



# Native Village of Chitina

## Employee Handbook

Date Revised: April, 2025

# ADOPTION AND APPROVAL OF EMPLOYEE HANDBOOK

This handbook was reviewed and adopted by the Native Village of Chitina Tribal Council Members:

On this 19th day of April, 2025 .

ATTEST:

Corina Ewan 19/06/2025  
Corina Ewan (Jun 19, 2025 09:11 AKDT)

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NVC PRESIDENT DATE

Arleen Duranceau 17/06/2025  
Arleen Duranceau (Jun 17, 2025 14:13 AKDT)

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NVC SECRETARY DATE

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## SECTION I - WELCOME

Welcome to the Native Village of Chitina!

We are pleased to have you as part of our team. This handbook has been created to ensure the efficient operation of our organization and to promote fair and consistent treatment for all employees. Within its pages, you will find the policies and guidelines established by the Native Village of Chitina (NVC) to help you understand your responsibilities and rights as a valued member of our community.

We encourage you to become familiar with the contents of this handbook and to reach out with any questions or for clarification regarding any portion of it. By working together to uphold these policies, we can ensure a productive and respectful workplace for everyone.

The Tribal Administrator and Tribal Council Members are dedicated to the successful implementation and enforcement of the policies outlined in this handbook. We are committed to providing the leadership, guidance, and support necessary for these policies to function effectively.

As part of your onboarding process, you will be asked to acknowledge your receipt of this handbook by signing an Employee Acknowledgment Form. This acknowledgment is not a contract but serves as confirmation of your understanding of the policies and your commitment to comply with them. A copy of the signed form will be maintained in your personnel file for our records.

Please note that the NVC reserves the right to revise this handbook at its sole discretion and will notify all employees, in writing, of any changes.

We are excited about the contributions you will bring to our team and look forward to supporting you in your role with NVC. Welcome aboard!

Sincerely,

Tribal Administrator

## **ABOUT THE NATIVE VILLAGE OF CHITINA**

The Native Village of Chitina (NVC) is a federally recognized tribe that exercises its sovereign authority to conduct day-to-day business for the tribal members to promote social, economic, and cultural well-being. As your employer, NVC is responsible for employment-related issues such as payroll, tax and insurance, workers' compensation and benefits administration. We also work closely with management to create and implement a safe and productive working environment for you. Questions relating to these and other Human Resource issues should be directed to your immediate Supervisor or the Tribal Administrator.

### **Native Village of Chitina**

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## MISSION AND VISION

### **Mission Statement**

Preserving our heritage, promoting our health and well-being, providing success for our future generations.

### **Vision Statement**

Our people are strong. Providing health and prosperity for our future.

The Native Village of Chitina (NVC) considers its employees and Tribal Members to be its most valuable asset. The NVC has adopted these policies to support each of its employees and Tribal Members through safety, superior benefits, outstanding payroll administration, human resource services, integrity and God's love.

## “AT-WILL” EMPLOYMENT

Your employment with the Native Village of Chitina is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the NVC at any time, with or without notice and with or without cause.

Nothing in this handbook or any other NVC document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Tribal Administrator has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing on a personnel action form and signed by the Tribal Administrator.

If a written contract between you and the NVC is inconsistent with this handbook, the written contract controls.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

## ETHICS CODE

The Native Village of Chitina will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our supervisors and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the NVC.

We expect that council members, administrators, supervisors, and employees will not knowingly misrepresent the NVC and will not speak on behalf of the NVC unless specifically authorized. The confidentiality of trade secrets, proprietary information, and similar confidential commercially sensitive information (e.g., financial or sales records/reports, marketing or business strategies/plans, product development, customer lists, patents, or trademarks) about the NVC or operations, or that of our customers or partners, is to be treated with discretion and only disseminated on a need-to-know basis. However, the Company does not seek to limit employees' discussion of matters related to their terms and conditions of employment or to prevent employees from participating in any investigation or proceeding where doing so is protected by law.

## SECTION II - HIRING AND ORIENTATION POLICIES

### EQUAL EMPLOYMENT OPPORTUNITY

The Native Village of Chitina is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation based on the following protected classes: age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, changes in marital status, parenthood, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Company is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, other compensation, termination, and all other terms, conditions, and privileges of employment.

The Company will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, retaliation, or any violation of the Equal Employment Opportunity Policy. All complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Generally this means that allegations are shared with those who have a need to know so that the Company can conduct an effective investigation. The Company will take appropriate corrective action, if and where warranted. The Company prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisor or any other designated member of management.

### INDIAN PREFERENCE

As a Federal Government contractor, NVC complies with US Public Law 93-638, Section 7(b) which states “any contract, subcontract, grant or sub-grant pursuant to this Act authorizing Federal contracts or grants to Indian organizations or for the benefit of Indians, shall require that to the greatest extent feasible” shall give preference and opportunity for training and employment in connection with the administration of such contracts or grants shall be given to Indians. In compliance with Federal law, NVC gives Indian Preference to qualified candidates who are Alaskan Native or American Indian and a documented member of a federally recognized Tribe. Application from Tribal Members shall be considered first and exclusively; should a qualified and suitable candidate be found among this pool, NVC may select one of these candidates.

Should no suitable candidate be found from among the Tribal applicant pool, then applications from Alaskan Natives and American Indians, who are not Tribal Members, will be considered. If a qualified and suitable candidate can be found, then NVC may select one of these candidates.

Should no suitable candidate be found from among the Indians preference applicant pool, then applications submitted by local non-native residents shall be considered for the advertised position. If a qualified and suitable candidate can be found, then NVC may select one of these.

Should no suitable candidate be found from among the Indian preference and local non-native

applicant pool, then all other applications submitted to NVC shall be considered for the advertised position. If a qualified candidate can be found, then NVC may select one of these candidates.

## **SELECTION**

The NVC seeks to hire the best-qualified applicant in accordance with its Equal Employment Opportunity policy and Indian Preference policy. All positions are posted internally first and if no qualified candidate is found, the position will be posted externally. In some instances, to expedite the recruitment process the position may be posted internally and externally, concurrently.

A selection decision will be made based on the combination of the applicant's total qualifications as reflected on the application/resume, the interview evaluation, reference checks, and when appropriate, drug test results. A criminal background check, references and a driving record (if placed on our vehicle insurance) will be conducted prior to the start of employment.

## **CONFLICTS OF INTEREST**

The Native Village of Chitina is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. Employees are expected to avoid situations that might lead their personal interests to conflict with or appear to conflict with the interests of the Company or that might compromise or appear to compromise the Company's reputation or integrity. A conflict of interest or the appearance of one occurs when the employee or a member of the employee's household or immediate family uses the employee's position with the Company for personal benefit or for personal gain. A financial interest or investment, personal association, or business relationship with a customer, supplier or competitor that interferes with the employee's ability to exercise independent judgment on the Company's behalf is prohibited. "Immediate family" includes an employee's spouse, domestic partner, siblings, parents and grandparents, children and grandchildren, nieces and nephews, and people living in the same household in a relationship substantially comparable to any of the above. If there is any actual or potential conflict of interest between you and the Company, or a competitor, supplier, distributor, or contractor to the NVC, you must disclose it to your supervisor. If an actual or potential conflict of interest is determined to exist, the NVC will take such steps as it deems necessary to reduce or eliminate this conflict.

## **EMPLOYMENT APPLICATIONS**

The NVC relies upon the accuracy of information contained in the employment application/resume, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the applicant from further consideration for employment or, if the person has been hired, termination from employment.

Upon hire, all new employees must accurately and fully complete all required documents provided by NVC. The completed forms will be made part of the employee's personnel file.

## **EMPLOYMENT AUTHORIZATION VERIFICATION**

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with the Native Village of Chitina. If you are currently

employed and have not complied with this requirement or if your status has changed, please immediately inform your supervisor or the Tribal Administrator.

If you are authorized to work in this country for a limited time, you will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by the NVC.

## **EMPLOYMENT OF RELATIVES AND FRIENDS**

The Company believes it is in its best interests to keep business and professional relationships separate from personal and family relationships. We will not employ relatives or friends in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at the Native Village of Chitina. For this policy, “relative” is defined to include an employee’s spouse, domestic partner, parents, children, aunts, uncles, nephews, nieces, cousins, grandchildren, grandparents, and any person with whom the employee lives in a relationship substantially equivalent to marriage. If two employees become related (typically by marriage or a substantially similar relationship) or begin dating or become involved in an intimate relationship, and their continued employment might or does create a conflict of interest or the appearance of favoritism, one of the employees may be transferred to another open position suitable under this policy. If such a position is not available, one of the two may be asked to resign or may be required to seek employment outside the Company. The Company also reserves the right not to employ relatives (including those in dating or other similar relationships) of officers or other high-level employees of our competitors, major vendors, or government agencies that regulate our business, where such a restriction is a reasonable step towards avoiding the actuality or appearance of a conflict of interest or to protect confidential information. It is your obligation to inform your supervisor or the Tribal Administrator of any such potential conflict so we can determine how best to respond to the specific situation.

## **GRATUITIES**

Employees are discouraged from accepting meals or other gifts from salespeople, vendors, suppliers, or any other solicitors. Supervisors may approve exceptions to this rule on a case-by-case basis. Also, even where exceptions have been authorized, before accepting any type of gift or promotional item from an outside person or entity, the employee should consult the Tribal Administrator. All gifts must be declared to the accounting department with an estimated value.

## **JOB DESCRIPTIONS**

The Native Village of Chitina attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your supervisor or the Tribal Administrator.

Job descriptions prepared by the NVC serve as an outline only. Due to business needs, you may be required to perform duties that are not within your written job description. Furthermore, the NVC may have to revise, add to, or delete from your job duties from time to time for business needs. On occasion, the NVC may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your supervisor or the Tribal Administrator.

## **NEW HIRES AND INTRODUCTORY PERIODS**

The first 90 days of your employment is considered an introductory period. During this period, you will become familiar with the Native Village of Chitina and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

## **EMPLOYMENT OF MINORS**

The NVC will fully comply with the Child Labor provisions of the Fair Labor Standards Act and applicable state laws and statutes, which govern the employment of minors. Certain occupations for minors are prohibited by law and restrictions apply to the number of hours worked. In any case involving the hire of a person under the age of 18, an Alaska Department of Labor & Workforce Development Work Permit must be signed by a parent/guardian in advance of the person's start date and filed in the employee's personnel file.

