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**PERSONNEL POLICIES AND PROCEDURES**

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**NATIVE VILLAGE OF  
CHITINA**

AKA

**CHITINA TRADITIONAL  
INDIAN VILLAGE  
COUNCIL**

# CTIVC ADOPTION AND APPROVAL OF EMPLOYEE HANDBOOK

This handbook was reviewed and adopted by the Chitina Village Council Members by a vote of:

\_\_\_\_\_ Approve      \_\_\_\_\_ Not Approved

On this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
NVC PRESIDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NVC SECRETARY

\_\_\_\_\_  
DATE



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- I. ALASKA DRUG TESTING STATUTES
- II. PREGNANCY, MATERNAL, & PARENTAL LEAVE
- III. CTIVC PRIVACY POLICY
- IV. CTIVC PAYROLL POLICY

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## MISSION/VISION STATEMENT

Welcome to the Chitina Traditional Indian Village Council (CTIVC).

### 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 Chitina Traditional Indian Village Council (CTIVC) considers its employees and Tribal Members to be its most valuable asset. CTIVC has adopted these policies and procedures in order to support each of its employees and Tribal Members through safety, superior benefits, outstanding payroll administration, human resource services, integrity and God's love.

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## SECTION I - PURPOSE

The intent of this handbook is to ensure efficient CTIVC office operation and fair treatment of all employees. This handbook outlines the policies of the CTIVC office, including both employee and tribal office responsibilities. Employees are required to become familiar with these policies and are encouraged to seek clarification if uncertain about any portion of this handbook. Employees shall agree to comply with all CTIVC policies now in existence or determined during employment.

Tribal Council Members and the Village Administrator has overall responsibility for developing, communicating and enforcing the policies in this handbook. In addition, they shall provide the direction and control required to make these policies effective and successful.

Employees shall read the handbook and acknowledge receipt by signing an Employee Acknowledgment Form. The signed copy of the Employee Acknowledgment Form shall be filed in the employee's personnel file. Nothing contained in this handbook or the Employee Acknowledgment Form is intended to create a contract (express or implied), or otherwise to create legally enforceable obligations on the part of the company or its employees.

The CTIVC reserves the right to revise any portions of this handbook at its sole discretion, at any time, without prior notice. All employees shall be notified, in writing, of any changes.

# ABOUT CHITINA TRADITIONAL INDIAN VILLAGE COUNCIL

Chitina Traditional Indian Village Council (CTIVC) is a Professional Tribal Organization (PTO). As your employer, CTIVC is responsible for employment-related issues such as payroll, tax and insurance, workers' compensation and benefits administration. We also work closely with workplace management to create and implement a safe and productive working environment for you. Questions relating to these and other Departmental Human Resource issues should be directed to your Immediate Supervisor at the number listed below.

## Chitina Traditional Indian Village Council

PO Box 31

Chitina, Alaska 99566

Phone: (907) 823-2215

Fax: (907) 823-2285

[nativevillageofchitina.com](http://nativevillageofchitina.com)

<b>Payroll</b> (payroll changes/requests/reports, taxes, garnishments, etc.)
Bookkeeper Office Assistant Village Administrator Council Members
<b>Tribal Enrollment</b> (new enrollment, file updates, CIB, etc.)
Tribal Enrollment Coordinator Council Members
<b>HR/Benefits/Administration</b> (employee and management support, policy & procedures, benefits, conflict resolution, HIPPA, confidentiality, OSHA)
Village Administrator Council Members
<b>Health/Child Safety/Environmental Safety</b> (medical, transport services, Indian Child Welfare, environmental health)
Clinic Director ICWA Specialist IGAP Program Director Roads Program Manager Village Administrator Maintenance Council Members

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## SECTION II - EMPLOYMENT POLICIES

### "AT-WILL" EMPLOYMENT

The CTIVC is an "at-will" employer. This means that employees are not employed for any specific term and may terminate their employment or be terminated from their employment at any time and for any reason or no reason at all, with or without notice.

### EQUAL EMPLOYMENT OPPORTUNITY

The CTIVC ensures equal employment opportunity among all employees and applicants with regard to all employment matters, including but not limited to, recruitment, hiring, placement, training, promotion, layoff, recall, and compensation. The CTIVC will not discriminate against any person because of race, color, sex, religion, national origin, age, veteran status, marital status or changes in marital status, sexual orientation, physical or mental disability, citizenship or other grounds protected by State and Federal Equal Employment Opportunity Law unless there are specific Bona Fide Occupational Qualifications (BFOQ) as prescribed by law.

### INDIAN PREFERENCE

As a Federal Government contractor, CTIVC 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, CTIVC gives Indian Preference to qualified candidates who are Alaskan Native or American Indian and a documented member of a federally recognized Tribe.

- A. Application from Tribal Members shall be considered first and exclusively; should be a qualified and suitable candidate found among this pool, CTIVC may select one of these candidates.
- B. Should no suitable candidate be found from among the Tribal applicant pool, then applications from Alaskan Natives and American Indians, not of the tribe, will be considered. If a qualified and suitable candidate can be found, then CTIVC may select one of these candidates.
- C. 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 CTIVC may select one of these.
- D. Should no suitable candidate be found from among the Indian preference and local non-native applicant pool, then all other applications submitted to CTIVC shall be considered for the advertised position. If a qualified and suitable candidate can be found, then CTIVC may select one of these candidates.

## AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) prohibits discrimination in any terms or conditions or employment for qualified individuals with a disability. ADA requires that employment decisions be based on the ability of a person to perform the essential functions of a job and not the person's disability or limitations.

When necessary, the CTIVC will identify the essential functions of the job, determine whether a person with a disability, with or without accommodation, is qualified to perform the duties, and determine whether a reasonable accommodation can be made for a qualified individual.

## IMMIGRATION LAW COMPLIANCE

The CTIVC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the company within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact your supervisor or the President of the company. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

## ANTI- HARASSMENT POLICY

It is the policy of the CTIVC to maintain a working environment free from harassment based on an employee's sex, race, national origin, religion, age or disability. Unlawful Harassment, including sexual harassment, is prohibited by Title VII of the Civil Rights Act of 1964 and by Executive Order 11246.

