

**CONFEDERATED TRIBES OF SILETZ INDIANS OF OREGON
PERSONNEL MANUAL**

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PERSONNEL MANUAL

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PART 1 GENERAL POLICIES

§ 2.800 SUMMARY

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- (a) This manual establishes uniform policies and procedures for tribal administration operations and any other programs operated by the Confederated Tribes of Siletz Indians (CTSI or Tribe). The manual is not exclusive, and other policies and procedures may apply. All employees are responsible to know and adhere to the policies set forth in this manual. All changes, waivers, and exceptions to this manual are subject to the approval of Tribal Council.
- (b) For purposes of this manual, the term "Chief Executive Officer" (CEO) applies equally to the Executive Director, CEO, or General Manager of any other entity set up by Tribal law. The Chief Judge shall supervise Tribal Court personnel pursuant to this manual. This manual applies to all tribal entities, unless a tribal entity creates their own employment and personnel rules, subject to Tribal Council approval.
- (c) Where an employee has rights and responsibilities as an employee, such as the right to grieve/appeal certain actions, such rights shall be exercised within the entity in which the employee works.

§ 2.801 DELEGATION OF AUTHORITY

In the case of the Chief Executive Officer's absence, the CEO will temporarily delegate authority to a designee to accomplish administrative functions.

§ 2.802 UPDATING AND REVISIONS

The Chief Executive Officer is responsible for monitoring application and compliance with this manual. The CEO shall evaluate and propose revisions to this manual regularly. Tribal Council must approve all proposed revisions. Staff suggestions for revisions shall be submitted in writing to the CEO for review. Approved revisions to this manual supersede any previous manual or unwritten policies. Employees are responsible for updating their individual Personnel Manual copies and for staying up to date on changes to policy.

§ 2.803 WORK SCHEDULES

- (a) Employees shall have a lunch break and two distinct fifteen-minute breaks for each full day worked. No employee will work through their lunch period and add it to hours worked, without prior approval from their immediate supervisor. Each supervisor has the responsibility of assuring that sufficient Tribal staff are present on a daily basis to conduct Tribal business.

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- (b) The employee's immediate supervisor and the Chief Executive Officer must approve non-standard work schedules that fall outside the normal working hours or the regularly scheduled shift. If the work schedule change affects pay or category of employment, a Personnel Action Notice (PAN) will be completed designating the new hours and how long the action is to be in effect. If the work schedule change does not affect pay or category of employment, the Human Resources Department will create an employment record but a PAN is not required. The procedures for flex time and comp time are outlined in STC § 2.806, Flex Time, and STC § 2.808, Compensatory Time, of this manual.
- (c) Employees are expected to be on the worksite at the start of their shift. An employee who reports to work late may be subject to disciplinary action. Non-exempt employees who are late will not be paid for time missed. The employee's supervisor/manager and the CEO have authority to approve telework pursuant to policies issued by Tribal Administration.

§ 2.804 SMOKE FREE WORKPLACE POLICY

Smoking or using commercial tobacco products, including but not limited to traditional cigarettes, electronic cigarettes, and vapes, is prohibited within 25 feet of an entrance to tribal property and buildings, except for designated smoking areas as denoted by signage. Commercial tobacco product use is absolutely prohibited in tribal vehicles.

If an employee uses a designated smoking area, they shall ensure that such use only takes place during their lunch or break time, and that all refuse is disposed of in a safe and sanitary manner.

§ 2.805 DEFINITION OF WORK WEEK

The work week is defined as beginning at 12:00 a.m. on Saturday and ending at 11:59 p.m. on Friday.

§ 2.806 FLEX TIME

Employees who are in positions that, from time to time, require alteration of working hours, are to flex their working hours within the 7-day work week, so as not to exceed the normal amount of 40 working hours for the work week. Employees must get approval from their immediate supervisor, prior to each occurrence.

§ 2.807 OVERTIME PAY

The Chief Executive Officer may authorize a non-exempt employee to work in excess of

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40 hours in one work week, and to be paid overtime for such extra work. Overtime must be approved in advance and in writing, signed by the employee's supervisor, manager, and the CEO. Overtime work will be approved only when circumstances prohibit the use of flex time. Overtime will be paid at the hourly equivalent of one and a half times the employee's regular hourly wage for actual hours worked that are in the excess of 40 hours per work week.

