



Lac du Flambeau Band of Lake Superior Chippewa Indians

**NOTICE TO EMPLOYEES:
CORONAVIRUS WORKPLACE POLICIES**

REVISIONS EFFECTIVE: 04/02/2020

NEW MANDATORY HAZARD PAY FORM:

COVID-19 EMERGENCY ON-SITE WORK RECORD

The COVID-19 pandemic is projected to continue into May. Already, all Tribes, including LDF, are financially strapped as a result of the pandemic. The LDF Tribal Council has strived to make sure that employees of the Tribe continue to receive a paycheck, while recognizing the efforts of non-exempt Essential Employees who continue to work on-site to ensure the health and safety of the community.

As Essential Employees were advised last week, because the time-keeping and payroll system is not set up for Hazard Pay, all calculations and verifications have to be done manually, so there has been a delay in payment of Hazard Pay. Payroll and HR staff are working on the situation and Hazard Pay earned during the most recent pay period is expected to be issued on April 8th. We apologize for any inconvenience, and we extend sincere thanks to our hard-working Payroll and HR staff for their efforts.

Please be advised that it is critical that all on-site work performed during the Tribal shut-down is tracked so that Hazard Pay can be calculated and paid, and so that the Tribe can seek reimbursement from FEMA or other emergency agencies, if possible. Accordingly, attached hereto is a COVID-19 EMERGENCY ON-SITE WORK RECORD form, which **MUST** be used to track on-site work performed by Essential Tribal Employees during the Tribal shut-down, to confirm eligibility for Hazard Pay and for reimbursement purposes. Although exempt Essential Employees are not entitled to Hazard Pay at this point, their on-site work should also be tracked because, on the off-chance funds become available, they can conceivably receive delayed Hazard Pay.

EACH PROGRAM MANAGER IS RESPONSIBLE FOR COMPLETING COVID-19 EMERGENCY ON-SITE WORK RECORD FORMS FOR THEMSELVES, IF APPLICABLE, AND THE ESSENTIAL EMPLOYEES WORKING ON-SITE IN THEIR DEPARTMENTS, COMMENCING APRIL 2, 2020. THE FORMS MUST BE SUBMITTED TO HR EACH THURSDAY. PLEASE USE AND SUBMIT AS MANY FORMS AS NECESSARY TO DOCUMENT ALL DATES ON WHICH ON-SITE WORK IS PERFORMED. PLEASE CONFER WITH ESSENTIAL EMPLOYEES AS NECESSARY TO COMPLETE FORMS RELATIVE TO WORK COMPLETED SINCE APRIL 2ND.

All Essential Employees MUST continue to punch in and out using the KRONOS system when performing on-site work, to be eligible for Hazard Pay.

Thank you for your vital efforts during this difficult time.

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COVID-19 EMERGENCY ON-SITE WORK RECORD

NOTE: This form **MUST** be used to track on-site work performed by Essential Tribal Employees during the Tribal shut-down, to track eligibility for Hazard Pay. **SUPERVISORS:** Please use and submit as many forms as necessary to document all dates on which on-site work is performed by individuals in your department. Although exempt Essential Employees are ineligible for Hazard Pay at this time, on-site work performed by exempt employees should also be tracked, in the event FEMA or other emergency funding agencies permit payment of Hazard Pay for exempt employees and provide adequate resources for delayed payments. Please use separate forms for each Essential Employee. **COVID-19 EMERGENCY ON-SITE WORK RECORD forms must be submitted by Supervisors to HR each Thursday, for the previous week.**

EMPLOYEE NAME: _____ DEPARTMENT: _____

DATE	TIME IN	TIME OUT	TOTAL HRS MINUS ½ HR LUNCH	DESCRIPTION OF WORK PERFORMED

CERTIFICATION BY EMPLOYEE

I certify that the information provided on this form is true and correct.

Signature of Employee

Date

OFFICE USE ONLY

Date Form Received: _____

RW: _____ ADJ. W: _____

Exempt: _____ Non-Exempt: _____

Notes: _____