It shall be a violation of this policy for any employee of the CTIVC to harass any other employee through conduct or communication as defined by this policy.

The CTIVC will act to investigate all complaints, formal or informal, verbal or written of harassment and to discipline employees who harass any of the CTIVC's employees based on any of the above listed factors.

### A. Harassment Defined

1. Harassment is a form of unlawful discrimination that includes all types of physical or verbal conduct that shows hostility toward a person because of that person's sex, race, color, religion, national origin, age, disability or any other legally protected status.

2. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly of obtaining or retaining employment;
- b) Submission to or rejected of that conduct or communication by an individual is used as a factor in decisions affecting that individuals employment; or
- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment. Any sexual harassment as defined when perpetrated on any employee will be treated as sexual harassment under this policy.

3. Sexual harassment may include, but is not limited to:

- a) Verbal harassment or abuse;
- b) Subtle pressure for sexual activity;
- c) Inappropriate patting or pinching;
- d) Intentional brushing against an employee's body;
- e) Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment; or
- f) Any sexually motivated unwelcome touching.

4. Harassment based on the other illegal factors set forth above consist of verbal or physical conduct or communication of a hostile or offensive nature when:

- a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly of obtaining or retaining employment;
- b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment; or
- c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or creating intimidating, hostile or offensive employment environment.

#### **B. Reporting Procedure**

**\*\*\* All complaints must be reported to CTIVC Village Administrator immediately. \*\*\***

Any person who believes he or she has been a victim or harassment by an employee of this Company, or any third person with knowledge or belief of conduct which may constitute harassment, should report the alleged acts immediately to an appropriate CTIVC official as designated by this policy. The company encourages the reporting party or complainant to use the grievance form available from the CTIVC Tribal Administration Office.

1. The Manager or Supervisor "on duty" is the person responsible for receiving oral or written reports of harassment at the department level. Upon the report, the Manager or Supervisor "on

duty" should forward it on to the CTIVC Village Administrator immediately without screening or investigating the report. If the report was given verbally, the Manager or Supervisor "on duty shall reduce it to written form within 24 hours and forward it to CTIVC Village Administrator and the Tribal Council Members. Failure to forward any harassment report or complaint as provided herein shall result in disciplinary action leading up to and including termination. If the complaint involves the Manager or Supervisor "on duty", the complaint shall be filed directly with the Tribal Council Members.

1. The CTIVC hereby designates the Village Administrator as the person who is to receive reports or complaints of harassment from any individual, employee, or victim of harassment, and also from the Manager or Supervisor "on duty" as outlined above. If the complaint involves the Manager or Supervisor, the complaint shall be filed directly with the Tribal Council Members. The CTIVC shall conspicuously post the name of the Chitina Traditional Indian Village Council, including a mailing address and telephone Number.
2. Submission of a good faith complaint or report of harassment will not affect the individual's future employ or work assignment.
3. Use of formal reporting forms is not mandatory.

The CTIVC will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the company's legal obligation and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

### **C. Investigation and Recommendation**

The CTIVC Tribal Administration Office, upon receipt of a report or complaint alleging harassment, shall immediately authorize an investigation. This investigation may be conducted by the CTIVC Council or other officials or by a third party designated by the CTIVC. The investigating party shall provide a written report of the status of the investigation within 10 working days to the CTIVC Tribal Administration Office. The investigator shall make a report to the CTIVC Tribal Administration Office upon completion of the investigation.

In determining whether alleged conduct constitutes harassment, the CTIVC should consider the surrounding circumstances the nature of the conduct or speech, the relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and review of documents deemed pertinent by the investigator.

In addition, the CTIVC may take immediate steps, at its discretion, to protect the complainant and employees pending completion of an investigation of alleged harassment.

#### **D. Retaliation**

The CTIVC will discipline any individual who retaliates against any person who reports in good faith alleged harassment or who retaliates against any person who testifies assists or participates in an investigation, proceeding, or hearing relating to a harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. There are many things Retaliation is NOT, including when a member of management appropriately corrects an employee's on-the-job performance, assigns or changes an assignment of duties based on skill level or other relevant factors, administers employee discipline in accordance with CTIVC policy, makes decisions considered best for the overall operation of the CTIVC, or performs other pertinent supervisory functions.

#### **E. Non-Harassment**

The CTIVC recognizes that not every advance or act of a sexual, insensitive, or apparently offensive nature constitutes harassment. Whether a particular action or incident is permissible requires a determination based on all the facts and surrounding circumstances. False accusations of harassment can have a serious detrimental effect on innocent parties.

#### **F. 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.

#### **G. Discipline**

The CTIVC will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end harassment and prevent its reoccurrence.

#### **GINA**

As per Title II of the Genetic Information Nondiscrimination Act (GINA) employer will never ask for genetic information or family medical history nor discriminate based on information inadvertently received in the scope of employment, including post-employment, medical evaluations, investigations of workplace injuries and reasonable accommodation requests per ADA.

#### **FRATERNIZATION POLICY**

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department as, work directly for or supervise the employee with whom he or she is involved. Personal relationship is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The CTIVC reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who occupy positions at any level (higher or lower) in the same line of authority that may affect employment decisions. Managers and Supervisors are prohibited from dating subordinates and may be disciplined for such actions, up to and

including termination. Employees are expected to behave in a professional manner in the workplace and keep their personal relationship out of the work environment.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment. If such personal relationship is established after employment, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the Manager. When a conflict or a potential for conflict arises because of the relationship affecting employment, the individuals concerned will be given the opportunity to decide who is to be transferred to another position or terminated if no position is available.

## **SUBSTANCE ABUSE POLICY**

### **Purpose**

This policy, which includes alcohol and controlled substance testing, is intended to avoid illegal drug and alcohol related work performance problems and accidents/incidents by striving to ensure an alcohol and illegal drug-free workplace. It is implemented in accordance with applicable State and Federal regulations. CTIVC may revise this policy at any time without notice.

### **Coverage**

All job applicants and employees are expected to comply fully with the CTIVC's substance abuse policy as a condition of continued employment. The company's drug testing procedures are in accordance with Alaska State Statute 23.10.600 – 23.10.699 (see Appendice I). Employees may refer to this statute for more detailed information.