Should NVC have any reason to question whether an individual applicant is under age 18; the applicant will be asked if hired, can he/she furnish proof of age and obtain a Work Permit if a minor, and will not be able to work until this is complete.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

The Native Village of Chitina complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the NVC will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require accommodation because of your disability, it is your responsibility to notify your supervisor or the Tribal Administrator. You may be asked to include relevant information such as:

- The reason you need accommodation.
- A description of the proposed accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the NVC will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. The employee has an obligation to cooperate with the Company in this process, which may include authorizing the Company to communicate with the employee's healthcare providers concerning the employee's condition, its limitations and possible reasonable accommodation. All medical information received by the NVC in connection with a request for accommodation will be treated as confidential. Where state or local law provides greater protection to employees than federal law, the NVC will apply the law that provides the greatest benefit to employees. The NVC will not discriminate or retaliate against employees for requesting accommodation.

## ACCOMMODATIONS FOR PREGNANCY, CHILDBIRTH, AND RELATED MEDICAL CONDITIONS

The Native Village of Chitina recognizes the importance of supporting employees experiencing limitations related to pregnancy, childbirth, or related medical conditions by providing reasonable accommodation. We are committed to complying with the federal Pregnant Workers Fairness Act (PWFA) and any applicable state or local laws offering additional protection.

### **Examples of possible reasonable accommodation include:**

- Additional break time for restroom use, meals, hydration, and rest.
- Changing equipment, such as allowing for sitting or standing as needed.
- Schedule changes, part-time work, and leave.
- Flexible work hours to accommodate medical appointments and physical needs.
- Telework (remote work).
- Closer parking spots to the workplace entrance.
- Light duty.
- Making existing facilities accessible or modifying the work environment.
- Job restructuring.
- Temporarily suspending one or more essential functions of your job.
- Acquiring or modifying equipment, uniforms, or devices.
- Adjusting or modifying examinations or policies.

If you require accommodation, notify your supervisor. Depending on the requested accommodation(s), in instances where the need for a particular accommodation is not obvious, you may be asked to provide:

- Documentation from your healthcare provider.
- Information on how the accommodation will effectively address your limitations.

Medical documentation will not be required in the following situations:

- When the limitation and need for accommodation is obvious.
- If the Company is already aware of the limitation due to previous disclosures.
- When requesting accommodation such as additional restroom breaks, fluid intake, food breaks, or seating arrangements, which are considered presumptively reasonable.
- Lactation accommodations.
- When similar accommodation has been provided to other employees without requiring documentation.

The NVC will engage in an interactive process with you to identify suitable accommodation. While we strive to accommodate all requests, certain accommodation may not be provided if they would result in undue hardship to the NVC. Factors considered include the nature and cost of the accommodation, the overall financial resources of the facility, and the impact on operations, including safety and efficiency.

The NVC strictly prohibits retaliation against employees who request or utilize accommodation under this policy.

## RELIGIOUS ACCOMMODATION

The Native Village of Chitina recognizes the diversity of religious beliefs and is committed to providing equal employment opportunities to all employees, regardless of their religious beliefs and

practices or lack thereof. Consistent with this commitment, the NVC complies with Title VII of the Civil Rights Act of 1964 and all applicable state and local laws that prohibit employment discrimination on the basis of religion. An employee who sincerely believes that his or her religious beliefs or practices conflict with his/her job, or work schedule, with the Company's policy or practice regarding dress and appearance, or with other aspects of employment, and who seeks religious accommodation must request in writing accommodation from his/her supervisor or the Tribal Administrator. The request should explain the religious conflict that exists and the employees' suggested accommodation. The NVC will reasonably accommodate the sincerely held religious beliefs of employees if the accommodations resolve a conflict between the individual's religious belief or practice and a work requirement, unless doing so would create an undue hardship. The NVC will not discriminate or retaliate against employees who, in good faith, request religious accommodation under this policy.

## SECTION III - WAGE AND HOUR POLICIES

### EMPLOYMENT CLASSIFICATIONS

The Native Village of Chitina designates all employees as either exempt or nonexempt in compliance with applicable federal, state, and local law:

- **Exempt** - Exempt employees are generally paid a fixed salary and are not entitled to overtime pay.
- **Nonexempt** - Nonexempt employees are entitled to minimum wage and overtime pay.

The Native Village of Chitina also assigns each employee to one of the following categories:

- **Regular full-time** - Regular full-time employees are normally scheduled to work at least 30 hours per workweek, except for approved time off. Full-time employees are eligible for NVC benefits.
- **Regular part-time** - Regular part-time employees are normally scheduled to work less than 30 hours per workweek. Part-time employees are not eligible for most Company benefits.
- **Temporary, seasonal and on-call** - Temporary employees are generally hired on a temporary or project-specific basis, with either full- or part-time hours. Seasonal employees are hired on a temporary basis during a time of year when extra work is available. On call employees are hired to work as needed, with either full- or part-time hours. Temporary, seasonal employees, and on-call employees are not eligible for Company benefits, except paid sick leave where required by Alaska law.

You will be informed of your classification, status, and responsibilities at the time of hire and at any time your classification, status, or responsibilities change. If you have a question regarding this information, contact the Tribal Administrator. These classifications do not alter your employment at-will status.

### ATTENDANCE AND PUNCTUALITY

The Native Village of Chitina requires regular and punctual attendance by employees. Regular and timely attendance is an essential function of every employee's job and critical to the smooth operation of the Company. You are expected to arrive at the workplace on time and ready to do your job. Failure to comply with this policy may result in disciplinary action, up to and including termination.

If you are not going to arrive at work or return from a break on time, you must notify your supervisor as soon as possible but at least 15 minutes before your scheduled start time. If your supervisor is not available, contact the Tribal Administrator.

If you must miss work due to an emergency or other unexpected circumstance, notify your supervisor or Tribal Administrator as soon as possible. Notice should include the expected duration of your absence and your expected time or date of return. You may be required to provide documentation of the need for absence, as permitted by applicable law.

If you become ill during your scheduled workday and need to leave before the end of your shift, notify your supervisor immediately. If you are unable to perform your job at an acceptable level due to illness, you may be sent home until you are well enough to work.

Absences will be considered excused if you requested the time off in accordance with NVC policies

and received the required approval for the absence. Absences will be considered unexcused if you are absent from work during scheduled work hours without permission and do not receive retroactive approval.

This policy applies to all absences, including full- or partial-day absences, late arrivals, and early departures.

Planned absences, such as vacations or medical appointments, should be arranged at least 48 hours in advance. If you need to be absent during the workday, the Company expects you to attempt to schedule outside appointments or obligations so that your absence has the smallest impact possible on business operations.

The NVC reserves the right to apply unused vacation or sick time to unauthorized absences when permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy.

If you fail to report to work for three or more consecutive days and have not provided proper notification, the NVC will assume that you have voluntarily resigned your position and will proceed with the termination process.

## **TIMEKEEPING**

All employees are responsible for maintaining accurate time records, whether through the Paycom app or a paper timesheet. Employees must download the Paycom app on their mobile devices and use it to clock in and out at the start and end of each shift and for any required breaks.

All full-time employees are required to take a lunch break. The standard lunch break is from 12:00 p.m. to 12:30 p.m., unless otherwise approved by a supervisor. Employees must clock out at the start of their lunch break and clock back in upon returning to work. Accurate recording of lunch breaks is mandatory for payroll and compliance purposes.

Employees unable to download the Paycom app must use a paper timesheet as an alternative means of recording time. Paper timesheets must be completed daily, including clock-in, clock-out, and break times. Completed paper timesheets must be submitted to the supervisor by Monday of payroll week to ensure timely payroll processing.

Employees may correct or make changes in their time records only if initialed by their supervisor or the Tribal Administrator. Any employee who performs work “off the clock” does so in violation of Company policy. Any supervisor who solicits or tolerates an employee working “off the clock” also violates Company policy. No employee may ever clock in or out for another employee. If an employee fails to record his/her time, or does so incorrectly, he/she must notify his/her supervisor or the Tribal Administrator immediately in order to correct the mistake. The supervisor or Tribal Administrator must approve any changes to the time record system, and corrections and changes should be noted in the time record system.

Supervisors will regularly review time records to ensure compliance with this policy.

Falsification of time records may result in discipline up to and including termination.

## **WORKDAY/WORKWEEK**

The Native Village of Chitina's workweek runs from Sunday to Saturday. The workday typically begins at 8:00 AM and ends at 4:30 PM. Employees may be required to come in early, work late, or work overtime from time to time, depending on various factors, such as workloads, staffing needs, and special projects. Please verify your typical schedule on your personnel action form or with your supervisor.

## **MEALS AND BREAKS**

Breaks are assigned based on the needs of the department and are at the sole discretion of the Tribal Administrator. Generally, employees who work longer than 6 hours will be given a 30-minute unpaid lunch break. Employees are to be expected to clock out and in when taking their lunch break.

Employees who work longer than 6 hours will be given a 10-minute break once before their allotted lunch break and a 10-minute break after their allotted lunch break. Each employee who works less than 6 hours will be given one 10-minute break halfway through their shift.

Management will follow the Alaska law which prohibits allowing minor children (less than 18 years of age) to work more than (5) five consecutive hours without an unpaid break of at least (30) thirty minutes. AS 23.10.350(c). This law should always take precedence when determining when someone receives their break.

## **OVERTIME**

If you are classified as nonexempt, you will qualify for overtime pay. All overtime must be approved in advance, by your supervisor or the Tribal Administrator. Unless otherwise required or exempted by law, the overtime rate is one-and-one-half times the regular rate of pay for all hours actually worked over 40 hours in one week or more than eight hours in a day. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

Exempt employees are expected to work whatever hours are necessary to complete their work. They do not receive overtime compensation.

At certain times the Native Village of Chitina may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

The NVC does not allow accrual of compensatory time by exempt or nonexempt employees.

## **WAGES AND SALARY**

NVC strives to maintain rates of pay that are comparable to other companies in the industry. The factors considered in classifying positions in the wage and salary plan include, but are not limited to, experience, knowledge and ability requirements, variety and scope of responsibilities, and physical and mental demands of the position.

Wages and salary are only one part of total compensation. Such things as company-paid employer contributions on your behalf to federal and state insurance programs (Social Security, Medicare, and Unemployment), health and welfare benefits, workers' compensation insurance, and paid time off are all considered in the overall evaluation of total pay.

## **PAYDAYS**

Paydays are every other Friday, and paychecks are generally available by the end of the workday. In the event a pay day falls on a recognized holiday, paychecks will be made available Thursday. Changes to paydays will be announced in advance whenever holidays or closings interfere with the normal payday.