§ 2.808 COMPENSATORY TIME

- (a) A non-exempt Tribal employee may be occasionally required to work in excess of 40 hours in a 7-day work week. Employees must get approval from their immediate supervisor prior to each occurrence. Supervisors are required to submit employee comp time logs to the Human Resources Department quarterly. If the employee's actual work hours exceed 40 hours, they will accrue comp time at time and a half. If the employee's actual work hours are less than 40 hours, they will accrue comp time at the usual rate.
- (b) The employee must secure the prior written approval of their immediate supervisor and department manager in order to work over 40 hours within any given work week. The maximum number of compensatory time hours any employee may carry for a ninety (90) day period is 24 hours.

§ 2.809 CONFIDENTIAL/PRIVILEGED INFORMATION

- (a) Tribal employees are prohibited from disclosing confidential information to any other individuals, including other Tribal employees or Tribal officials, except for official reasons and with the express consent of their supervisor, and the Chief Executive Officer, or by an order of a court of competent jurisdiction. No information will be considered confidential or privileged if it is part of the public record of the Tribe, or any other public or Tribal entity, or is otherwise publicly available. All work products, including confidential information, produced by an employee in the performance of their duties are the property of the Tribe.

The following shall be considered confidential information:

- (1) Discussion or materials from an executive session of the Tribal Council or any standing committee, unless the Council specifically authorizes disclosure of such discussions or materials.
- (2) Client information of a personal nature, such as personal or household income, health, academic records, paternity, arrest records, and court proceedings, except to the extent such information is necessary to

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determine the client's eligibility or continued eligibility for Tribal services or to provide such services to the client.

- (3) Employee information of a personal nature, such as personal or household income, health, academic records, previous criminal history, disciplinary actions, and performance evaluations, except to the extent such information is necessary to determine an employee or applicant's suitability for Tribal employment, or in disciplinary investigations or proceedings.
- (4) Tribal personnel reports provided to the Tribal Council by the CEO or Human Resources Director.
- (5) Records in the enrollment office, including enrollment information and enrollment applications. Confidential information in the possession of enrollment staff may be disclosed to other Tribal employees as necessary and appropriate for legitimate Tribal purposes, and on a limited basis to the extent necessary to achieve that purpose. A person's name, enrollment number and blood quantum shall not be considered confidential information. A person's address, unless explicitly excluded, shall not be considered confidential information.
- (6) Medical, counseling, or other health related records regarding patients or clients of the Tribal Clinic, Behavior Health Program, or other medical or counseling programs of the Tribe. These records may be disclosed only in accordance with applicable federal law and state licensing requirements, with a signed release of information from the patient, or pursuant to a valid, court-ordered subpoena, subject to review by the Legal Department.
- (7) Tribal mailing lists except to the extent such information is necessary for Tribal business.
- (8) Any other information which the Tribal Council directs will be kept confidential.

§ 2.810

REPRESENTATION OF THE TRIBE

- (a) An employee may not assume the role of policy spokesperson for the Tribe, unless directed to do so by the Chief Executive Officer, Tribal Chairman, or the Tribal Council. An employee shall not make substantive statements, either verbally or in writing, on behalf of the Tribe, unless authorized to do so.

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- (b) An employee may not use the Tribal name, logo, or other official symbol or statement of the Tribe without first obtaining permission from the CEO for such use. Third parties and outside entities must obtain permission from the CEO in order to use the Tribal name, logo, or other official symbol or statement of the Tribe.
- (c) Employees must obtain permission from the CEO or Tribal Council in order to participate in an official capacity on outside boards, committees, and other similar appointments.
- (d) Employees whose job descriptions require them to interface with the general public or community members are expected to engage in a timely and professional manner. These employees should understand that their conduct affects the Tribe's public reputation and should comport themselves appropriately. This includes responding promptly to public inquiries and directing requests as needed, as well as abiding by policies surrounding use of social media.

§ 2.811 ATTENDANCE AT TRIBAL MEETINGS

Unless their attendance is specifically requested by the Tribal Council, or required by their regular job responsibilities, Tribal employees shall not be compensated for attendance at Tribal or General Council meetings. Tribal employees are however encouraged to attend meetings of the Tribal Council and General Council on their own time.