### **Prohibitions**

(NOTE: Violation of any of the following prohibitions will lead to, but not limited to disciplinary action, substance abuse services, and termination of employment.)

**Alcohol/Marijuana Possession:** No employee shall be on duty while the employee possesses alcohol and/or marijuana. The CTIVC having actual knowledge that an employee possesses un-manifested alcohol and/or marijuana may NOT permit the employee to remain on duty.

**Alcohol/Marijuana Use:** No employee shall use alcohol or marijuana while on duty. The CTIVC having actual knowledge that the employee is using alcohol or marijuana while on duty shall NOT permit the employee to perform or continue to remain on duty.

**Pre-duty Alcohol/Marijuana Use:** No employee shall perform safety-sensitive functions within four hours after using alcohol or marijuana. The CTIVC having actual knowledge that an employee has used alcohol or marijuana within four hours shall NOT permit an employee to perform or continue to perform safety-sensitive functions.

**Controlled Substances Use:** No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to work. The



CTIVC having actual knowledge that an employee has used a controlled substance shall NOT permit the employee to remain on duty.

**Refusal to Submit to a Required Alcohol or Controlled Substance Test:** No employee shall refuse to submit to any type of required alcohol or controlled substance testing. Refusal to undergo an alcohol and/or controlled substance test will render the same results as a test producing a “positive” result which may lead up to and include termination.

**Positive Controlled Substances Results:** No employee shall report for duty or remain on duty, if the employee tests positive for controlled substances. No employer having actual knowledge that an employee has tested positive for controlled substances shall permit the employee to report for duty or remain on duty.

**Miscellaneous:** The use, sale, manufacture, transfer or possession of illegal drugs or drug paraphernalia while on the job, on the CTIVC’s premises and/or in its vehicles is prohibited.

### **Collection of Samples**

Testing under this policy is a urinalysis under approved conditions and procedures conducted for the sole purpose of detecting drugs or alcohol. Other on-site methods to detect the presence of alcohol may also be used, including blood/alcohol and saliva tests.

Testing under this policy requires that the assigned Test Administrator is certified and has had at least 60 minutes of substance abuse training and is trained in sample collection.



### **Types of Testing**

**Pre-hire Screening:** The CTIVC will require applicants being seriously considered for employment to submit to an alcohol and/or controlled substances test prior to being offered a position within the company.

**Reasonable Suspicion:** The CTIVC may require any employee to submit to an alcohol and/or controlled substances test when the CTIVC has reasonable suspicion that the employee is under the influence of alcohol and/or controlled substances.

**Post Injury:** The CTIVC may require, testing for alcohol and/or controlled substances after a job related injury.

**Random:** The CTIVC may require periodic, random testing of employees for alcohol and/or controlled substances. The CTIVC uses a scientifically valid random selection method to select employees to be randomly tested for substance abuse. Since employees to be tested are selected randomly, some employees may possibly be tested more than once per calendar year.

**Return to Duty:** The CTIVC may require an employee returning to duty after engaging in conduct prohibited by this policy concerning controlled substances to undergo a return-to-duty controlled substances and/or alcohol test with a result indicating a verified negative result.



**Follow Up Testing:** An employee who has been determined in need of assistance in resolving problems associated with alcohol and/or controlled substances may be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional.

**SUBSTANCES TESTED FOR AND POSITIVE RESULTS:** The CTIVC shall test for alcohol and the following drugs:

Drug and Cutoff Levels	Approximate Detection Time in Urine
Amphetamine (AMP) – 1,000 ng/mL	2-4 Days
Barbiturates (BAR) – 300 ng/mL	4-7 Days
Benzodiazepines (BZO) – 300 ng/mL	3-7 Days
Cocaine (COC) – 300 ng/mL	2-4 Days
Methadone (MTD) - 500 ng/ml.	3-5 Days
Methamphetamine (MET) - 1,000 ng/mL	3-5 Days
Opiates (MOP) – 300 ng/mL	2-4 Days
Oxycodone (OXY) – 100 ng/mL	2-4 Days
THC (THC) – 50 ng/mL	15-30 Days
Alcohol (EtOH) .02%	1 Day

\* SAMHSA specified threshold

Test results at or above the confirmation level will be considered a positive test.

### **Rights of an Employee**

The employee may request a copy of the written test results. CTIVC will provide a copy of the written test results within five working days after a written request to do so, so long as the written request is made within six months after the date of the test.

A re-test is an analysis of the second split sample bottle or an aliquot of the original sample. The re-test can be sent to a laboratory approved or certified by the Substance Abuse and Mental Health Services Administration or the College of American Pathologists, American Association of Clinical Chemists, of the employee's choice. The employee will be responsible for the costs of the re-test. Re employment eligibility will be dependent upon test results.

### **Confidentiality**

The CTIVC shall implement and administer this policy and its substance abuse testing procedures as privately as practicable. All results from substance abuse testing shall be treated as confidential information.

### **HIPAA**

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Chitina Traditional Indian Village Council must protect the privacy of health information including: your name, social security number, address, telephone number, and medical history. The purpose of this notice is to provide notification on how medical information about you is collected, used, disclosed and the procedures required for you to gain access to this information. This notice will be effective beginning January 15, 2015 and will be in effect until it is replaced. We collect health information from you only. We will not collect information without a release of information from the employee. All providers or agencies will need to be listed on the release of information in order for us to collect information.



**Required by law:** We can use or disclose your protected health information when required by law. Only the relevant information will be provided and only when written request is received. You will be notified of any request.

**Public Health:** We may use or disclose your protected health information for the purpose of controlling diseases, injury or disability.

**Legal proceedings/Law enforcement:** We may disclose your protected health information if a subpoena or discovery request is received. Only information requested will be provided.

**ALL other uses of your protected health information will only be disclosed or shared after receiving written authorization by you. You can revoke this authorization, at any time, in writing.**

## **PRIVACY POLICY**

Here at CTIVC, protecting the privacy and the confidentiality of your personal protected information (PPI)/ protected health information (PHI), whether in electronic, oral, or paper format has always been of utmost importance. As your employer we value the trust you place in us.



We are required to collect, maintain, and use certain personal information about you. To help you better understand how your personal information is protected at CTIVC, we are providing you with the following statement, describing our practices and policies with respect to the privacy of your information.