Paychecks are available via direct deposit or may be picked up. Paychecks will only be released to the employee or to people authorized on a written list provided by the employee. If an authorized person will be picking up the paycheck, they must make prior arrangements for pick-up and show proof of ID. If you prefer to have your paycheck mailed, please notify the Bookkeeper.

## **DIRECT DEPOSIT**

The Native Village of Chitina encourages all employees to enroll in direct deposit. If you would like to take advantage of a direct deposit, ask the Bookkeeper for an application form. If you have selected the direct deposit, a pay statement will be provided to you on paydays in lieu of a check.

## **PAYROLL TAXES AND OTHER DEDUCTIONS**

NVC is required by law to deduct applicable federal income tax withholding, social security tax, Medicare tax, and state unemployment tax from each employee's pay. The NVC is required to deduct any court ordered garnishments. Employees will be notified when a court-order deduction is received.

At the start of employment, all employees are required to complete Form W-4, Employee Withholding Allowance Certificate, to provide information concerning the amount of income taxes to be withheld. It is the employee's responsibility to complete a new Form W-4 if his/her withholding status has changed (i.e. marital status, dependents, and additional taxes). Employees who claim exemption from withholding must complete a new W-4 before the first payroll run each year to continue the exemption.

## **PAY ADVANCES**

Pay advances are available only for emergency situations, including unforeseen medical expenses, urgent family needs, or critical personal expenses, and are limited to 50% of hours already worked, not unearned or projected wages. Employees may request a maximum of two (2) pay advances per calendar year, with no exceptions for additional requests. All requests must be submitted in writing to the Tribal Administrator, who will review each case individually, considering the nature of the emergency and prior pay advance requests. The employee must sign a written agreement authorizing the Company to deduct the amount advanced in full from the employee's next paycheck. All requests and approvals will be documented in the employee's personnel file. Misuse of the policy, including requests under false pretenses, may lead to disciplinary action, up to and including termination from employment.

## **WAGE AND SALARY INCREASES**

Wage increases are on a scheduled annual basis and dependent on job performance. An evaluation does not necessarily indicate that an employee's salary will be increased, but it does mean that the employee's performance has been evaluated, and the Company has determined whether or not a salary increase is warranted. Prevailing economic and business conditions will also be a factor.

When an employee receives a wage increase, it is documented on a personnel action form, with all signatures and submitted to the Accounting Office.

# SECTION IV - PERFORMANCE, DISCIPLINE AND TERMINATION

## STANDARDS OF CONDUCT

The NVC has identified certain guidelines pertaining to standards of conduct. Employees shall be aware of their responsibilities to the NVC, co-workers, and customers and have a uniform understanding of what is considered both acceptable and unacceptable conduct. Acceptable conduct is basically good conduct, good character and good judgment coupled with common sense.

Violations of these standards shall lead to disciplinary action up to and including termination. In arriving at a decision for proper action, the following shall be considered:

- The seriousness of the infraction
- The past record of the employee
- The circumstances surrounding the matter

Although there is no way of identifying every possible violation of standards of conduct, the following is a partial list of conduct which is intended to be representative of the types of activities which may result in disciplinary action. This list is not intended to be comprehensive and does not alter the at-will employment relationship between the employee and NVC.

- Reporting to work under the influence of alcohol or controlled substances.
- Use, possession, transfer, buying or selling alcohol or controlled substances (without a lawful prescription) in, on or near NVC property.
- Insubordination, including refusal or failure to perform work assignments.
- Any type of dishonesty, including falsifying employment applications, questionnaires, time records, or other NVC records.
- Threatening, intimidating, or fighting with co-workers or engaging in horseplay on property and time. Aggressive or hostile behavior that creates reasonable fear of injury to another person or subjects another individual to emotional distress.
- Willful or negligent damage or destruction to property belonging to NVC or its employees.
- Possession of firearms, fireworks, or explosives on NVC property (except storage of a firearm in the employee's locked motor vehicle in the Company's parking lot). Exceptions to carry firearms may be made under extenuating circumstances, but only with the prior review and written approval of the Tribal Administrator. Such exceptions will be evaluated on a case-by-case basis and must align with the organization's values and operational needs.
- Failure to start work promptly at the start of shift or failure to limit lunch or break period to designated times and durations.
- Leaving work before the end of a shift or during regular working hours without the approval of immediate supervisor and/or Tribal Administrator. Job abandonment is considered voluntary resignation.
- Careless, inaccurate, unreliable or otherwise unsatisfactory work performance.
- Unauthorized or excessive tardiness and/or absenteeism.
- Sleeping or doing personal work during NVC time.
- Gambling on NVC property.
- Neglecting job duties or interfering with someone else's job duties by excessive talking or other distractions.
- Unauthorized use of NVC telephones, computers or other equipment and/or property.
- Rudeness or lack of cooperation in dealing with co-workers, customers or business

associates.

- Wasting or misusing NVC property or the property of a co-worker, customer or client.
- Unauthorized release of confidential or proprietary information or trade secrets.
- Discriminatory behavior or violation of the harassment policy.
- Violation or disregard of common safety practices or failure to report an accident or injury immediately.
- Theft or unauthorized possession or removal of NVC property, property of a co-worker, customers, or clients.
- Solicitation or distributing non-NVC materials during working time or in working areas.
- Violating any policy or practice that is presently in effect or subsequently issued.
- Any other conduct that is, in the view of management, sufficient to justify discipline or discharge.

## HONESTY

Employees are expected to behave honestly. Employees are responsible for using NVC time, funds, and property for business purposes only. The unauthorized use or misuse of the company time, property, equipment, merchandise, money, or the falsification of the company reports or records, including time sheets or expense reports, is prohibited. Employees are expected to fully cooperate in any investigation of dishonesty, whether directly involved.

## CONFIDENTIALITY

The NVC is committed to maintaining the confidentiality of all sensitive information in accordance with Tribal, federal, and state laws, as well as the ethical standards expected of our employees. Employees may have access to and learn confidential and proprietary information about the Company, its products, services, pricing, finances, business plans, trade secrets and its clients and customers. This policy is designed to protect the privacy and confidentiality of data, records, and communications that employees may encounter in the course of their work.

### **Confidential Information**

Employees are required to protect all confidential information encountered in the course of their employment, whether verbal, written, or electronic. Confidential information includes, but is not limited to, disciplinary actions and other confidential personnel information, financial records, personal and health information of Tribal members, legal documents, strategic plans, and any other data deemed confidential by the Tribal Council or applicable law.

### **Access and Disclosure**

Employees shall access confidential information only to the extent necessary to perform their job duties. Disclosure of confidential information to individuals or entities outside the organization, including Tribal members who do not have a direct need to know, is strictly prohibited unless authorized by the Tribal Council or required by law. All disclosures of confidential information must be approved in writing by the appropriate authority within the organization. For purposes of this policy, the Company does not define confidential information to include and, therefore, the Company does not seek to limit employees' discussion of matters related to their terms and conditions of employment or to prevent employees from participating in any investigation or proceeding where doing so is protected by law.

### **Handling and Storage of Confidential Information**

Confidential information must be securely stored, both physically and electronically. All paper records containing sensitive information must be kept in locked cabinets. Electronic data must be

stored on secure systems, with password protection and encryption where appropriate. Employees are prohibited from removing confidential information from the workplace unless explicitly authorized and must ensure its protection during transport.

### **Termination of Employment**

Employees who leave the organization for any reason are required to return all materials containing confidential information and may not retain copies of such information. Additionally, the obligation to maintain confidentiality extends beyond the termination of employment and continues indefinitely.

### **Reporting Violations**

Employees who become aware of any breach or suspected breach of confidentiality must immediately report it to their supervisor or the Tribal Administrator.

## **CRIMINAL ACTIVITY/ARRESTS**

The Native Village of Chitina is committed to adhering to all applicable laws regarding the reporting of criminal activity. Employees involved in criminal activity, whether on or off NVC property, may face disciplinary action, up to and including suspension or termination of employment.

All employees are expected to report to work as scheduled, ready to perform their duties. Failure to do so may result in disciplinary action, including termination of employment, for violations such as noncompliance with attendance policies or job abandonment.

## **DISCIPLINARY PROCEDURES**

Although employment is “at-will”, the NVC may use progressive disciplinary procedures, at its discretion, to correct and prevent recurrence of unsatisfactory conduct or performance. Depending on the circumstances, one or more of these steps may be duplicated or bypassed. NVC encourages a system of progressive discipline depending on the type of prohibited conduct. However, the Company is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an “at-will” basis consistent with applicable law and NVC may terminate your employment at any time, with or without cause.

The following are typical steps in a progressive disciplinary process:

- The employee receives a verbal warning, which may be documented and placed in the employee’s personnel file.
- The employee receives a written warning signed by the employee and placed in the employee’s personnel file.
- The employee receives a written warning and accompanying suspension of one or more days. Documentation will be placed in the employee’s file.
- The employee receives suspension when circumstances reasonably require an INVESTIGATION of a serious incident in which the employee was allegedly involved. Documentation will be filed in the employee’s personnel file.
- The employee is terminated from employment. Documentation will be filed in the employee’s personnel file.
- Disciplinary documentation should include the date, the type of warning, the violation, and the consequences of continued conduct or performance and filed in the employee’s personal file.

## **OPEN DOOR POLICY**

The Native Village of Chitina strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to the Tribal Administrator. To help manage conflict resolution we have instituted the following problem-solving procedure:

If you believe there is inappropriate conduct or activity on the part of the NVC, management, its employees, vendors, customers, or any other persons or entities related to the NVC, bring your concerns to the attention of your supervisor at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Supervisor. If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to the Tribal Administrator. Describe the problem, those people involved in the problem, any efforts you have made to resolve the problem, and any suggested solution you may have. If your supervisor is the Tribal Administrator, present your concerns to the Tribal Council President. If you do not believe you have received a sufficient response from the Tribal Council President, you may present your concerns to another Tribal Council member.

## **PERFORMANCE REVIEWS**

The Native Village of Chitina will strive to review your work performance at least annually or as business needs dictate. The performance review is a tool used to evaluate employee performance over the review period by assessing:

- Your performance of assigned job duties and responsibilities.
- Your achievement or lack of achievement of specific targets and goals.
- Other aspects of your performance (e.g., communication skills, professionalism, ability to collaborate, reliability, willingness to take initiative, etc.).

The performance review process is intended to increase the quality and value of your work performance.

The review process may be used:

- As a basis for employment decisions, such as promotions and demotions.
- To improve the performance of underperforming employees.
- To document employee growth.