§ 2.812 ABSENCE FROM WORK

Employees are required to make direct contact with their supervisor at least one (1) hour before the beginning of their scheduled shift on each day that will be missed. If the immediate supervisor is unavailable the employee will contact the next supervisor in their departmental chain of command (see Appendix C. - Organizational Chart.) Employees may make such contact through a third party and/or via an official electronic communication such as email, instant message, or a phone call. The supervisor has discretion to adjust the class of leave granted based on the circumstances.

Employees are required to inform their supervisor of each subsequent day of absence and the reason for the absence. Failure to report within the required time may result in leave without pay. If an employee is absent for three consecutive workdays without contacting their immediate supervisor, they will be terminated from employment with the Tribe.

§ 2.813 OFFICE DRESS CODE

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- (a) Employees of the Tribe represent the Tribe to members of the public, co-workers, and Tribal leaders. Therefore, an employee's appearance is a factor in job performance. All employees are expected to wear appropriate office attire, unless their job environment warrants different, more appropriate attire. Employees should be neat, clean, well groomed, and present a professional business appearance at their daily location, in meetings with the public, or wherever they represent the Tribe. On those occasions where they will be working in the field under adverse conditions, supervisors will authorize appropriate attire. The department manager or supervisor, as part of employee's departmental orientation, will notify employees of any specific dress requirements within their department.
- (b) Employees who appear for work inappropriately dressed may 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.
- (c) The Chief Executive Officer may designate casual dress days. Casual dress may include covered leggings, t-shirts, and jeans. Casual dress will not include hoodies, shorts, sweatpants, uncovered leggings, uncovered tank tops, crocs, flip flops, slides, or clothing with logos of tobacco, alcohol, other drugs, or other non-professional images or attire. Employees whose position involves heightened expectations of professionalism must ensure that any casual dress accords with such expectations.

§ 2.814 **ABUSE REPORTING REQUIREMENT**

- (a) All Tribal employees, as well as Tribal Council, who have a reasonable cause to suspect that a minor or elder has been abused or neglected shall report the suspected abuse or neglect to the Siletz Social and Human Services Department and the Oregon Department of Human Services, or other tribal or state agency as appropriate. Any employee who files a report of suspected abuse or neglect shall remain anonymous, except those individuals who are required to report abuse according to their licensed professional standards. This policy does not supplant other professional mandates, or reporting requirements for child and elder abuse reporting by licensed professional employees.
- (b) All employees or agencies reporting in good faith, known or suspected instances of abuse or neglect, shall be immune from either civil liability or criminal prosecution for such report.
- (c) While discipline may be imposed for failure to comply with reporting requirements, the reporting requirement shall not otherwise create civil liability for the employee, agency, or Tribe.

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§ 2.815 ADVERSE WEATHER CONDITIONS

- (a) When weather creates hazardous driving conditions, the Chief Executive Officer or their designee shall decide whether to alter office hours and/or grant administrative leave based on local office weather conditions. Managers will be responsible for notifying their staff by 6:00 a.m. of delayed office openings or office closures.
- (b) In the event an employee feels the weather conditions in their residential area are hazardous they should contact their supervisor by the beginning of their scheduled shift to make arrangements regarding flexing their work hours, or request approval for annual leave.

§ 2.816 SECONDARY EMPLOYMENT

- (a) All employees are required to notify their supervisor, manager, and the Chief Executive Officer in writing of any and all secondary employment by entities other than the Tribe and any businesses or entities of the Tribe. Such employment cannot result in any of the following:
 - (1) Conflict with or impairment of assigned duties.
 - (2) Conflict of interest.
 - (3) Unfavorable publicity or poor relations to the Tribe.
 - (4) The use of tribal employment materials or confidential information for secondary employment.
 - (5) Interference with the normal business hours required by the employee's employment with the Tribe.
- (b) The CEO shall forward the employee's written notification of secondary employment to the Human Resources Department for inclusion in the employee's file.