### **Types of personal information we collect and why we collect it:**

CTIVC may require the following information to determine your employment status with your worksite employer, conduct our normal business and comply with the law:

- Information included on your employment application and related forms (such as date of birth, name, address, telephone number, Social Security number, prior employment);
- Drug and Integrity testing results (information regarding general character and participation in unlawful activity);
- Information from your worksite employer (salary, and wages);
- Information from consumer reporting agencies, motor vehicle records agencies, (credit and background checks as required by your employer);
- Information about your health (post hire health questionnaire, insurance applications for coverage);
- Information from unrelated sources (doctor's releases, workers' compensation).



### **Who has access to your personal information?**

CTIVC has appointed personnel who will permit only authorized employees, to have access to your information. We will not disclose personal information of our employees to anyone without your written authorization that can be revoked. We may without prior consent and only as permitted by law, provide information to:

Governmental Agencies as required by law; In response to a valid summons, court order, search warrant or subpoena, or to protect our legal interests.

**How we will protect the confidentiality and security of your personal information:**

We will safeguard and keep confidential any personal information you provide to us or that we obtain on your behalf in a variety of ways. For example, we authorize individuals to access your personal information only as it pertains to your employment (payroll, employee benefits).

We take steps to secure our building and electronic systems from unauthorized access. We train our employees on our privacy policies and procedures and they are subject to discipline if they violate them.

Our privacy policy practices apply equally to current and former employees, so you can be assured that we will maintain the confidentiality of your information even if you no longer work as a CTIVC employee.

**CTIVC Privacy Policy**

This Privacy Policy has an effective date of January 16, 2015. We retain the right to change the policy at any time after providing you with reasonable notices of the change(s). If you have questions or would like a copy of the CTIVC Privacy Policy, please contact the CTIVC Administration Office. (See Appendice III)

**SECURITY**

To protect CTIVC, its employees, from injury or loss of property, management reserves the right to examine any and all persons or objects while on CTIVC premises including CTIVC vehicles.

As a condition of working for CTIVC, all employees must agree to consent and submit to any search or inspection of his or her person or personal property located on CTIVC premises, work sites, or facilities, including, but not limited to, CTIVC 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.

**SAFE WORK ENVIRONMENT AND WORKPLACE VIOLENCE**

Any employee who believes that the actions or words of an employee, customer, vendor, or a third party constitute intimidation, a threat of violence or bodily harm will always have the right to contact AST and/or 911 and then should report the incident immediately to management or CTIVC Village Administrator. All complaints of intimidation or threats of violence will be investigated promptly and in as confidential manner as possible. Any employee who is found, after appropriate investigation, to have

engaged in any intimidation or threats of violence of another employee will be subject to disciplinary action up to and including termination of employment.

This policy also prohibits retaliation against an employee who has made a complaint in good faith or who has cooperated with the investigation of such complaint.

Employees who confront or encounter an armed or dangerous person should not attempt to challenge or disarm the individual. Employees should remain calm and call AST and/or 911 if necessary. If a supervisor can be safely notified, contact them for assistance without endangering the safety of the employees or others, such notice should be given. Otherwise, cooperate and follow the instructions given.

#### **The ICWA personnel will follow the procedures below:**

##### **Office Area:**

- Situate the desk where the worker can easily and safely leave.
- Keep items that may be used as a weapon off the desk.
- Personal items of the worker should be kept locked up or out of sight.
- Ensure windows are able to be opened and locked.

##### **Office Code:**

Native Village of Chitina has a code that signals if help is needed.

If that code is said, staff is to call for help.

##### **Home Visits:**

- When the ICWA worker goes on home visits, he/she is usually accompanied by a State of Alaska OCS worker.
- The supervisor will know where and when the ICWA worker has a home visit and the numbers to be reached.

## **SMOKING**

Smoking shall be prohibited in all enclosed facilities within a place of employment without exception. This includes common work areas, private offices, medical facilities, kitchen, restrooms, vehicles, and all other enclosed facilities. (AO No. 2000-91(S), 12-31-00)

The decision to provide or not provide designated smoking areas outside the building will be at the discretion of management or other decision-making body. If an employee decides to smoke while on break outside the building, they must comply with the following; To ensure that tobacco smoke does not enter the area through entrances, windows, ventilation systems or any other means, smoking may occur when otherwise prohibited by the property owner, only at a reasonable distance outside any enclosed area within which smoking is prohibited. Employees who smoke during break times (before and after scheduled work hours, and during authorized breaks) will be required to see their Manager about designated smoking areas, as well as comply with hand washing policies after smoke breaks are completed.

Violation of this policy will lead to disciplinary action up to and including termination.

## **OUTSIDE EMPLOYMENT**

It is expected that all employees devote their best effort and energy to the services of the CTIVC. All employees are not permitted to engage in outside work or business for compensation unless prior permission is obtained from management. Such permission will not be reasonably withheld.

In permitting outside employment, the following will be taken into consideration:

- ❑ Proposed employment will not be considered an excuse for poor performance, excessive absenteeism, excessive tardiness or an inability to work appropriate overtime hours.
- ❑ Proposed employment will not in any way reveal company trade secrets or confidential information.
- ❑ Proposed employment will not be with a competitor of our company.
- ❑ Employment will not be in violation of any Federal or State regulation.

### **OPEN DOOR POLICY**

The CTIVC maintains an "Open Door" policy and employees are encouraged to discuss any problems, questions, or suggestions with management of the CTIVC. If the issue remains unresolved, the employees are welcome and encouraged to follow their inner office / department chain of command or to speak directly with CTIVC Board of Directors.

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## **SECTION III - EMPLOYMENT PRACTICES**

### **EMPLOYMENT APPLICATIONS**

The CTIVC 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 CTIVC Administration. The completed forms will be made part of the employee's personnel file.

### **SELECTION**

The CTIVC seeks to hire the best-qualified applicant in accordance with its Equal Employment Opportunity policy and Indian Preference policy.

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, the background/reference check, and when



appropriate, UA test results. A background/reference check and a drivers record (if being placed on our vehicle insurance) must be completed by the applicant before hire will be authorized. The CTIVC does not conduct such checks.

Compensation and other terms of employment will be determined at the time of hire.

### **EMPLOYMENT OF MINORS**

The CTIVC 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.

Should CTIVC 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 a work permit, and will not be able to work until this is complete.

Violation of Minor Labor Laws will result in disciplinary action leading up to and including termination. Managers and Employees will be required to abide by the law.



### **PERSONNEL FILES**

CTIVC Bookkeeping maintains an individual personnel file for each employee. Personnel files contain information such as a resume and/or application for employment, records of training, attendance records, commendations, disciplinary actions, performance evaluations, salary increases, payroll, and other employment related information.

It is extremely important for an employee's own benefit that their personnel records remain current. Employees must inform Chitina Traditional Indian Village Council if any changes occur, such as:

- Change in address or telephone number.
- Change in marital status.
- Change in tax exemptions.
- Change of beneficiary in a benefit plan.
- Legal name change.
- Change in emergency contact.

Employees may, with reasonable advance notice, review and copy their personnel file during normal business hours. Personnel files may only be reviewed in the presence of the accounting personnel for maintaining the files. Personnel files may not be removed from the CTIVC File Room unless by an authorized File personnel.



### **PROBLEM RESOLUTION**



The CTIVC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging 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 CTIVC recommends following the problem resolution procedure. The problem resolution procedure begins with the employee presenting the problem to the immediate supervisor and/or Village Administrator. The supervisor and/or Village Administrator responds by discussing the problem, providing insight, recommending solutions, and when necessary, consulting other employees or higher management. If satisfaction is not received, the chain of command is to be followed with the final authority resting with the Chitina Traditional Indian Village Council Members directly.

Not every problem can be resolved to every one'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, business-like manner, or for using the problem resolution procedure.



## DISCIPLINARY PROCEDURES

Although employment is "at-will", the CTIVC 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.

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 is terminated from employment.
- ❑ The employee receives suspension of no less than two (2) years without pay may be justified when circumstances reasonably require an INVESTIGATION of a serious incident in which the employee was allegedly involved.
- ❑ If an employee is determined to be in need of Substance or Mental Health services, a schedule can be arranged so that the employee is able to receive such services while given the opportunity to maintain their position.



Verbal and written warnings should include the date, the type of warning, the violation and the consequences of continued conduct or performance.



## TERMINATION

Either the employee or management may terminate employment at any time. The CTIVC 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 CTIVC 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 lay-offs, the CTIVC 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 CTIVC property (building keys, credit cards, tools, uniforms, laptops, storage devices, etc.) on the last working day **and before final pay is issued.**

If the CTIVC 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 deductions for incurred and outstanding expenses. The employee should make arrangements 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.



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## SECTION IV - COMPENSATION

### **HOURS**

Regular operating hours are Monday through Friday from 8:00a.m. to 5:00p.m. Employee's specific work schedule will be determined and assigned based on business needs.

### **BREAK POLICY**

Breaks are assigned based on the needs of the department personnel classification and are at the sole discretion of the Village Administrator. Generally, employees who work longer than 6 hours will be given a 30 minute to 1 hour unpaid lunch break. Employees are to be expected to clock in and out when taking their lunch break.

Each employee who works 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 half way through their shift.

Management will follow the Alaska law which prohibits working 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.

### **TIME IN TIME OUT POLICY**

All Employees are required to maintain their own time records. The Fair Labor Standards Act ("FLSA" or "the Act") requires employers to have both Exempt and Non-Exempt employees fill out time sheets, because the FLSA and various other federal and state laws require employers to maintain records concerning hours of employment, some form of time recording is necessary. Acceptable methods of such recordation are all means that produce essentially contemporaneous and accurate information, including the use of time clocks and time sheets. CTIVC expects its employees Exempt and Non-Exempt to use the Time Sheet and/or Time Sign In/Out method.

Employees must also ensure their time sheets are filled out properly and match the Time In/Out Sheet and maintained on a daily basis to ensure accuracy of reporting. Time records are the basis for determining pay. **It must reflect actual time worked.** Adherence to the established time record procedure will ensure that employees receive proper pay for hours worked as well as ensure compliance with state and federal laws. If for any reason, an employee is to leave the office on a personal matter, that employee is to send an e-mail to bookkeeping and the administrator upon leaving and returning to their workstation.

Time sheets shall be turned in to CTIVC Bookkeeping accordingly to the allotted calendar schedule distributed to CTIVC employees with specific instructions and turned into CTIVC Bookkeeping at the due date and time each pay period ending for processing. **Time sheets that are not turned in on time or incomplete will be paid the following pay period.** Falsifying a payroll or clocking in and out for another employee is subject to disciplinary action up to and including termination of employment.



(See Appendice IV)

Bookkeeping is **not** to alter any employee's timesheet, if proven that inaccurate time has been reported, the pay will be reimbursed or deducted for the next pay period.

Employees are encouraged to visit: <https://www.dol.gov/whd/workers.htm>

## **PAY PERIODS & PAYDAYS**

For the purpose of calculating overtime, each Bi-weekly schedule begins on Sunday and ends on Saturday.

**Paydays are every other Friday of each month, and paychecks are generally available by the end of the work day.** In the case of Subsistence Hunting Seasons and Labor Day Holiday, the payday will be adjusted to the day the holiday falls. Changes to paydays will be announced in advance whenever holidays or closings interfere with the normal payday.

Paychecks may be picked up or mailed or direct deposited. Paychecks will be released only to the employee or persons authorized on a written list provided by the employee. If an authorized person will be picking up the paycheck, he/she will need to make pick up arrangements.

## **EMPLOYMENT CLASSIFICATIONS**



All employees shall be classified as one of the following:

- Full-Time – Employees regularly working 30 or more hours per week.
- Part-Time – Employees working less than 29 hours per week.

Under federal and state wage and hour laws, employees are classified as exempt or non-exempt. Employees fall into one of these categories dependent upon their duties. Exempt positions include administrative, executive and professional employees. Employees in exempt positions are compensated on a salary basis and are ineligible to earn overtime pay.

## **WAGES AND SALARY**

CTIVC 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.

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, dental and workers' compensation insurance, salary deferral retirement contributions, and many other benefits are all considered in the overall evaluation of total pay.