The review process begins with the employee completing a self-assessment, followed by the supervisor completing their evaluation. Once both reviews are finalized, the supervisor will meet with the employee to discuss the feedback and next steps.

A performance review may be used when determining whether to grant a salary or wage increase, but a positive performance review does not guarantee a pay raise or continued employment.

## **RESIGNATION POLICY**

The Native Village of Chitina hopes that your employment will be a mutually rewarding experience; however, the NVC acknowledges that varying circumstances can cause you to resign from employment. The NVC intends to handle any resignation in a professional manner with minimal

disruption to the workplace.

The NVC requests that you provide at least two weeks' notice prior to your resignation. Please submit a written resignation letter to your supervisor, who will forward it to the accounting office for processing and placement in your personnel file. If you provide less notice than requested, the NVC may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The NVC reserves the right to immediately terminate your at-will employe or provide you with pay in lieu of notice in situations where a job or business needs warrant. The Company will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the NVC if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address. Return all Company property at the time of separation. You may be financially responsible for reimbursing the Company for the cost of any Company property you fail to return at the time of separation.

## **TERMINATION**

Either the employee or NVC may terminate employment at any time. The NVC is an “at-will” employer. This means that employees are not employed for any specific term and are free to terminate their employment at any time, for any reason or no reason at all, with or without advance notice; however, a (2) two-week notice is highly suggested. Likewise, the NVC is also free to terminate employment at any time, for any reason or no reason at all, with or without advance notice. In the event of layoffs, the NVC will strive to provide as much advance notice as possible and encourages employees who resign to provide as much advance notice as possible.

When employment is terminated, the employee must return all NVC property (building keys, credit cards, tools, uniforms, laptops, storage devices, etc.) on the last working day.

If the NVC terminates employment, compensation will be paid within 3 working days after the last day worked. If the employee terminates employment, compensation is due at the next regular payday that is at least three days after notification of termination of employment. This final paycheck will include any lawful deductions. The employee should decide to pick up his/her final paycheck and/or provide a current address for mailing.

Employees are encouraged to participate in an exit interview. During an exit interview, employees are encouraged to express themselves freely about any conditions of employment to provide management with insight into possible improvements.

## **ANTI- HARASSMENT**

The Native Village of Chitina has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment, based upon an individual's membership in a protected class. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

## **SEXUAL HARASSMENT**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to,

or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment includes harassment based on another person's gender or harassment based upon pregnancy, childbirth, or related medical conditions. It also includes harassment of another employee of the same gender as the harasser and need not be motivated by sexual desire.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors.
- Lewd or derogatory comments or jokes.
- Comments regarding sexual behavior or another person's body.
- Sexual innuendo and other vocal activity such as catcalls or whistles.
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- Repeated requests for dates after being informed that interest is unwelcome.
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the NVC or any government agency or assisting in an investigation.
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

## **OTHER HARASSMENT**

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's membership in a protected class.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, or elsewhere on our premises, in emails or voicemails, or otherwise circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

## **REPORTING DISCRIMINATION AND HARASSMENT**

The Company is committed to taking reasonable steps to prevent harassment from occurring and will take immediate and appropriate action when we know that unlawful harassment has occurred. To do this, however, we need the cooperation of all employees at all levels. Employees should never tolerate inappropriate behavior. With regard to harassment, employees should make their feelings known to the offending employee(s). In many cases if an employee makes his/her feelings known to the offending person(s), tells them the conduct is not appropriate, and asks them to stop, this may resolve the situation. However, if any employee is

not comfortable addressing the issue with the offending employee, then he/she must promptly report any offending behavior, whether such behavior is directed towards him/her personally or to other employees at the Company. Reports of offending behavior must be immediately made to your immediate supervisor or the Tribal Administrator, or any member of management. Employees are strongly encouraged to report concerns about discrimination, harassment, retaliation, or failure to accommodate as soon as they arise, and, in the case of unlawful harassment, before behaviors become severe or pervasive, as the Company prefers to stop discrimination or harassment, and to address concerns about reasonable accommodation before they rise to the level of a violation of anti-discrimination laws. Supervisors and managers who know or receive reports or complaints of offending behavior must promptly notify the Tribal Administrator so that appropriate action can be taken.

The NVC prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination. If you believe you have been retaliated against for using this reporting procedure or participating in an investigation, you must promptly notify your immediate supervisor or the Tribal Administrator so such concerns can be investigated. Appropriate corrective measures will be taken if allegations of retaliation are substantiated. While under no circumstances will the Company retaliate against an employee for coming forward with good-faith concerns about a violation of these policies, it will not tolerate abuse of its reporting procedure. Employees who make a complaint in bad faith, who provide false information in connection with a complaint, or who refuse to cooperate fully in a Company investigation will be subject to disciplinary action, up to and including termination of employment.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the NVC determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the NVC may monitor any incident of harassment or discrimination to ensure that the inappropriate behavior has stopped. In all cases, the NVC will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

## **PROBLEM RESOLUTION**

The NVC is committed to providing the best possible working conditions for its employees. Part of this commitment is to encourage an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from management. Employees are encouraged to offer positive and constructive criticism.

To provide a prompt and fair means of resolving problems regarding work and working relationships, the NVC recommends following the problem resolution procedure. The problem resolution procedure begins with the employee presenting the problem to the immediate supervisor and/or Tribal Administrator. The supervisor and/or Tribal Administrator responds by discussing the problem, providing insight, recommending solutions, and when necessary, consulting other employees or higher management. If your supervisor is the Tribal Administrator, present your concerns to the Tribal Council President. If you do not believe you have received a sufficient response from the Tribal Council President, you may present your concerns to another Tribal Council member.

The final authority rests with the Tribal Council.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

No employee will be penalized for voicing a problem in a reasonable, businesslike manner, or for using the problem resolution procedure in good-faith.

### **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE**

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with a human rights commission, initiating civil action or seeking redress under state or federal law.

## SECTION V - GENERAL POLICIES

### NONSOLICITATION/NONDISTRIBUTION

#### **Solicitation**

For the purposes of this policy, solicitation includes various activities such as selling items or services, seeking contributions, or seeking support for an organization. Solicitation, whether conducted verbally, in writing, or electronically, falls under this policy's scope.

During your assigned working hours, soliciting other employees is prohibited. Working hours refer to periods when either you or the employees you intend to solicit are expected to be actively engaged in work-related activities. You are permitted to engage in solicitation during authorized non-working times, such as breaks, in non-working areas, provided that the recipients of the solicitation are also on non-working time.

#### **Distribution**

To ensure cleanliness, organization, and safety, the distribution of nonwork-related literature or items within working areas is prohibited at all times. Working areas do not include break/rest areas, lunchrooms, and parking lots. Electronic distribution of materials during work hours is also not allowed. Any literature that violates the Company's equal employment opportunity (EEO) and harassment policies is strictly prohibited. Non-employees are not permitted to distribute materials on company premises under any circumstances.

This policy is not meant to curtail the statutory rights of employees, including their right to discuss terms and conditions of employment. Open communication remains a vital part of our workplace culture.

If you become aware of violations of this policy, report them to the Tribal Administrator.

### TELEPHONE USE

Company telephones are to be used for NVC business only. The frequency and length of personal calls should be kept to a minimum. Personal long-distance calls are not allowed. Employees are reminded that when answering a business phone, they should speak in a courteous and pleasant manner, identifying the company, department and themselves and must abide by the following procedures:

Office telephones are not to be used for personal calls except when an urgent need exists; they are not to be for socializing with friends or family during business hours.

- Answer the telephone promptly.
- Never disconnect the phone service.
- Never accept collect calls unless authorized.
- Do not refuse calls simply because it is inconvenient for you to answer. If office personnel are going to an important conference that truly takes priority, notify the receptionist in advance to hold your calls.
- Return calls promptly; it may be a person whose activity is being held up pending your reply.
- Answer pleasantly, be courteous, and keep in mind that you are representing the NVC.

## CELL PHONE USE

Employees whose job responsibilities include driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving.

Per Alaska law, it is illegal to text message while operating a motor vehicle. Employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions, and they may be prohibited from operating a Company vehicle.

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for NVC phones. Excessive personal calls regardless of the phone used, can interfere with employee productivity and will be considered Time Not Worked (employees will not be paid for Time Not Worked).

Employees are asked to make personal calls on non-work time where possible and ensure that friends and family members are aware of the NVC's policy. Flexibility will be provided in circumstances demanding immediate attention.

## PERSONAL APPEARANCE

Your personal appearance reflects the reputation, integrity, and public image of the Native Village of Chitina. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

When determining what to wear to work, employees should use common sense and good judgment. Attire should be professional and reflect the expectations of the workplace.

### **Examples of unacceptable workwear include, but are not limited to:**

- Clothing with offensive, vulgar, or inappropriate language or images.
- Revealing attire, such as crop tops, sheer clothing, spaghetti straps or excessively short skirts or shorts.
- Torn, stained, or excessively worn clothing.
- Flip-flops or other footwear that poses a safety hazard in the workplace.
- Jewelry should be professional, appropriate for the workplace, and not pose safety risks. For example, dangling or oversized jewelry may be prohibited in roles involving physical labor or machinery.
- Tattoos that are visible must not display offensive, vulgar, or inappropriate language or images. Employees with tattoos that may be deemed unprofessional or unsuitable for the workplace may be required to cover them during work hours.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The NVC, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the NVC. Contact the Tribal Administrator to request reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Under such circumstances, employees will not be compensated for the time away from work. Frequent violations may result in disciplinary action, up to and including termination of employment. Please ask if you have questions as to what constitutes appropriate attire.

## **INTERNAL AND EXTERNAL ELECTRONIC COMMUNICATION**

The NVC provides and maintains the following forms of electronic communication, messaging agents and electronic facilities: internal and external email, Internet access, and computer hardware and software. As a way of providing the previously identified communications access to its employees, the NVC places certain restrictions on workplace use of the same.

The electronic mail system, internet access, and other electronic systems have been installed by the Company to facilitate business communications. Although each employee has an individual password to access this system, the communications and the password belong to the Company. The Company reserves the right, in its discretion and without employee permission, to review any documents or electronic files created by or stored on our systems, as well as employees' voice or email messages and internet usage to the extent necessary to ensure that electronic systems are being used in compliance with the law and with Company policies. Employee privacy does not extend to the employee's work-related conduct or to the use of Company-provided equipment or supplies. Therefore, employees should never assume any electronic communications are private or confidential.

The internal communication systems, as well as the equipment and data stored, are and will always remain the property of the NVC. Accordingly, all messages and files created sent, received or stored within the system should be related to NVC business and will remain the property of the NVC. System or Companywide distributions of e-mail (announcements, bulletins, etc.) require Tribal Administrator and/or Council approval in advance of the distribution.

The NVC reserves the right to retrieve and review any message or file composed sent or received. It should be noted that although a message or file is deleted or erased, it is still possible to recreate the message. NVC does not allow its employees to use Internet access for personal use during their work hours.

The content of e-mail or any file may not include anything that would reasonably be considered offensive or disruptive to any employee. Offensive content would include but is not limited to sexual comments or images, racial slurs, gender specific comments or any comments that would offend someone based on their age, sex, sexual orientation, religious or political beliefs, national origin, or disability. If an employee sends any communication with such content, this will be subject to discipline under NVS's harassment policies.

While NVC may encourage employees to use the Internet, its use is restricted to the following:

- To communicate with employees, vendors, or clients regarding matters within an employee's assigned duties.

- To acquire information related to, or designed to facilitate the performance of regular assigned duties; and
- To facilitate performance of any task or project in a manner approved by an employee's supervisor.

Only authorized personnel are allowed to load software onto any computer.

## **SOCIAL MEDIA**

The Native Village of Chitina acknowledges that social media has become an integral part of modern life that provides us with unique opportunities to communicate and share information with others. However, we also want to educate employees that their social media use can:

- Pose risks to NVC's confidential and proprietary information, reputation, and brand;
- Expose NVC to discrimination, harassment, and other claims; and
- Jeopardize NVC's compliance with business rules and laws.

To minimize legal risks, avoid loss of productivity and distraction, and ensure that NVC's IT resources and communications systems are used appropriately, all employees must abide by the following policy regarding social media use.

For purposes of this policy, social media refers to any means of posting content on the internet, including personal websites, social networking sites, blogs, chat rooms, and other online platforms, whether affiliated with the Company or not.

While NVC respects your right to personal expression, you should assume that anything you do on social media—whether on a business or personal account—could be viewed by a colleague, supervisor, partner, supplier, competitor, investor, customer, or potential customer. As such, any social media activity, even from your personal account, reflects NVC as well as on yourself. It is important to remember that anyone can see what you post (or what you posted five years ago).

### **Guidelines for Posting on Social Media**

When posting:

- Protect trade secrets, intellectual property, and confidential information related to the NVC.
- Do not make statements that are maliciously false or defamatory or would constitute unlawful harassment or discrimination.
- Do not make express or implied threats of violence.
- Avoid linking personal accounts to the NVC as an official source.
- Respect copyright, trademark, and third-party rights.
- Do not use the NVC's email addresses to register on social media platforms for personal use.
- If you identify yourself as an employee of the Native Village of Chitina on your personal account and are posting about the NVC, make it clear that your views are your own and that you are not speaking on behalf of the NVC.
- Using social media at times when the employee is expected to be working.
- Do not use social media while on your work time, unless it is work related as authorized by your supervisor or consistent with policies that cover equipment owned by the NVC.

## **MEDIA CONTACTS**

If you are not authorized to speak on behalf of the NVC, do not speak to the media on behalf of the NVC. Direct all media inquiries for official NVC responses to the Tribal Administrator. This policy does not limit employees' rights to discuss wages, hours, or other terms and conditions of employment. All employees have the right to engage in or refrain from such activities.

## **WORKPLACE SEARCH AND INSPECTION POLICY**

To protect NVC and its employees from injury or loss of property, management reserves the right to examine any and all persons or objects while on NVC premises including NVC vehicles. Searches may include personal belongings (e.g., bags, purses), company property (e.g., desks, computers, lockers), and vehicles on NVC premises. Searches will be conducted professionally and with minimal intrusion.

As a condition of working for NVC, all employees must agree to consent and submit to any search or inspection of his or her person or personal property located on NVC premises, work sites, or facilities, including, but not limited to, NVC parking lots, computers, and desks. Refusal or delay in consenting to such searches is grounds for disciplinary action up to and including termination of employment. Authorized personnel will conduct searches, with notice provided if possible. Employees may request a trusted witness to be present. Search results will remain confidential and shared only with those necessary to resolve the issue.

## **SECURITY**

All employees are responsible for helping to make the Native Village of Chitina a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area, log out of any electronic systems, and report any lost or stolen keys or similar devices to your supervisor immediately. Refrain from discussing specifics regarding NVC security systems, alarms, passwords, etc. with those outside of the Company. Immediately advise your supervisor of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the NVC. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

## **OUTSIDE EMPLOYMENT**

Outside employment that creates a conflict of interest or affects the quality or value of your work performance or availability at the Native Village of Chitina is prohibited. The NVC recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest or give the appearance of a conflict of interest. All employees holding or considering second jobs should obtain written permission from their supervisor or the Tribal Administrator in order to ensure that the second job will not create a conflict of interest with the Company or interfere with the employee's performance of their duties at the Company.

## **TRAINING AND DEVELOPMENT**

In most cases, and for most departments, training is done on an individual basis by the department supervisor. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your supervisor.

## **POST-EMPLOYMENT REFERENCES**

The Native Village of Chitina policy is to confirm dates of employment and job title only. With written authorization, the NVC will confirm compensation information when permissible by applicable law. Forward any requests for employment verification to the Bookkeeper.

## **PERSONAL DATA CHANGES**

It is your obligation to provide the Native Village of Chitina with your current contact information, including current mailing address and telephone number. You should also inform the NVC of any changes to your tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Bookkeeper.

## **PERSONNEL AND MEDICAL RECORD FILES**

The Native Village of Chitina maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separately and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

A Personnel Action Form (PAF) is the standardized document used to record, track, and communicate changes to an employee's status, role, or employment details within the NVC. Both the employee and the supervisor are required to sign all personnel action forms. It serves as an official record for personnel-related decisions and ensures consistency, accuracy, and compliance with organizational policies and legal requirements and will be filed in the personnel file.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the NVC reasonable notice. Inspection must occur in the presence of an NVC representative during regular business hours. You may obtain a copy of your personnel file upon request.

All requests by an outside party for information contained in your personnel file will be directed to the Bookkeeper, which is the only department authorized to give out such information.

# SECTION VI - BENEFITS

## VACATION LEAVE

The NVC recognizes the importance of work-life balance and the need for employees to take time off to rest, recharge, and attend to personal matters. To support this, we offer vacation leave to full-time employees as part of our commitment to fostering a healthy and productive work environment. Vacation leave provides employees with the opportunity to take paid time away from work for personal, family, or leisure purposes, helping to promote overall well-being and job satisfaction.

Full-time employees begin accruing vacation leave on the employee's date of hire. Full-time employees are eligible to use their vacation leave benefits after completing ninety (90) days of employment. The following accrual schedule will take effect on the employee's anniversary date:

Years of Service	Hours accrued for each hour worked
0-3	0.0402
4-6	0.0602
7 or more	0.0803

Requests for vacation leave must be submitted using the Paycom system, at least 2 weeks prior to the requested time off or as soon as feasibly possible. Exceptions for advance notice requirements may be made in the case of emergencies or unusual circumstances. If an employee needs to take a few extra days off without pay in conjunction with their vacation, they will need to submit that information using the Paycom system. The Supervisor reviews and approves or denies all vacation requests and approval based on business and staffing needs.

In case of an emergency, the employee will notify their supervisor as soon as feasibly possible and the supervisor will enter the appropriate leave in the Paycom system.

Vacation leave may be carried over from one year to the next; however, no more than 240 hours may accumulate. Employees may cash out up to 40 hours of their accrued unused vacation leave once a year, but they must maintain a balance of at least 40 hours in their vacation leave account after the cash-out.

If employment is terminated while an employee has a positive vacation balance, payment for earned and unused vacation days will be paid upon termination at the employee's straight time hourly rate

## PAID SICK LEAVE

Effective July 1, 2025, NVC will offer Paid Sick Leave in accordance with Alaska Statute.

### Accrual and Carryover

All employees (except minor employees employed on a part-time basis not more than 30 hours in a week) are entitled to accrue a minimum of one hour of paid sick leave for every 30 hours worked up to a cap of 56 hours per year. This includes straight time and overtime hours worked. Exempt employees are assumed to work 40 hours per workweek for accrual purposes unless their normal workweek is fewer than 40 hours, in which case leave accrued based on their normal work week

schedule.

Employees will begin to accrue paid sick leave on July 1, 2025, or at the commencement of employment, whichever is later. Paid sick leave carries over to the following year, but employees may not use more than 56 hours per calendar year.

**Use of Paid Sick Leave**

Employees may use paid sick leave as it is accrued. It may be used for the following:

- An employee’s mental or physical illness, including diagnosis, care, treatment, and preventive medical care.
- Care of or assistance to an employee’s family member for the same reasons. “Family member” means an immediate family member under Alaska Statute Section 39.42.960(11), a domestic partner, a foster child, a legal ward, a person to whom an employee stands in loco parentis, a foster parent, an adoptive parent, a legal guardian, a person who stood in loco parentis when the employee was a minor child, or any other individual related by blood to the employee or whose close association to the employee is the equivalent of a family relationship.
- Absences due to domestic violence, sexual assault, or stalking to allow the employee or their family member to obtain medical or psychological attention, receive services from a victim’s aid organization, get relocation assistance or complete the steps to secure an existing home, use legal services, or participate in any investigation or civil or criminal proceeding.

Employees are required to give NVC as much advance notice as feasibly possible if their need for paid sick leave is foreseeable, and they must use reasonable efforts to schedule their foreseeable leave in a manner that does not unduly disrupt NVC’s operations. Requests for sick leave must be entered in the Paycom system. In the event the employee is not able to enter their own sick leave, the supervisor will enter it in the system on their behalf.

Paid sick leave may be used in 15-minute increments to account for use of sick leave time.

For paid sick leave use of more than three consecutive workdays for an illness, NVC may require documentation from the employer’s healthcare provider that the paid sick leave was used for a covered reason, but NVC will not inquire as to the details of the illness.

NVC does not pay employees on termination for accrued, unused paid sick leave.

Employers may not retaliate against employees for using paid sick leave, interfere with the employees’ use of paid sick leave, require employees to find replacement workers to cover the time during which they use paid sick leave, or use an absence-control policy that counts paid sick leave in a way that could lead to any adverse action.

**HOLIDAYS**

The NVC observes the following holidays. Full-time employees become eligible for paid holiday benefits immediately upon hire.