§ 2.817 WELLNESS/FITNESS PROGRAM

- (a) Full-time regular employees may participate in a wellness/fitness program using the following guidelines:

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- (1) An employee may seek the approval of their immediate supervisor for wellness/fitness time each day (not to exceed one hour per day and two hours per week) to participate in a wellness/fitness activity of their choice (walking, running, etc.).
- (2) Participation in off-site activities will be subject to verification.
- (3) A written agreement between the employee and their supervisor shall be forwarded to the Human Resources Department for approval. The supervisor must verify that the time taken by the employee is for wellness/fitness activities, and not for conducting other business.
- (4) If the employee misses their wellness/fitness activity for the allotted time, the employee will not be allowed to make it up later.
- (5) The employees' time that is designate shall be staggered within a department, at the supervisor's discretion, to ensure adequate departmental coverage. Supervisors have discretion to disallow scheduled wellness/fitness activity time to ensure adequate departmental coverage.
- (6) Approval will not be granted for requests that require participation during the first or last thirty (30) minutes of the employee's scheduled workday.
- (7) Supervisors may disallow approved activity based on workload or departmental need.

PART 2 PAYROLL PRACTICES

§ 2.818 TIMESHEETS

The Accounting Department is responsible for the preparation of the Tribe's payroll. Payroll checks will not be issued for non-exempt employees without a timesheet that includes the attestation of the employee/participant and is approved by their immediate supervisor. It is the employee's responsibility to get their timesheet to the supervisor so that it can be verified prior to the due date. It is the supervisor's responsibility to ensure the timesheets are accurate and submitted in a timely fashion. A statement of gross earnings, an itemization of all deductions, and net earnings will accompany each paycheck. Exempt employees are exempt from the timesheet requirements for payroll purposes, unless they are utilizing leave or subject to other reporting requirements.

§ 2.819 PAY DAYS

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Tribal paydays will be every other Friday, unless the regular payday falls on a Tribal holiday, then paychecks will be issued on the preceding day.

§ 2.820 LEAVE ADJUSTMENTS

The Accounting Department will automatically adjust an employee's next regular paycheck for any leave without pay taken during the previous pay period for which the employee was paid. In calculating the amount overpaid, the Accounting Department will not consider any leave accrued after the pay period in which the overpayment occurred.

§ 2.821 EMPLOYEE DEDUCTIONS/BENEFITS

The Human Resources Department is responsible for managing Tribal employee benefits/deductions on behalf of the Tribe and providing a list of such benefits/deductions to employees. The Tribe reserves the rights to modify, add, or delete benefits/deductions. If the Tribe modifies, adds, or deletes benefits/deductions, it will provide thirty (30) days advance notice to all affected employees. For regular employees who otherwise meet the eligibility requirement for benefits, a break in service that is due to circumstances within the program/department, and does not exceed two weeks, will not be considered as a break in service for benefit eligibility.

§ 2.822 FINAL PAYCHECK POLICY

- (a) Terminated employees will be paid their final paycheck as soon as practicable following the date of termination, subject to completion of the check-out procedures described in STC § 2.822(b) and offset/reduction for unpaid debts owed to the Tribe or unreturned property, regardless of whether the termination was voluntary, involuntary, or by mutual consent. Supervisors of terminated employees are responsible for forwarding the necessary paperwork to the Accounting Department.

- (b) Employees who terminate their employment shall complete a check-out sheet certifying that all paperwork has been completed, all equipment and office supplies have been accounted for, all keys have been turned in, all outstanding travel reimbursements have been completed, and the Tribal Employee identification card and credit cards have been turned in before receiving their final paycheck. Employees shall submit their check-out sheet to their immediate supervisor, who shall verify the sheet is completed and accurate. The supervisor shall forward the check-out sheet to the Human Resources Department after verifying completion and accuracy.

PART 3 HIRING POLICIES

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§ 2.823 DELEGATION OF AUTHORITY

- (a) The Chief Executive Officer may delegate his or her authority to hire Tribal employees to another manager, administrator, or supervisor; either on a case by case basis or by general order on such terms as they believe will best serve the interests of Tribal government, provided such delegation is in accordance with the policies outlined in this manual.
- (b) Managers are responsible for coordinating all position vacancies with the Human Resources Department and ensuring funds are available to fund the vacancies.
- (c) The Tribal Council delegates to the Human Resources Director the authority to provide oversight of compliance with this Manual, including but not limited to:
 - (1) To ensure that all appropriate Tribal hiring policies and procedures are followed.
 - (2) To provide consistency in the hiring process.
 - (3) To provide technical assistance to staff on hiring issues.
 - (4) To coordinate and facilitate hiring activities in a timely manner.