**Individual salaries or wages are considered confidential information. Employees will not discuss individual salary or wages with anyone in the CTIVC except with their supervisor, tribal administrator, bookkeeping and the CTIVC Council.**



At the manager's/supervisor's discretion, an employee's work schedule may be adjusted during a workweek to avoid overtime. All overtime must be requested and approved in advance.

Approved paid absences, including but not limited to paid time off (PTO), holiday leave, military leave, jury and witness duty, funeral/bereavement leave, and voting time off, are not counted as time worked for the purposes of computing overtime.

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

## **WAGE AND SALARY INCREASES**

Wage and salary increases are evaluated on a scheduled basis or at the discretion and recommendation of an employee's supervisor or manager. 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 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 or salary increase, management is required to submit a Pay Change Authorization form to CTIVC Accounting Office by the next payroll processing date.

## **PAYROLL TAXES AND OTHER DEDUCTIONS**



The CTIVC 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 CTIVC 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 a 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 in order to continue the exemption.

Other payroll deductions may be included in the future such as 401K, health premiums and dental premiums. Employees are required to provide written permission or complete necessary forms to authorize the company and CTIVC to make these other payroll deductions.

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## SECTION V - BENEFITS

### INTRODUCTION

The CTIVC is pleased to offer the benefits listed below. This section of the handbook briefly summarizes the benefits currently available to eligible employees. Individual plan documents should be consulted for all details regarding any benefit plans. The CTIVC retains full discretionary authority and control to terminate or amend any or all benefits at any time, and to interpret any and all provisions of this handbook or the other plan documents and to determine eligibility for the benefits.

Our company provides detailed summaries of certain benefits to be provided to you. Please contact CTIVC Administrative Office and Bookkeeping if you have not received these "Summary Plan Descriptions". The benefit description contained in the employee handbook does not replace or supersede these "Summary Plan Descriptions".

### PTO (PAID TIME OFF)

The company does not differentiate between vacation and sick pay, instead PTO (paid time off) is offered. PTO benefits accrue from date of hire. Full-time employees may use PTO benefits after the completion of ninety (90) days of full-time employment. The following schedule is effective on the employee's anniversary date:

### PTO

When using PTO for vacation leave, requests must be submitted in writing to **CTIVC Village Administrator** at least 48 hours prior to the requested time off or when feasibly possible. Exceptions for advance notice requirements may be made in the cases of emergencies or unusual circumstances. If an employee needs to take a few extra days off without pay in conjunction with their PTO, they will need to submit that information in writing to their Village Administrator. **Requests for PTO shall be approved based on business and staffing needs.**

PTO may be carried over from one year to the next; however, **no more than 240 hours accumulation** may accrue. PTO will stop accruing once your maximum has been reached.

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

In order to receive PTO benefits for sick leave, employees are required to call in each day they are unable to come to work at least 15 minutes before their scheduled time in. Employees may be required to provide a doctor's note if absent more than 3 consecutive work days.

If a valid sick day falls on a scheduled workday before, on or after a holiday, the employee will receive PTO pay for the day, but will not receive the additional "holiday" pay. No PTO pay will be issued for days the company is closed or if an employee was sick on his/her normally scheduled day off.

Any misuse of sick leave for PTO benefits may lead to disciplinary action up to and including termination of employment.

## HOLIDAYS

The CTIVC is federally funded and must observe the following federal holidays. Full-time employees are eligible for paid holiday benefits after 90 days of employment.

New Year's Day  
President's Day  
Memorial Day  
Ahtna Day  
Independence Day  
Labor Day  
Indigenous Day  
Veterans Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

A holiday falling on Saturday is observed on the preceding Friday; 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 PTO, you can still receive holiday pay. If the schedule requires the department to operate on the holiday itself, 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. Employees absent before, after or during the holiday (if scheduled to work on the holiday) will not earn holiday pay.

Employees are encouraged to visit: <https://www.dol.gov/whd/workers.htm>



## **COLD DAY**

CTIVC understands that extreme weather conditions effect travel to the worksite and to the CTIVC office's.

The following will determine office closure:

External temperatures must be -40° or more and will compensate for office closure. If temperatures stay extreme for the remainder of the workday, employees will receive a paid day. If external temperatures reach -35° during the work day, employees are to report to their workstations for the remainder of their work schedule. Employees may request pay if they decide to work from home on these days but, must submit completed work to the Tribal Administrator before time can be recorded for pay.

When hazardous road conditions, you may stay home for the day until the roads have been cleared by DOT for the clinic workers.

## **COVID-19**

CTIVC understands that the pandemic is new. We will have you work from home should covid-19 be in our area to keep you healthy. You will call in to the office everyday and let the administrator know you are working. You will have the equipment you need to work from home and be able to check your email. If you should need to print something, you may come to the office and use the printer here, just use your PPE.



## **MEDICAL and DENTAL/ VISION INSURANCE**

CTIVC does not offer major medical or dental insurance at this time.



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## SECTION VI – LEAVE OF ABSENCE

**FAMILY AND MEDICAL LEAVE ACT (FMLA)** CTIVC is exempt because CTIVC employs under 50

### PREGNANCY DISCRIMINATION ACT

Pregnancy discrimination involves treating a woman (an applicant or employee) unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. (See Appendice II)

### MILITARY LEAVE

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued vacation leave but are not required to do so. At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits.

Employees are requested to notify their supervisors as soon as they are aware of the military obligation.

Questions regarding the CTIVC's military leave policy, applicable state and federal laws and continuation of benefits should contact CTIVC Administrative department.

### JURY DUTY

Employees called for jury duty will be excused, from work as required. Employees will receive up to 3 days of regular pay jury duty. Employees must inform their Supervisor and Village Administrator as soon as possible. Documentation of Jury Duty upon return will be needed for submittal to immediate supervisor and/or Tribal Administrator.

### OTHER LEAVES OF ABSENCE

The concept of leave recognizes that employees may occasionally require an extended period of time away from their job. There may be personal, emergency, religious, family death, military, court, community service or other circumstances that require a leave of absence. Requests for a leave of absence will be submitted in writing to Tribal Administrator and Bookkeeping. Depending on the purpose of leave, employees may be required to present documentation confirming the need and duration of the absence.

