HR personnel shall ask the employee a series of questions designed to ascertain that the employee is not exhibiting COVID-19 symptoms and has not been exposed to the virus, as well as to assess the employee’s skill set and interests for the purpose of appropriate reassignment. The questions may include, but shall not be limited to:
- Are you a TRIBAL EMPLOYEE (this Emergency Policy does not apply to Casino and BDC employees)? If so, in what department or program do you normally work?
 - Within the past two weeks have you had a fever, cough, sore throat or difficulty breathing?
 - Do you have any health conditions that may put you at greater risk if exposed to COVID-19, such as cancer, diabetes, asthma, COPD or emphysema?
 - Have you had close contact with a person who has a confirmed case of COVID-19 Disease? Have you had close contact with a person while they were ill, and whose healthcare provider is working to determine if they have COVID-19?
 - In the past two weeks, have you traveled to an area with widespread transmission of COVID-19?

- Do you have a valid driver's license?
- Do you have reliable transportation?
- If you own a motor vehicle, do you have automobile liability insurance?
- Do you have any specific training or skills?
- When are you available to work?
- Is there a particular emergency job that you would like to be temporarily reassigned to?
- Please provide your contact information.

- D.** If workers are needed to perform emergency tasks sanctioned by the COVID-19 Incident Command Team or an essential Tribal Program, a COVID-19 Incident Command Team member or designee, or a Tribal Program Supervisor, may contact the Tribal Human Resources Department at: 715-588-4259, or via email at: epeterson@ldftribe, and request that an appropriately vetted Tribal employee be temporarily reassigned to perform the emergency tasks.
- E.** Upon a request by a COVID-19 Incident Command Team member or designee or a Tribal Program Supervisor for a TRE, the HR Department shall consult the list of eligible TRE applicants and, if a qualified applicant is available, shall contact the applicant and temporarily reassign the applicant as a TRE to the appropriate Program/Project.
- F.** When performing authorized services, non-exempt employees working as TREs 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. Exempt employees working as TREs shall be paid their normal hourly rate, and shall not be eligible for Hazard Pay or overtime pay.
- G.** Hours worked by TREs MUST be tracked. Therefore, to receive wages, TREs must complete and sign a TRE LABOR RECORD form and submit the completed form to the Tribal Human Resources Department.
- H.** TREs shall not be eligible for mileage, gasoline allowance, meals, or any other out-of-pocket costs or expenses associated with their work as a TRE.
- I.** TREs shall be subject to all Tribal work rules and applicable provisions of the LAC DU FLAMBEAU BAND OF LAKE SUPERIOR CHIPPEWA INDIANS EMPLOYEE HANDBOOK.
- J.** IF A TRE BECOMES ILL OR HAS REASON TO BELIEVE THAT HE OR SHE HAS BEEN EXPOSED TO COVID-19, THE TRE MUST CONTACT TRIBAL HR AT 715-588-4259 TO REPORT THE POSSIBLE ILLNESS/EXPOSURE.

LAC DU FLAMBEAU BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

TRE LABOR RECORD

EMPLOYEE NAME: _____

REGULAR DEPARTMENT _____

DATE	TIME IN	TIME OUT	TOTAL HRS MINUS ½ HR LUNCH	LOCATION OF TEMPORARY WORKSITE	TEMPORARY SUPERVISOR	DETAILED DESCRIPTION OF WORK

SUBMIT COMPLETED FORM TO: TRIBAL HUMAN RESOURCES DEPARTMENT. QUESTIONS? CALL 715-588-4259.

CERTIFICATION BY EMPLOYEE	
I certify that the information provided on this form is true and correct.	
_____ Signature of Employee	_____ Date

OFFICE USE ONLY	
RW: _____	ADJ. W: _____
Exempt: _____	Non-Exempt: _____