Holiday	Observance
New Years Day	January 1st

President's Day	Third Monday in February
Memorial Day	Last Monday in May
Katie John Day	May 31st
Independence Day	July 4th
Labor Day	First Monday in September
Indigenous Day	Second Monday in October
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday, following Thanksgiving
Christmas Day	December 25th

A holiday falling on Saturday is observed on the preceding Friday and a holiday falling on Sunday is observed on the following Monday. Changes regarding the observance of any of these holidays will be posted in advance.

Hourly employees earn holiday pay only if they work the day before and the day after each respective holiday. If you have scheduled Vacation, you will still receive holiday pay. If the schedule requires the department to operate on the holiday itself, non-exempt employees earn double time pay for that day, excluding any overtime earned (ie.8 hours straight time + 8 hours holiday pay). Any overtime earned will be paid at 1 ½ times the straight rate.

## **BEREAVEMENT**

Employees are entitled to bereavement leave following the death of an immediate family member, which includes a spouse, domestic partner, child, parent, sibling, grandparent, grandchild, and equivalent relationships in the case of in-laws or step-relations.

Up to five (5) days of paid leave per occurrence is granted, allowing time to attend to family matters and personal needs. If additional time is needed, employees may request to use available Vacation or unpaid leave, subject to approval from the Tribal Administrator. Employees should notify the supervisor as soon as possible when bereavement leave is required and provide the dates, they expect to be absent.

In the case of extended family members not covered under immediate family or other significant individuals, employees may request Vacation or unpaid leave with supervisor approval. Special circumstances, such as travel needs, may also be considered for extended leave beyond the standard five (5) days, subject to approval. All bereavement leave must be accurately recorded for payroll and compliance purposes.

## **COLD DAY**

NVC understands that extreme weather conditions affect travel to the worksite and to the NVC offices. The following will determine office closure:

NVC offices will close when external temperatures reach -40 or more. If temperatures stay extreme for the remainder of the workday, employees will receive a paid day. If external temperatures reach -35° during the workday, employees are to report to their workstations for the remainder of their work schedule. Employees may request to work from home on these days but must submit completed work to the Tribal Administrator to verify work was performed.

When there are hazardous road conditions, you may stay home for the day until the roads have been cleared by DOT but you must immediately alert your supervisor.

## **MILITARY LEAVE**

NVC supports employees fulfilling their military service obligations. Employees who are members of the United States Armed Forces, including the National Guard and Reserve, are eligible for military leave when called to active duty, training, or other related service. Employees must notify the Tribal Administrator as soon as they receive orders for military duty and provide a copy of the orders if possible. Military leave will be provided in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws, ensuring employees may return to their position or a comparable role upon completion of their service. During military leave, employees may use available Vacation but are not required to do so.

## **JURY DUTY**

Employees summoned for jury duty will be excused from work as required by the court. Exempt employees who continue to provide services to the Company during periods court is not in session will continue to receive their regular salary for any time spent on a jury but must turn over any amount of jury pay received. The company will provide up to three (3) days of regular pay for jury duty service. If an employee is required to serve longer than three days, they will be allowed to use Vacation or unpaid leave. All employees are expected to work their regular schedule on any day the employee is not required to be present in court. Employees must promptly notify their supervisor as soon as they receive a jury duty summons to allow for appropriate scheduling adjustments. Upon returning to work, employees are required to submit official documentation of their jury duty service to their immediate supervisor or Tribal Administrator for verification. This policy ensures that employees can fulfill their civic duties without undue hardship.

## **VOTING LEAVE**

The NVC encourages all employees to vote in elections and provides voting leave to ensure they can do so.

If your shift starts less than two hours after the polls open or ends less than two hours before the polls close, you may take enough time off from work to vote without loss of pay. Provide reasonable notice to your supervisor of the need for time off to vote. Proof of voting may be required.

## **PERSONAL LEAVE OF ABSENCE**

The Native Village of Chitina recognizes that you may need time off from work in special circumstances that other leave policies may not address. In such cases, you may request a personal leave of absence.

All full-time employees employed for at least 1 year are eligible to apply for an unpaid personal leave of absence not to exceed 30 days.

Requests for unpaid personal leave must be submitted to the supervisor in writing at least 15 days in advance where practical. In emergency situations, written notice must be provided as soon as possible. The request should include the reason for the leave as well as the dates you expect to begin and end the leave.

Job performance, absenteeism, and departmental requirements will be taken into consideration before a request is approved. Requests for unpaid personal leave may be denied or granted for any reason and are within the sole discretion of the Tribal Administrator.

You will be required to use all available paid leave balances prior to taking an unpaid personal leave of absence. Sick leave and vacation will not accrue during an unpaid personal leave of absence. Holidays that occur during an unpaid personal leave of absence will not be paid.

If you are granted a personal leave of absence, reinstatement of your position or any position is not guaranteed.

You are required to return from unpaid personal leave on the originally scheduled return date. If you are unable to return, you must request an extension of the leave in writing at least 5 days in advance of the return date. Leave extensions will be considered on a case-by-case basis. If the Tribal Administrator denies the extension request, you must return to work on the originally scheduled return date or be considered to have voluntarily resigned from your employment.

In advance of your scheduled return date, the Tribal Administrator will arrange for you to resume your previous position, if available. However, the NVC's need to fill a position may override the ability to hold a position open until your return. Therefore, we cannot assure you of our ability to reinstate you to any position after your leave. The NVC retains the discretion to determine the similarity of any available position and your qualifications. If we are unable to reinstate you or you refuse the offer of reinstatement to a different position, your leave status will be changed to a voluntary termination.

If you fail to return to work after an unpaid leave of absence, you will be considered to have resigned from your employment.

While on unpaid leave of absence, you may not work or be gainfully employed either for yourself or others unless you express written permission to perform such outside work has been granted by the NVC. If you are on leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

## **UNEMPLOYMENT COMPENSATION INSURANCE**

Unemployment compensation insurance is paid for by the Native Village of Chitina and provides temporary income for employees who have lost their job under certain circumstances. Eligibility is determined by the state, but your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the NVC.

## **WORKERS' COMPENSATION INSURANCE**

All employees are covered by workers' compensation insurance as required by law. Workers' compensation provides benefits to employees who sustain any legitimate work-related injury or illness.

Employees may be eligible for temporary total disability benefits, medical treatment and other coverage prescribed by state law depending on the circumstances of each case.

Employees must report all injuries that require medical treatment to their supervisor and Tribal

Administrator immediately. Any abuse or misuse of workers' compensation may result in disciplinary action up to and including termination of employment.

Employees filing a Workers' Compensation claim for a work-related injury or illness must:

- Immediately notify their supervisor and Tribal Administrator of the claim.
- Be examined by a physician who will complete the necessary physician forms.

Supervisors are to ensure that an Incident/Injury Report form is completed and turned into Tribal Administrator as soon as possible.

The form will be reviewed, completed and submitted to the state workers' compensation office and the insurance adjuster and a copy returned to the employee. NOTE: It is very important that any Workers' Compensation claim be filed promptly in order for the insurance carrier to accept and process the claim. Any negligence in the filing may result in delayed benefits or a rejection of claim.

## **HEALTH INSURANCE**

Currently, NVC does not offer a health insurance plan.

## **DENTAL INSURANCE**

The Native Village of Chitina offers dental insurance to eligible employees as part of our commitment to supporting their overall health and well-being. This policy outlines the eligibility requirements, coverage options, and enrollment process.

### **Eligibility**

- Full-time employees working 30 hours or more per week are eligible for dental insurance benefits.

### **Enrollment & Changes**

- Employees are automatically enrolled at time of hire.
- Insurance is effective the 1<sup>st</sup> of the month following the date of hire.

### **Coverage & Benefits**

Specific coverage details, co-pays, deductibles, and provider networks are outlined in the insurance plan documents provided upon enrollment.

### **Premiums & Payroll Deductions**

The company covers the dental insurance premium in full for employees.

### **Termination of Coverage**

Dental insurance coverage ends when:

- Employment is terminated (coverage may continue under COBRA).
- The employee moves to an ineligible status (e.g., reduction in hours).

### **COBRA & Continuation Coverage**

Eligible employees may continue dental coverage under COBRA or state continuation laws if coverage is lost due to certain qualifying events. Details will be provided upon separation from

employment.

### **Additional Information**

For more details on plan benefits, provider directories, and claims processing, employees should refer to the official plan documents or contact the Bookkeeper.

## **VISION INSURANCE**

The Native Village of Chitina offers vision insurance to eligible employees as part of our commitment to supporting their overall health and well-being. This policy outlines the eligibility requirements, coverage options, and enrollment process.

### **Eligibility**

- Full-time employees working 30 hours or more per week are eligible for vision insurance benefits.

### **Enrollment & Changes**

- Employees are automatically enrolled at time of hire.
- Insurance is effective the 1<sup>st</sup> of the month following the date of hire.

### **Coverage & Benefits**

Specific coverage details, co-pays, deductibles, and provider networks are outlined in the insurance plan documents provided upon enrollment.

### **Premiums & Payroll Deductions**

The company covers the vision insurance premium in full for the employee.

### **Termination of Coverage**

Vision insurance coverage ends when:

- Employment is terminated (coverage may continue under COBRA).
- The employee moves to an ineligible status (e.g., reduction in hours).

### **COBRA & Continuation Coverage**

Eligible employees may continue vision coverage under COBRA or state continuation laws if coverage is lost due to certain qualifying events. Details will be provided upon separation from employment.

### **Additional Information**

For more details on plan benefits, provider directories, and claims processing, employees should refer to the official plan documents or contact the Bookkeeper.

## **DISABILITY INSURANCE**

The Native Village of Chitina provides Short-Term Disability (STD) and Long-Term Disability (LTD) insurance to assist employees who are unable to work due to a qualifying illness, injury, or medical condition. This policy outlines eligibility, benefits, and the claims process.

### **Eligibility**

- Full-time employees working 30 or more hours per week are eligible for STD and LTD insurance.

- Coverage begins the first day of employment.
- Part-time and temporary employees are **not** eligible for company-sponsored disability insurance.

### **Short-Term Disability (STD) Insurance**

- **Waiting Period:** Benefits begin after 14 consecutive days of disability.
- **Benefit Amount:** Employees may receive up to 60% of their weekly earnings, subject to a maximum weekly benefit of \$1,400.
- **Benefit Duration:** STD benefits are payable for up to 11 weeks.
- **Employee Contribution:** Fully employer-paid.
- **Coordination with Other Benefits:** STD benefits may be integrated with sick leave, PTO, or state-mandated disability benefits, if applicable.

### **Long-Term Disability (LTD) Insurance**

- **Waiting Period:** LTD benefits begin after 90 days of continuous disability or after STD benefits are exhausted.
- **Benefit Amount:** Employees may receive up to 60% of their base monthly salary, with a maximum monthly benefit of \$6,000.
- **Benefit Duration:** LTD benefits may continue until the employee is able to return to work, reaches retirement age, or reaches the maximum benefit period as defined by the plan.
- **Employee Contribution:** Fully employer-paid.
- **Definition of Disability:** LTD eligibility is based on the insurance provider's definition, which may include an inability to perform one's job for a specific period of time, followed by an inability to perform any occupation for which the employee is reasonably suited.

### **Claims Process**

1. Employees must notify the Bookkeeper as soon as they anticipate the need for disability leave.
2. A claim must be filed with the insurance provider, including required medical documentation.
3. Approval and benefit determinations will be made by the insurance carrier.
4. Employees must comply with medical reviews and return-to-work evaluations as required.

### **Job Protection & Return to Work**

- STD and LTD insurance does not guarantee job protection.
- Employees on disability leave must maintain communication with their supervisor regarding their expected return date.
- A return-to-work evaluation may be required before resuming duties.

### **Additional Information**

For detailed plan documents, claim forms, and specific coverage information, employees should contact the Bookkeeper.

## **LIFE AD&D INSURANCE**

The Native Village of Chitina provides Life and Accidental Death & Dismemberment (AD&D) insurance to help protect employees and their families in the event of an unexpected loss. This policy outlines eligibility, coverage, and beneficiary designation procedures.

### **Eligibility**

- Full-time employees working 30 or more hours per week are eligible for company-sponsored Life and AD&D insurance.

- Coverage begins the first day of employment..
- Part-time, temporary, and contract employees are **not** eligible for company-sponsored coverage.

### **Life Insurance Coverage**

- **Employer-Paid Coverage:** The company provides a basic life insurance policy equal to a flat \$50,000.
- **Beneficiary Designation:** Employees must designate a beneficiary at the time of enrollment and may update their selection at any time by notifying the Bookkeeper.

### **AD&D Insurance Coverage**

- **Coverage Amount:** AD&D insurance provides an additional benefit equal to the employee's basic life insurance amount in the event of accidental death.
- **Partial Benefit Payments:** If an employee suffers a covered accident resulting in dismemberment (e.g., loss of limb, eyesight, or paralysis), a percentage of the AD&D benefit may be paid based on the severity of the injury, as defined in the plan documents.
- **Exclusions:** AD&D benefits do not cover death or injuries caused by certain conditions, such as self-inflicted injuries, war, or participation in high-risk activities (as outlined in the policy details).

### **Enrollment & Changes**

- Employees are automatically enrolled in employer-paid life and AD&D insurance.

### **Claims Process**

1. In the event of an employee's passing or a covered accident, the Bookkeeper should be contacted immediately.
2. Beneficiaries or the employee must submit a claim form and any required documentation to the insurance provider.
3. The insurance provider will process claims and issue benefits as applicable.

### **Continuation & Portability**

- Employees may have the option to continue or convert their life insurance coverage upon termination of employment.

### **Additional Information**

For specific coverage details, beneficiary forms, and claims assistance, employees should contact the Bookkeeper.

## **RETIREMENT SAVINGS**

The Native Village of Chitina is committed to supporting employees in planning for their future financial security. To help employees save for retirement, we offer a 401(k) plan with a company-matching contribution.

### **Eligibility**

Employees are eligible to participate in the 401(k) plan immediately upon hire, provided they are at least 18 years old. Eligible employees will receive enrollment details and instructions upon starting employment.

### **Employee Contributions**

Employees may contribute a percentage of their salary to the 401(k) plan, subject to annual IRS

contribution limits. Contributions can be made on a pre-tax or post-tax (Roth) basis, depending on the options available through the plan provider.

### **Automatic Enrollment and Contribution Escalation**

Employees will be automatically enrolled in the 401(k) plan at an initial contribution rate of 8% of their eligible compensation unless they opt out.

- The automatic enrollment deferral percentage will increase by 1% annually.
- The maximum automatic enrollment deferral percentage is 15%.

### **Employer Matching Contributions**

NVC will match employee contributions dollar for dollar, up to 3% of the employee's eligible compensation. Employees must contribute to the plan to receive the company match. Matching contributions are made on a per-pay-period basis.

### **Vesting Schedule**

Employee contributions are immediately vested. Employer matching contributions follow a two-year cliff vesting schedule, meaning employees become 100% vested in employer contributions after completing two years of service.

### **Enrollment and Changes**

Employees may enroll in the plan, change their contribution amount, or update investment allocations any time. Additional information regarding enrollment and changes will be provided during orientation and through the plan administrator.

### **Withdrawals and Loans**

Withdrawals and loans from the 401(k) plan are subject to IRS regulations and plan-specific rules. Employees should consult the plan administrator or plan documents for details on withdrawal eligibility, penalties, and loan provisions.

### **Administration and Contact Information**

The 401(k) plan is administered by Human Interest. Employees with questions regarding plan details, investment options, or account management should contact the Bookkeeper or refer to the plan's Summary Plan Description (SPD).

### **Policy Updates**

This policy is subject to change based on company discretion, changes in federal regulations, or updates from the plan provider. Employees will be notified of any modifications to the plan or matching contributions.

## SECTION VII - SAFETY

The safety and welfare of employees are of major concern to the NVC. Safe working conditions are required by law and must be maintained at all times. The NVC takes every precaution to assure that all of its employees and clients are free from recognized safety and health hazards. It is the employee's responsibility to comply with all safety policies and procedures. Willful failure to comply with safe working standards may result in disciplinary action up to and including termination. Injury to an individual means a loss to both the employee and to the NVC. The following safety rules apply to all employees and are minimum requirements for safety and health:

Report all unsafe conditions to your supervisor or the Tribal Administrator immediately. If action is not taken to eliminate the hazard, elevate your concern to the NVC Tribal Council.

Slips, trips, and falls are the leading cause of American workplace injuries. Keep all walkways dry and clear. Keeping walkways and work areas free of obstructions and tripping hazards will greatly reduce your potential for injury.

Do not overload electrical sockets. Discard or repair damaged extension cords; do not use cords with the ground prong missing or if the insulation is damaged. Always turn off electrical equipment before leaving for the day. Do not attempt repairs on electrical circuits or equipment unless you are a licensed electrician.

If you are injured on the job while working at the Native Village of Chitina, no matter how slightly, you are required to report the incident immediately to your supervisor or the Tribal Administrator. Consistent with applicable state law, failure to report an injury within a reasonable period could jeopardize your claim for workers' compensation benefits.

If medical attention is necessary, keep calm and do not attempt to move the injured person unless absolutely necessary. Know who the qualified first-aid/CPR employees are and call them in an emergency. Call 911 for an ambulance and render first aid as directed by the 911 operator.

If a fire occurs, warn fellow employees and customers first. Immediately call 911 for the fire department and exit the building safely. Never stack materials so that they block exit doors, exit ways or firefighting equipment. Practice fire prevention by keeping work areas clean, by obeying all "No Smoking" signs and by not storing flammables in work areas.

Some job tasks expose workers to hazards such as flying debris, fumes/vapors, falling objects, or hazardous noise. Whenever possible, the hazard should be eliminated; however, Personal Protective Equipment (PPE) is sometimes necessary. It is your responsibility to wear and care for all PPE you are provided; the use of supplied PPE is not optional.

Many jobs require the use of hazardous chemicals. If your job involves the use of hazardous chemicals, federal law requires that you receive Hazard Communication (HAZCOM) training. HAZCOM training supports your right to know the health hazards of the chemicals you work with, the appropriate protective measures, and first aid. Employers are required to have a Material Safety Data Sheet (MSDS) for each hazardous chemical in the workplace; the MSDS will provide detailed health information along with firefighting, protective measures, and first aid. The MSDS for each

chemical must be available to all employees at any time.

Most back problems occur over a period of time. Careful attention to lifting on the job along with regular exercise to maintain fitness and strength will help you maintain a healthy back. The following tips will assist in lowering your risk of back pain due to lifting:

Size up the load to make sure it is manageable, think about other ways to lift or move the object like using a dolly or cart; consider asking a coworker for help. If it is necessary to manually pick up the load, remember to keep it close to your body and make sure your footing is secure.

Remember not to twist your upper body while lifting; if you need to turn, turn your whole body. Don't make any sudden or jerking motions while holding the load. Avoid lifting from the floor or over the shoulders.

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. The Native Village of Chitina may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the NVC. Whether driving a Company vehicle or your own vehicle in the course of your employment, you must abide by all traffic laws and regulations.

Fire extinguishers are in the workplace for use in fighting small fires. However, do not fight a fire unless you are sure it is safe to do so. Under no circumstances should you risk your safety to fight a fire, leave that to the professionals. If you choose to use an extinguisher, pull the pin, point the hose at the base of the fire (not the top) and spray back and forth. At no time allow the fire to block your escape route. If at any time you feel your escape route may become threatened, evacuate immediately.

Exercise extreme caution when exposed to human body fluids or material that may be contaminated with human body fluids or waste. To protect yourself, wear latex or comparable gloves when handling contaminated material and wear safety glasses with side shields if the potential for splashing or spraying exists. Never, reach down into a trash container with your hands or use your feet to compact trash as there may be hidden needles, knives, or other sharp objects which may transfer blood borne diseases.

## **MODIFIED DUTY**

NVC strives to promote a successful recovery from any work related or personal injury and has set up guidelines for supervisors to follow when an employee returns to work with restrictions.

When an employee requests a change to their job duties or how they are expected to perform their job duties, they must provide a doctor's note with specific job duties listed. The NVC will accommodate, as reasonably possible, an employee's work restrictions, subject to its reasonable accommodation policy. Supervisors will communicate Modified Duty restrictions to the Tribal Administrator. The employee will be required to read and sign the Modified Duty letter generated by NVC.

When an employee is ready to return to full duty, they must provide a doctor's note with a full release

to return to normal duties before they will be released to return to full duty.

## **DRUG AND ALCOHOL-FREE WORKPLACE**

The Native Village of Chitina is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the NVC to maintain a drug and alcohol-free workplace and will comply with the Drug Free Workplace Act of 1988 where applicable. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job poses a serious health and safety risk to others and will not be tolerated.

### **Prohibited Conduct**

The Company prohibits employees from engaging in the following activities when they are on duty or conducting NVC business or on NVC premises (whether or not they are working):

Employees are strictly prohibited from possessing, selling, consuming or being under any influence (defined as having any detectable amount in his/her body) of alcohol or illegal drugs. This prohibition also extends to legal drugs for which an employee may not have a valid prescription, or that are not used in a manner consistent with accepted frequency or dosage requirements. Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you need to take over-the-counter medication or other legally prescribed medication under both federal and state law, you must determine with your physician or pharmacist whether the medication or drug could impair your ability to perform your job safely and effectively. If your performance of essential job functions may be functionally limited at work by use of a legal drug, you must advise your supervisor and the Tribal Administration before performing work so that reasonable accommodation can be considered.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The NVC does not discriminate against employees solely on the basis of their lawful off-duty and off-premises use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work or possess marijuana while on NVC's premises or in a NVC vehicle.

### **Reporting Policy**

The following must be adhered to as a condition of employment:

- Any NVC employee convicted of a criminal drug statute violation must notify his or her supervisor of the conviction within 5 days after the conviction. As and when required by the federal Drug-Free Workplace Act of 1988, NVC will inform contracting or granting agencies of such convictions within 10 days after receiving notification from the employee or otherwise receiving notice of a conviction.
- Upon receiving such notification, NVC will take all steps necessary to assure the proper conduct of sponsored projects and programs. If a decision is reached to allow the affected employee to continue employment with NVC, the employee must participate in and satisfactorily complete an approved drug abuse assistance or rehabilitation program.

### **Treatment and/or Rehabilitation**

NVC recognizes alcohol and drug dependency as an illness and a major health problem. Any employee experiencing difficulties with drugs or alcohol is encouraged to contact the Company before the drug or alcohol issue affects his/her work performance. Employees needing help in dealing with such problems are encouraged to use their applicable health insurance programs. The NVC may also be able to assist you in seeking treatment or rehabilitation for drug or alcohol dependency.

### **Violations**

Violation of this policy will result in immediate action, up to and including termination of employment. Depending on the circumstances, the employee's work history/record and any state law requirements, NVC may, in its sole discretion, offer an employee who violates this policy the opportunity to enter a rehabilitation program and return to work on a last-chance basis pursuant to mutually agreeable terms. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

## **PREVENTING RESPIRATORY ILLNESSES**

To ensure the health and safety of all employees, NVC encourages employees to take the following precautions.

- Stay up to date with immunizations (COVID-19 and Flu Vaccines, RSV Immunizations as recommended by your healthcare provider)
- Practice good hygiene
- Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your elbow, not your hands.
- Use proper handwashing techniques
  - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - Lather your hands by rubbing them together with the soap, including the backs of your hands, between your fingers, and under your nails.
  - Scrub your hands for at least 20 seconds.
  - Rinse your hands well under running water.
  - Dry your hands using a paper towel if possible
- Clean frequently touched surfaces, such as countertops, handrails, and doorknobs regularly

When you may have a respiratory virus:

- Use precautions to prevent the spread (masking, social distancing)
- Seek health care promptly for testing and/or treatment

In the event you are sick, contact your supervisor and/or the Tribal Administrator and stay home until you are released to return to work.

## **NON-SMOKING**

In accordance with the State of Alaska's Smoke-Free Alaska Law, the NVC is committed to providing a safe and healthy workplace for all employees by promoting a smoke-free environment. This policy aims to reduce health risks associated with tobacco smoke exposure, ensuring a clean

and healthy working environment for everyone.

### **Smoking Prohibition**

Smoking is prohibited in all indoor areas of the workplace, including but not limited to offices, common areas, restrooms, break rooms and vehicles. This includes the use of cigarettes, cigars, and e-cigarettes (vapes). Smoking is also prohibited within 20 feet of any entrance, exit, or ventilation intake to the workplace, in accordance with Alaska's Smoke-Free Workplace Law (AS 18.35.300-370)

### **Designated Smoking Areas**

Smoking is allowed in an area that is at least 20 feet from building entrances, exits, windows, and air intake vents.

## **WORKPLACE VIOLENCE**

As the safety and security of our employees, vendors, contractors, and the public is in the best interests of the Native Village of Chitina, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

### **Zero Tolerance Policy**

The NVC has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

### **Prohibited Conduct**

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

### **Reporting Incidents of Violence**

Report to your Supervisor or Tribal Administrator, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

### **Violations**

Violating this policy may subject you to criminal charges as well as discipline up to and including

immediate termination of employment.

**Retaliation**

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Tribal Administrator.

## SECTION VIII - TRAVEL POLICY

### **Pre-Travel Authorization and Approval**

All travel must be authorized and approved in advance and travel orders signed by the Tribal Administrator once approval is authorized by the Tribal Council.

### **Required Documents and Purposes**

A travel order with the necessary pre-travel signatures is required when traveling on official NVC business. In addition to the authorized travel, the travel order specifies entitlement to reimbursement for expenses incurred while in travel status, the time period in which the travel is to be performed, the purpose of travel, an itinerary or agenda, mode of transportation, housing registrations, and estimated costs. The travel order is not to be used to authorize any type of purchasing transaction i.e. tuition fees and automobile rentals when travel is not involved.

### **Availability of Funds**

All travel is contingent of the availability of funds by the bookkeeper by the funds appropriated to the various departments and programs by the budgeting process. All authorizing officials are responsible for establishing that adequate accounting procedures are in place within their department or program travel budgets.

### **Appropriateness of Travel**

NVC reserves the right to cancel department and/or program originated travel if conditions warrant such action. Should the Tribal Administrator find the travel inappropriate, or the Bookkeeper determines that funds are unavailable, travel may be cancelled. If the travel was performed and the authorizing official was aware that such travel was marginal based on the above, it is possible that personal refunds to NVC may have to be made by the travel requestor or the authorizing official.

### **Changes in Travel Itinerary During a Trip**

Travelers are not authorized to alter travel plans during the trip. Airline or other itinerary changes made during a trip, due to weather or other circumstance beyond the control of the traveler and any resulting additional charges must be paid for by the traveler. Reimbursements for additional expenses incurred during travel beyond control of circumstance may be requested by the traveler, if approved by an authorizing official.

### **Returning Early from a Business Trip**

When employees return early from a business trip, specific procedures and adjustments must be made to account for changes in travel expenses and any travel advances issued.

- **Per Diem**

Employees are only eligible for per diem up to the time of their return. Any unearned per diem (for days not traveled) must be excluded from the trip report.
- **Transportation Cost**
  - If returning early results in lower transportation costs (e.g., rescheduled flights with a lower fare), these savings must be reflected in the trip report

- **If the employee received a travel advance**
  - The employee must reconcile the advance with actual expenses incurred.
  - Any unused portion of the advance must be returned to the NVC promptly.
  - If the advance exceeds the allowable expenses, the overpayment must be repaid.
- **Documentation Requirements**
  - Employees must provide receipts and justification for any adjustments or unusual expenses.
  - Supervisors will review and approve the final trip report.

### **Travel Advances**

Travel advance requests of per diem must be submitted at least 10 days prior to travel date to the bookkeeper. The per diem rates will follow the Government Conus rates, lodging is determined to actual cost, a copy of hotel registration must be attached to the travel advance request.

Employees must travel at least 50 miles from their official worksite or permanent duty station to qualify for per diem.

All travel arrangements are made by the travel advance requester through authorized travel agencies and actual costs are attached to travel advance requests.

### **Receipts and Trip Reports**

A trip report is a requirement upon return and must be turned into the Bookkeeper. All direct expenses paid by NVC require receipts and must be attached to the trip report.

If trip reports and required receipts are not submitted to the Bookkeeper, this may result in future travel requests to be denied, and travel expenses not reimbursed by NVC.

## **SECTION IX - POLICY DISCLAIMER**

THE POLICIES DESCRIBED HEREIN ARE GUIDELINES REFLECTING CURRENT POLICIES AND ARE NOT INTENDED TO AND DO NOT CREATE A CONTRACT BETWEEN THE EMPLOYEE AND THE COMPANY. THE COMPANY RESERVES THE RIGHT TO CHANGE OR DELETE ANY POLICY, PRACTICE OR BENEFIT INCLUDING BENEFITS FOR WHICH AN EMPLOYEE IS ELIGIBLE BUT NOT YET ENTITLED TO BE PAID AT ANY TIME, WITH OR WITHOUT NOTICE. EMPLOYEES SHALL NOT ACCRUE ELIGIBILITY FOR ANY BENEFITS, RIGHTS OR PRIVILEGES BEYOND THE LAST DAY WORKED. NO ONE OTHER THAN TRIBAL ADMININSTRATOR OF THE NATIVE VILLAGE OF CHITINA MAY ALTER OR MODIFY ANY OF THE POLICIES IN THIS MANUAL.

SHOULD ANY PROVISION IN THIS EMPLOYEE MANUAL BE FOUND TO BE UNENFORCEABLE AND INVALID, SUCH FINDING DOES NOT INVALIDATE THE ENTIRE EMPLOYEE MANUAL, BUT ONLY THE SUBJECT PROVISION.

THIS HANDBOOK SUPERCEDES, REPLACES AND CANCELS ALL PRIOR HANDBOOKS.

# SECTION X – ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK

## Copy for Employee

I hereby acknowledge receipt of the NVC employee handbook and agree to abide by the policies contained therein. I understand that handbook is merely a general overview of some of the NVC’s personnel policies and that these policies, as well as any other policies which may be adopted by the NVC from time to time, are subject to modification, discontinuation or change without notice. I understand that violation of these policies constitutes reason for disciplinary action up to and including possible termination.

I further understand that the language contained in the handbook is not intended to create a contract or an agreement between the NVC and me and that my employment is “at-will” meaning for no fixed term and may be terminated, with or without cause or notice, at any time at the option of the NVC or myself.

PRINT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

# SECTION X - ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK

## Copy for Personnel File

I hereby acknowledge receipt of the NVC employee handbook and agree to abide by the policies contained therein. I understand that handbook is merely a general overview of some of the NVC'S policies and that these policies, as well as any other policies which may be adopted by the NVC from time to time, are subject to modification, discontinuation or change without notice. I understand that violation of these policies constitute reason for disciplinary actions up to and including possible termination.

I further understand that the language contained in the handbook is not intended to create a contract or an agreement between the NVC and me and that my employment is "at-will" meaning for no fixed term and may be terminated, with or without cause or notice, at any time at the option of the NVC or myself.

PRINT NAME: \_\_\_\_\_

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

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Final Audit Report

2025-06-19

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