

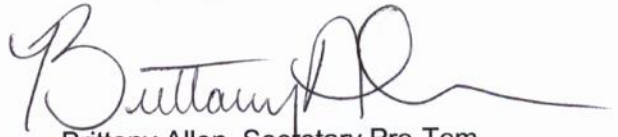
**RESOLUTION NO. 214(21)**

**CORONAVIRUS WORKPLACE POLICIES-EMPLOYEES PERMITTED TO WORK FROM HOME**

- WHEREAS,** the Lac du Flambeau Band of Lake Superior Chippewa Indians ("Tribe"), is a federally recognized Indian tribe organized pursuant to Section 16 of the Indian Reorganization Act of June 18, 1934, 25 U.S.C. §461 et. seq.; and
- WHEREAS,** pursuant to Article III, Section 1 of the Lac du Flambeau Constitution ("Constitution"), the governing body of the Tribe is the Tribal Council; and
- WHEREAS,** the Tribal Council has the duty under Article VI, Section 1(a) to protect and preserve tribal property, and to protect and promote the general welfare of the Tribe; and
- WHEREAS,** on March 14, 2020, this Tribal Council passed Tribal Resolution No. 93(20) declaring a state of emergency in response to the COVID-19 outbreak and ordering community mitigation strategies; and
- WHEREAS,** in effort to limit potential exposure to COVID-19, as well as, delay or prevent a full-scale Tribal shut-down, the Incident Command Team is recommending an emergency policy revision be enacted, permitting the employees whose worksite presence CANNOT 6 foot social distance, DOES NOT have an office by themselves, or CANNOT safely operate onsite, to work from home, alternating working days, with the exception of Healthcare Workers; and
- WHEREAS,** Tribal Council wishes to approve the recommendations of the Incident Command Team; now, therefore be it
- RESOLVED,** by this Council, in Special Session assembled, hereby approves and adopts the revised Coronavirus Workplace Polices-Employees Permitted to Work from Home (see attached).

**CERTIFICATION**

I, the undersigned, as Secretary Pro-Tem of the Lac du Flambeau Band of Lake Superior Chippewa Indians, a tribal government operating under a Constitution adopted pursuant to Section 16 of the Indian Reorganization Act, 25 U.S.C. s. 476, do hereby certify that the Tribal Council of the Band is composed of twelve members, of whom eight consisting a quorum, were present at a Special Meeting, duly called, noticed, convened, and held on the 14<sup>th</sup> day of September, 2021, and that the foregoing resolution was duly adopted at said meeting by an affirmative vote of seven members, (W. Graveen, B. Allen, G. Thompson, W. Stone, Sr., M. Doud, S. Pyawasit, G. Cobb) none against, none abstaining, and that the said resolution has not been rescinded or amended in any way.

  
Brittany Allen, Secretary Pro-Tem  
Lac du Flambeau Band of  
Lake Superior Chippewa Indians



Lac du Flambeau Band of Lake Superior Chippewa Indians

## **NOTICE TO EMPLOYEES: CORONAVIRUS WORKPLACE POLICIES**

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**REVISIONS EFFECTIVE: September 14, 2021**

### **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 worksite presence **CANNOT 6-foot social distance, DOES NOT have an office by themselves, or CANNOT safely operate onsite, will be permitted to work from home alternating work days,(Healthcare Workers Exempt), 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 Human Resources 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 Programs Managers shall immediately notify Human Resources of all potential Off-Site Workers that may be required to work from home. Program Managers and Human Resources will coordinate the 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 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.
4. At any time, the Supervisor/Program Manager, Tribal Administrator, or Human Resources has the right to have the employee return to work. It is up to the Supervisor/Program Manager to monitor and control the employee's workload and deliverables while working off-site.

#### **B. Off-Site Workers 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, no 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 their Supervisor/Manager and notify Human Resources.
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 day, they may use accrued annual leave or personal time to supplement work time. Requests to use accrued annual leave or personal 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 their Supervisor/Program Manager that he or she is in self-isolation and will be using accrued annual leave, personal time, sick time, or use up to 80 hours of COVID Paid Leave Time.

#### **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.

# Off-Site Work Report

Week of: \_\_\_\_\_ Department: \_\_\_\_\_ Employee Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Manager Signature: \_\_\_\_\_

Date	Clock In	AM Break Out:	AM Break In:	Lunch Out:	Lunch In:	PM Break Out:	PM Break In:	Clock Out:	Total Hours Worked	Sick Time Used	Annual Leave Used

Work Performed:

Date	Clock In	AM Break Out:	AM Break In:	Lunch Out:	Lunch In:	PM Break Out:	PM Break In:	Clock Out:	Total Hours Worked	Sick Time Used	Annual Leave Used

Work Performed:

Date	Clock In	AM Break Out:	AM Break In:	Lunch Out:	Lunch In:	PM Break Out:	PM Break In:	Clock Out:	Total Hours Worked	Sick Time Used	Annual Leave Used

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Work Performed: