

Personnel Policy No. 1 - Introduction

1.1 INTRODUCTION

This Employee Handbook of the Yurok Tribe's Personnel Policies has been developed to provide each employee with a basic understanding of the policies and standards by which the Tribe operates on a day-to-day basis. These policies apply to all persons, paid or volunteer, who perform services for the Tribe.

All employees are required to familiarize themselves with these policies and procedures, and to be guided by them while on the job. Nothing in this Employee Handbook is intended to create a contract of employment, either written or implied, between the Tribe and any of its employees.

The Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Tribe has no specific duration, and either the employee or the Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees. Changes to this "at will" relationship may be made only in writing, in an agreement written specifically for that purpose, and signed by the Tribal Chairperson, with consent of Council, the Tribe's Executive Director and the employee. Given that an "at will" employment relationship exists, the Tribe will endeavor, however to follow the intent of all policies included in this handbook.

Neither a member of the Tribal Council nor any Tribal management employee (*except as identified in the above paragraph*) can enter into any contract of employment with an individual, nor make any promises regarding the duration, terms, or conditions of an individual's employment with the Tribe.

1.2 TRIBAL GOVERNMENT

1.2.1 Tribal Government

The Tribal Council is the policy-setting body and as such provides direction for the Tribal operations.

The Tribal operations consist of various departments and programs designed to benefit Tribal members. The Tribe's organizational structure can be best understood by referring to the chart provided at the end of this section.

1.3 SEPARATION OF POWERS

The Tribal Council, as the governing body of the Tribe, is responsible for making critical policy decisions that affect the overall operation of the Tribe. Policy proceeds from the Tribal Council to the Executive Director who provides overall

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supervision of all Tribal Programs. The Executive Director then delegates duties and authorities to the appropriate program or employee(s).

The Yurok Tribal Council requires all employees go through the proper channels when they have employment or personnel issues with the Tribe. These policies and procedures have been adopted to manage most issues that arise in the workplace. If there are issues not addressed within these policies, the employee should discuss the matter with his/her **supervisor** or the Executive Director (or his/her designee).

All attempts to bypass these procedures and any other violations of this policy will be reported to the Executive Director. The employee(s) involved will be subject to such disciplinary action as the Executive Director deems appropriate up to and including immediate termination of employment.

To insure objectivity of the Council in dealing with potential grievance and appeal, all communications between Tribal staff and the Tribal Council shall be through the Executive Director.

The single exception to this policy is if a staff member has a good faith belief that the Executive Director is engaging in illegal, fraudulent, or unethical activity. Such activity shall be reported by the staff member directly to the Chairperson, Vice-Chairperson, or other Council member of the Yurok Tribe, to be brought before the full Council.

Additionally, the Tribal Council may request and, if necessary, compel the attendance of any individual employed by the Tribe at Council or Committee Meetings.

1.4 YOUR ROLE AS AN EMPLOYEE

As a Tribal employee your role will be to provide services to Tribal members. You may be employed in a specific program, or you may be employed in a role that provides support for one or more of the various programs. Your job with the Tribe is very important. In your role, you are a representative of the Yurok Tribe and are viewed as such by the Council, the Tribal community, and the general public.

In order for you to fulfill your employment obligation you must serve all Tribal members equitably within the guidelines of the various program requirements regardless of your personal likes, dislikes, preferences or opinions. It is equally important that you follow the policies as provided in this handbook.

All employees must leave personal politics out of the workplace. If you are a Tribal member employed by the Tribe, we encourage you to remain active in Tribal matters, but as a Tribal employee you will need to remain objective while you are on the job, and leave Tribal politics out of the workplace.

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If you disagree in any manner as to how programs are administered or services are provided to Tribal members, or if you are unsure about your role or the appropriateness of a request made to you, check with your Director.

As a condition of employment, you are required to read, understand, and certify you have received copies of the following:

- Personnel Policies
- Confidentiality Statement
- Drug-free and Alcohol-free Workplace Policy
- Policy for use of Tribal Vehicles
- Travel Policies
- Credit Card Policy
- Procurement Policies
- Any other policies that may be enacted by the Tribal Council

If you have any questions about any of the listed policies, or about the terms, conditions and/or benefits of your employment with the Tribe, or about the content of this Handbook, you may ask your Director or the Executive Director (or his/her designee) for clarification.