§ 2.824 TRIBAL REGULATIONS APPLIED TO JOB VACANCIES

- (a) **Pre-Employment Background Check Requirements**
 - (1) Criminal history background investigations will be completed on all employees or potential employees, including temporary employees and volunteers, before beginning work with the Tribe. All criminal history background investigations shall meet or exceed the standards required under the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. § 3201 *et seq.* and 25 C.F.R. Part 63. Temporary Pow Wow employees are exempt from this requirement.
 - (2) A background check described above may also be performed after the pre-employment period if reasonably necessary to ensure the safety of children, elders, funds, workplace, or to otherwise comply with applicable laws and regulations.
 - (3) Head Start employees, ICW, child care providers, or other program staff

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that may be designated by the Chief Executive Officer, will be required to be enrolled in the Criminal History Registry operated by the Oregon Department of Employment.

- (4) No person(s) shall be hired or allowed to work (including volunteers, work experience, interns, etc.) in any position that has regular contact with, or control over children if the person has ever been found guilty, entered a plea of no contest, or entered a plea of guilty to any offense under federal, state, or Tribal law which involves violence, threat of violence, sexual assault, molestation, exploitation, prostitution, crimes against persons, or offenses committed against children.
- (5) Applicants for any position shall be required to list any and all convictions, no contest pleas, diversion agreements, any other adjudication of guilt, and/or pending charges for any crime. Applicants must sign consent to a criminal history background investigation.
- (6) The Human Resources Department shall coordinate the criminal history check through the appropriate agency. No person shall begin work in any position that has regular contact with, or that has control over, children until a criminal background check is completed.
- (7) A driving record check covering the three years prior will be required on any applicant or employee who is or reasonably may be required to drive in the performance of his or her job.
- (8) A background check and/or driving record check described above may also be performed after the pre-employment period if reasonably necessary to insure the safety of children, elders, funds, vehicles, property, or the workplace, meet employment requirements, or to otherwise comply with applicable laws and regulations.
- (9) The CEO or their designee will have the sole authority to evaluate the applicability and effect of the results of any criminal history checks. Except where an applicant is barred from a position by subsection (4) above, the CEO shall have discretion to approve or disapprove any offer of employment to an applicant based on the results of the pre-employment criminal history background and/or driving record check. The CEO shall consider the nature and/or severity of any negative report, the timing of the report, rehabilitation activities, and the position requirements.

(b) Pre-employment Drug Testing

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The Tribe's policy is to maintain a work place that is free from the effects of drug and alcohol abuse. The Tribe will not hire applicants whose current use of such substances impairs their ability to perform work safely and adequately. For that reason, the Tribe will test all applicants to whom offers of employment are made, for illegal drug use or misuse of legal drugs, as a condition of employment with the Tribe. After an offer of employment is made, but prior to beginning work, the candidate will submit to a drug test scheduled by the Human Resources Department. The Tribe reserves the right to withdraw the offer of employment if the test results indicate illegal drug usage, or misuse of legal drugs. Temporary Pow Wow employees are exempt from this Section.

(c) Valid Driver's License and Insurability Requirements

- (1) Prior to beginning employment, in those jobs that require a valid driver's license, an applicant or employee must provide documentation of a current valid driver's license, automobile insurance, and a three-year non-employment driving record.
- (2) Proof of a valid driver's license and insurance will be documented during onboarding. If for any reason, an employee loses their driver's license or automobile insurance they must immediately notify their immediate supervisor in writing. Failure to notify will result in disciplinary action. The CEO shall have the authority to determine if a driver's license and automobile insurance is a necessary requirement of the job. An employee may be terminated for failure to meet job requirements if it is determined that driving is a mandatory requirement of the position.
- (3) New employees with out of state driver's licenses shall be required to obtain a valid Oregon driver's license within the applicable time frames required by state law. Failure to obtain an Oregon driver's license in a timely fashion may be grounds for termination.

(d) High School Diploma/GED Waiver

The High School Diploma/GED requirement for entry level positions will be waived for enrolled Tribal members who are 55 years of age or older.

§ 2.825 PROCEDURES FOR FILLING JOB VACANCIES

(a) Exceptions to Procedures for Filling Job Vacancies

This Section does not apply to positions supervised exclusively by the Siletz Tribal Council and the class of positions in the Siletz Community Health Clinic that require

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specialized education, training, and/or licensing. For Tribal Council supervised positions, including the Chief Executive Officer, Tribal Council Secretary, and Tribal Court Judges, the Human Resources Department shall develop separate policies and procedures governing the process for filling those vacancies. For Siletz Community Health Clinic positions that are exempt from this section, the Siletz Community Health Clinic shall develop separate policies governing the procedures for filling those vacancies.

(b) Establishment of New Positions

Any supervisor seeking to add a new position (salaried, part-time, temporary, volunteer or seasonal) must:

- (1) Design a job description to meet the need of the job duties. The job description shall include job title, job location, and scope of work, overall responsibilities, specific job duties, qualifications, and suggested salary/wage.
- (2) Complete and submit a job requisition form, which includes a justification for the new position and a description of resources available to fund the position.
- (3) Coordinate through the Human Resources Department, which will review the job description to ensure consistency with hiring policies and procedures, obtain Tribal Council approval (or Chief Executive Officer approval for temporary positions), and complete the recruitment process.
- (4) The CEO is authorized to make edits to approved job descriptions, provided the edits do not significantly alter the job responsibilities and does not result in a change in Tribal wage level.

(c) Filling an Existing Vacancy

- (1) As a position becomes vacant, the departmental manager will submit a job requisition form to the Human Resources Department requesting advertisement of the position. The manager shall send a job description that includes any proposed revisions from the previous job description. The Human Resources Department will send the job requisition form and job description to the CEO for approval. Upon CEO approval, the Human Resources Department shall advertise the position.
- (2) Tribal Council must approve revisions on all regular job descriptions, except as provided in STC § 2.825(b)(4). The Human Resources

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Department will review the job description for consistency with hiring policies and procedures. Following the review, the Human Resources Department will notify the manager of any changes and determine a closing date and appropriate advertising medium.

- (3) The CEO has the authority to fill temporary vacancies that do not exceed 120 days without following the advertising and competition procedures described in this manual. A job requisition form must be submitted by the supervisor, and approved by the CEO for any temporary position.
- (4) Temporary vacancies exceeding 120 days, which include replacements for employees on maternity leave, prolonged illness, or other unscheduled long-term absence must be approved by Tribal Council. Recruitment will occur to identify more than one qualified candidate. The supervisor will submit selections, and the CEO will approve the selection.

(d) Reassignment

- (1) The CEO may initiate or approve employee job reassignments from one job to another, or from one location to another if all of the following conditions are met:
 - (A) The employee's position is being eliminated due to organizational restructuring or loss of funding or the employee has a documented medical condition that prohibits the employee from performing the essential duties of their position.
 - (B) The employee has not been working under a grant provided by an outside entity of limited duration, other than a self-governance contract, for a period of less than three years.
 - (C) The Tribe has employed the employee for at least one hundred and eighty (180) days.
 - (D) The employee has not received any disciplinary action for the past one hundred and eighty (180) days.
 - (E) There is a current job vacancy, and the employee meets the requirements as stated in the job description. If the reassignment request is based upon a medical condition, the Tribe shall require a physician's statement to verify the employee's ability to perform the essential duties of the new position.

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- (2) The employee will be eligible for a reassignment once the event giving rise for the need of a reassignment is documented. If two or more employees are eligible for a reassignment into one job vacancy, the interview process will be conducted.

(e) Advertisement and Recruitment

- (1) The Human Resources Department will advertise vacancies for a period of at least two weeks. Vacancies may be advertised utilizing the following resources: Tribal newsletters and/or newspapers; other tribes and native organizations; local newspapers; professional publications/newsletters; local Indian organizations, schools, and training institute postings; and websites.
- (2) Whether to re-advertise a position due to lack of qualified candidates shall be up to the discretion of the Human Resources Department and the hiring manager.

(f) Submission of Job Application

- (1) An applicant must submit a current, updated Tribal employment application to be considered for a position with the Tribe. An applicant will be required to submit an employment application for each position they desire to apply for. Applications will remain on file for one hundred and eighty (180) days. Applicants will be required to show and demonstrate that they meet the qualifications of the job description, and submit the required supplementary material required in the job announcement in order to be considered for an interview for any job vacancy.
- (2) Incomplete applications will be returned to the applicant for completion.
- (3) Job applications must be received by the close of business as set forth in the job announcement. The Human Resources Department shall track the date and time that applications are received.

(g) Applicant Screening

The Human Resources Department will conduct initial screening of all employment applications and determine candidate eligibility for the applicable role. The Human Resources Department will make initial selections on which applicants to interview and

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will send those selections to the hiring manager. The hiring manager will communicate their agreement or any disagreements with the selections to the Human Resources Department, and the Department has discretion whether to consider the hiring manager's comments. The Human Resources Department has the final authority to determine the final selections on which applicants to interview. Once interview candidates have been selected, the hiring manager shall identify an interview date. The Human Resources Department staff will schedule applicable testing and interviews.

(h) Interview Committee Formation

- (1) For all positions, a committee shall be appointed of not less than three members including the immediate supervisor of the position being filled.
- (2) No employee will be eligible to participate as a member of the interview committee if they are an immediate family member of the applicant. Immediate family member is defined as: parents, children, spouses, siblings, or any other person living in the same household. Adoptive family members are included in this definition.
- (3) The hiring manager will appoint the interview committee, which shall consist of at least three (3) members. The Human Resources Department will verify eligibility of the appointed members, and notify the hiring manager if an appointed member is ineligible and another appointment is necessary. The maximum number of people on any interview committee shall be seven (7). The interview committee must include the departmental manager and a departmental supervisor. The interview committee may also include a Tribal Council member, a Standing Committee member, other staff, or outside professionals depending on the nature of the role. Interview committees may move forward with interviewing candidates if they have less than three members due to the unexpected absence of an initial appointee.

(i) Notification to Applicants Not Selected for Interview

- (1) The Human Resources Department will ensure that all applicants not selected for an interview are notified in writing prior to the interview date(s).
- (2) If an enrolled Siletz Tribal Member is notified that they do not meet the minimum job requirements for a position, and they disagree with that decision, the applicant shall have five (5) working days from the date on the notification letter to submit a written appeal for reconsideration to the

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CEO. The CEO will review the applicant's application to determine if they did meet the requirements. If the CEO determines that the applicant did meet the requirements, the applicant's name will be added to the interview list. The CEO's decision on whether the applicant meets the requirements of the position shall be final for the Tribe.

(j) Reference Checks.

- (1) The Human Resources Department will conduct reference checks on those applicants selected for an interview. To the extent possible, reference checks will be available to the committee for viewing prior to the interview.
- (2) Tribal managers and/or supervisors who receive internal requests for reference checks shall complete those checks with candor, within five (5) working days of receipt. The manager or supervisor may seek assistance from the Human Resources Department or the Legal Department for any questions regarding reference checks. Failure to promptly complete internal reference checks may be grounds for disciplinary action.

(k) The Interview Process.

- (1) Department heads, managers, and supervisors may submit updated interview questions to the Human Resources Department at any time. Prior to the interview date, the Human Resources Department will prepare the interview questions for that interview, based off of the interview questions currently on file. The Human Resources Department will review the interview questions, and any testing material to ensure they are in line with the qualifications as stated on the job announcement and other Tribal policies. The hiring manager and immediate supervisor for the position will have an opportunity to communicate proposed question changes to the Human Resources Department. The interview committee shall only ask applicants the questions prepared by the Human Resources Department.
- (2) At a minimum, during the interview process, the applicant will be asked the following:
 - (A) To state the specific nature of their experience that relates to their ability to successfully complete job duties;
 - (B) Whether the applicant can perform the essential duties of the job, and;

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- (C) Whether the applicant has any objections to undergoing a drug screen prior to employment.