The Tribal Administrator, at their discretion, will evaluate requests for leave in terms of the needs and requirements of the employee and good business judgment. If approved, the leave will be unpaid after exhausting any accrued leave benefits. Requests for a leave of absence (or documentation of a conversation in emergency situations) will be filed in the employee's personnel file.

Additionally, employees will be required to turn in all keys, credit cards and company tools for absences of more than 30 consecutive days.

Employees must notify the company at least 15 days prior to the expected return date that they intend to return to work. Upon return, the employee will be placed in their regular position if it remains available. If it is necessary to eliminate or fill the position while the employee is on leave, the employee will be assigned to an open position for which he or she is properly qualified. If no such position exists, the employee will be placed on layoff status.

If the employee does not return on the day indicated in the original application or an approved extension, or within 3 days of release by a doctor if on a disability leave of absence, the employee will be considered to have voluntarily resigned from employment as of the first day of the leave of absence.

## SECTION VII – TRAVEL POLICY & REGULATIONS

### PRE-TRAVEL AUTHORIZATION AND APPROVAL

All travel must be authorized and approved in advance and travel orders signed by the appropriate authorizing officials as indicated in the chart below.

<u>Authorizing Officials:</u>	<u>Travel Approved for:</u>
Council Members	Tribal Administrator, Council Member
Tribal Administrator	Self, Bookkeeper, Staff
Bookkeeper	Self, Program Managers, Staff
Program Managers	Self and Staff

### REQUIRED DOCUMENTS AND PURPOSES

A travel order with the necessary pre-travel signatures is required when traveling on official CTIVC 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

CTIVC 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 CTIVC 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 as requested during the course of 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 authorizing official.

## TRAVEL ADVANCE REQUESTS

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.

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

## RECIEPTS AND TRIP REPORTS

A trip report is a requirement upon return and must be turned into the bookkeeper. All receipts of travel i.e. airline tickets, gas, cab, car rental, hotel, etc. 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.

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# SECTION VIII - PERSONAL APPEARANCE AND CONDUCT

## DRESS AND GROOMING /UNIFORM POLICY



It is important for the CTIVC employees to maintain the highest level of professional appearance at all times. Our customers and clients judge us not only by what we do, but how professionally we present ourselves. Our objective is to make a favorable impression on our guest by being well groomed, cheerful



and courteous. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Please ask if you have questions as to what constitutes appropriate attire.

### **ATTENDANCE AND PUNCTUALITY**

Regular attendance and punctuality are essential to the efficient operation of the CTIVC. Employees are expected to report to work promptly for their scheduled hours.

**Employees who will be late or absent from work for any reason must notify their supervisor and/or village administrator at least 15 minutes in advance for lateness and at least 48 hours in advance for absences.** Unauthorized or excessive absences and excessive tardiness may result in disciplinary action up to and including termination of employment.

**Employees who do not report to work for (2) two consecutive days without notification shall be considered as having voluntarily resigning (quitting) from their position.**

### **HONESTY**



Employees are expected to behave honestly. Employees are responsible to use CTIVC time, funds, and property for business purposes only. The unauthorized use or misuse of the company time, property, 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 or not directly involved. Dishonesty or failure to fully cooperate in any company investigation of dishonesty may result in disciplinary action up to and including termination employment.

### **CONFIDENTIALITY**

As an employee of the CTIVC your primary responsibility is to CTIVC. It is essential that all employees treat information about customers, suppliers, or internal operations and records with absolute confidentiality

During the course of employment, employees may have access to customer information, financial information, business systems, future plans, marketing and advertising, and other information considered confidential. Maintaining this confidentiality is important to the CTIVC's competitive position in the industry, ability to achieve financial success, and ability to provide employment.



The willful disclosure of confidential CTIVC information is in violation of CTIVC policy and may result in disciplinary action. CTIVC information is the property of the CTIVC and is not to be released to unauthorized individuals in the CTIVC or any individuals outside the CTIVC.



Types of confidential information include, but are not limited to, the following:

- ❑ Sales figures and reports
- ❑ Marketing goals or margins
- ❑ Profit margins
- ❑ Equipment markup
- ❑ All CTIVC Records, such as Sales and Operating reports and financial reports
- ❑ Employee, customer or supplier information (including names and addresses)
- ❑ Policies and procedures
- ❑ Compensation of employees

### TELEPHONE USE

Company telephones are to be used for CTIVC 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 at the moment. If office personnel are going into 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 CTIVC.

#### Authorized Calls;

- ❑ Business related calls to manager, clients, and other coworkers (for business related information only)
- ❑ Employees are expected to protect the equipment from loss, damage or theft.
- ❑ Upon termination or at anytime upon request, the employee may be asked to produce the phone for return or inspection.
- ❑ Employees unable to present the phone in good condition within the time period requested may be expected to bear cost of replacement.

#### Safety Issues for Cellular Phone;

- 
- ❑ 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.
  - If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short.
  - 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.

While at work, employees are to exercise the same discretion in using personal cellular phones as they do for CTIVC phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and will be considered as 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 CTIVC's policy. Flexibility will be provided in circumstances demanding immediate attention.

If personal calls are made on the CTIVC's cell phone, employees will be asked to sign a form authorizing the deduction of the cost of the calls from their paycheck when the bill is received. Failure to report such use or dishonesty about use will result in disciplinary action.

Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment for unsatisfactory terms and may be subject to legal action for recovery of the loss. Violation of this policy will be subject to the highest level of discipline, including termination.

## INTERNAL AND EXTERNAL ELECTRONIC COMMUNICATION

The CTIVC 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 condition of providing the previously identified communications access to its employees, the CTIVC places certain restrictions on workplace use of the same.

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

The CTIVC 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. CTIVC does not allow its employees to use Internet access for personal use during their work hours, on lunch may have approval

The content of e-mail or any file may not contain 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 on the basis of their age, sex, sexual orientation, religious or political beliefs, national origin, or disability, if any employee is caught with such content, this could lead up to termination.

While the CTIVC 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 supervisor. Any such use is cause for disciplinary action up to and including termination of employment.

**Only authorized personnel are allowed to load software on to any computer.**

Disciplinary action for violation of this policy may include, but is not limited to; termination, suspension, or transfer of the offending employee.

## **STANDARDS OF CONDUCT**

The CTIVC has identified certain guidelines pertaining to standards of conduct. Employees shall be aware of their responsibilities to the CTIVC, 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 shall 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 CTIVC.

1. Reporting to work under the influence of alcohol or controlled substances.
1. Use, possession, transfer, buying or selling alcohol or controlled substances in, on or near CTIVC property.
2. Insubordination, including refusal or failure to perform work assignments. Displaying overt signs of extreme stress, resentment, hostility or anger.
3. Any type of dishonesty, including falsifying employment applications, questionnaires, time records, or other CTIVC records or giving false verbal information.
4. 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.
5. Willful or negligent damage or destruction to property belonging to CTIVC or its employees.
6. Possession of firearms, fireworks, or explosives on CTIVC property. Discussing weapons.
7. Failure to start work promptly at the start of shift or failure to limit lunch or break period to designated times and durations.

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8. Leaving work before the end of a shift or during regular working hours without the approval of immediate supervisor and/or Village Administrator. **Job abandonment is considered voluntary resignation.**
  9. Careless, inaccurate, unreliable or otherwise unsatisfactory work performance.
  10. Unauthorized or excessive tardiness and/or absenteeism.
  11. Sleeping or doing personal work during CTIVC time.
  12. Gambling on CTIVC property.
  13. Neglecting job duties or interfering with someone else's job duties by excessive talking or other distractions.
  14. Unauthorized use of CTIVC telephones, computers or other equipment and/or property.
  15. Rudeness or lack of cooperation in dealing with co-workers, managers, customers or business associates.
  16. Wasting or misusing CTIVC property or the property of a co-worker.
  17. Making false or malicious statements regarding the CTIVC, its employees and/or Tribal Members, community members, and other affiliations to the CTIVC.
  18. Failure to keep confidential any information that may be misinterpreted or be of benefit to the competition or another company.
  19. Discriminatory behavior or violation of the harassment policy.
  20. Violation or disregard of common safety practices or failure to report an accident or injury immediately.
  21. Theft or unauthorized possession or removal of CTIVC property, property of a co-worker, and customers.
  22. Engaging in any activity that is detrimental to the welfare of or reflects unfavorably on the CTIVC.
  23. Solicitation or distributing non-CTIVC materials during working time.
  24. Violating any policy or practice that is presently in effect or subsequently issued.
  25. Any other conduct that is, in the view of management, sufficient to justify discipline or discharge.

## SECTION IX – SAFETY AND WORKERS’ COMPENSATION

### **\*this section pertains to OSHA compliance and needs to be complied\***

The safety and welfare of employees are of major concern to the CTIVC. Safe working conditions are required by law and must be maintained at all times. The CTIVC takes every precaution to assure that all of its employees and clients are free from recognized safety and health hazards through maintenance personnel. 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 CTIVC. The following safety rules apply to all employees and are minimum requirements for safety and health:

- ❑ **Report all unsafe conditions to CTIVC maintenance personnel or the Village Administrator immediately.** If action is not taken to eliminate the hazard, elevate your concern to the next level of CTIVC management. If your safety concerns are not adequately addressed within the CTIVC, contact the CTIVC Board of Directors, if your safety concerns have not been adequately met, then please locate contact a professional in the area of safety concern.
- ❑ 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 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
- ❑ If you are required to drive as a part of your duties, you may be required to drive either a company vehicle or your personal vehicle. Whether you drive a company or personal vehicle for company business, you are required to drive in a safe and responsible manner. Allow adequate following distance (i.e. one vehicle length for every 10mph speed), ensure the vehicle is in proper repair, avoid distractions such as cell phone use, and driving no faster than conditions allow. Always, use your mirrors and maintain situational awareness. Proof of Insurance should be provided to corporate office.
- ❑ 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.

**Please contact the CTIVC Maintenance, Chitina Electric Association, Chitina Tribal and Community Health Center, and Chitina Volunteer Fire Department for more information on safety procedures.**

## **WORKERS' COMPENSATION**



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 Village 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:

1. **Immediately notify their supervisor and Village Administrator of the claim.**
1. **Be examined by a physician who will complete necessary physician forms.**
2. **Managers are to insure that an Incident/Injury Report form is completed and turned into CTIVC Administrative office as soon as possible.**
3. **Complete the form and return it to the CTIVC office by 5:00 p.m. the next work day (or mail ASAP if unable to physically drop off).**
4. **Take a Post Injury Alcohol/Controlled substances test.**

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 filing may result in delayed benefits or a rejection of claim.

#### **MODIFIED DUTY POLICY**

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

1. **When an employee is placed on Modified Duty they must provide a doctor's note with specific job duties listed.**
1. **The CTIVC will accommodate, as much as reasonably possible, an employee's work restrictions.**
2. **Supervisors will communicate Modified Duty restrictions to the Village Administrator.**
3. **The employee will be required to read and sign the Modified Duty letter generated by CTIVC.**
4. **When an employee returns to full duty, they must provide a doctor's note with a full release to return to normal duties.**



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## SECTION X - 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 SENIOR MANAGEMENT OF THE CHITINA TRADITIONAL INDIAN VILLAGE COUNCIL 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.

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## SECTION XI – ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK

### Copy for Employee

I hereby acknowledge receipt of the CTIVC employee handbook and agree to abide by the policies and procedures contained therein. I understand that handbook is merely a general overview of some of the CTIVC's personnel guidelines and procedures and that these guidelines and procedures, as well as any other guidelines and procedures which may be adopted by the CTIVC from time to time, are subject to modification, discontinuation or change without notice. I understand that violation of these guidelines and procedures constitutes 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 CTIVC and me and that my employment is for no fixed term and may be terminated, with or without cause or notice, at any time at the option of the CTIVC or myself.

I also understand that in case of termination or resignation, I will settle any and all open accounts in full and return any and all CTIVC property, including keys, prior to my last day of employment. I understand and agree that any outstanding balances for the above mentioned may be deducted from my final paycheck to the extent permitted by law.

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

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

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

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## SECTION XI - ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK

### Copy for Personnel File

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

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

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

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