The Human Resources Department will maintain the interview committee's records of each applicant's responses to the questions.

(l) Recommendation for Hire

- (1) After the interviews are completed the interview committee will review all relevant material and make a recommendation for hire.
- (2) In determining the final selection, committee members should evaluate candidates on the following bases:
 - (A) Applicant's complete application and responses to interview questions.
 - (B) Extent to which the applicant's listed experience and abilities are related to the job opening and are verifiable.
 - (C) Applicant's work record with particular emphasis on stability, dependability, and potential for growth.
 - (D) Whether an applicant meets the job requirements and can perform the job duties of the position.
 - (E) Applicant's general conduct during the interview, with principal emphasis on the applicant's ability to work with the Tribal Council, community, Tribal employees, and other agencies; and their ability to meet general rules of conduct for all employees. After completing the interview process, the interview committee will forward all interview notes, records, along with the recommendation for hire, to the Human Resources Department.
 - (F) All information, selection, interview notes are confidential. No decision is final until approved by the CEO.

(m) Final Authorization for Hire

- (1) After reviewing the interview committee's recommendation, the Human Resources Department will forward the selected applicant's file to the

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CEO. The CEO will review and, if acceptable, sign off on the hiring recommendation.

- (2) In the event that an applicant is recommended for hire over another applicant who may be entitled to preference under STC § 2.889, the interview committee is required to document, in writing, the reason for such decision.
- (3) If the CEO disagrees with the interview committee's recommendation, the CEO will convene a meeting with the committee to discuss their concerns.
- (4) The final authorization for hire rests with the CEO and is considered final for the Tribe.

(n) Hiring

- (1) After the CEO's signature is obtained, the Human Resources Department will notify the applicant of their selection, and schedule an appointment for them to undergo a drug screen and run a criminal history check. Upon verification of a satisfactory drug screening and criminal history approval, the Human Resources Department will set up an orientation appointment for the new employee.
- (2) In the event that the person selected refuses the job offer or terminates employment within ninety (90) days, the CEO is authorized to use the same interview list to fill the position. The Human Resources Department can, after the CEO's approval, offer the position to the interview committee's next choice.

(o) Non-Selection

Applicants not selected for the position will be notified by the Human Resources Department as soon as the final offer of employment is accepted. There are no appeal rights for non-selection.

(p) Personnel Action Notices

A new hire Personnel Action Notice (PAN) will be created by the Human Resources Department. The PAN will include salary, position, evaluation dates, funding sources and previous tribal employment from the applicant's application. Since the CEO has signed the rating form for the approval of hiring, new hire PANs will not require CEO signature.

PART 4 EMPLOYEES TRAINING AND ORIENTATION

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It is the policy of the Siletz Tribe to encourage all employees to continue educational endeavors, to improve their skills, and to pursue advancement in their job status.

§ 2.826 NEW EMPLOYEE ORIENTATION

All new hire employees are required to attend a mandatory New Hire Orientation and Benefits Orientation.

- (a) An orientation program will be developed by the Human Resources Director to acquaint each new employee with Tribal government and to familiarize them with their jobs. Each employee's supervisor will be responsible for assuring that the orientation program is carried out.
- (b) At a minimum, the orientation program will include the following:
 - (1) An opportunity for the employee to read and ask questions about this manual.
 - (2) An opportunity for the employee to read Tribal government materials that are relevant to the employee's job; including work plans, program contracts and grants, annual reports, and program budgets.
 - (3) An opportunity for the employee to meet other Tribal employees, representatives, and officials which whom the employee will work with.
 - (4) An opportunity for the employee to resolve any questions about the work for which the employee is responsible, either through the employee's direct supervisor or through another Tribal employee.
 - (5) Information about the importance of work-related safety, and the employee's responsibility for following safety practices.

§ 2.827 SKILL DEVELOPMENT AND TRAINING - EMPLOYEE DEVELOPMENT PLAN

- (a) The employee and their immediate supervisor may develop an annual Employee Development Plan (EDP) which outlines the employee's need for training and education to improve their performance relating to their current position, prepare the employee for future promotional opportunities, or maintain required professional certifications. Training and education shall be defined as continuing education, conferences, seminars, and professional training. The

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immediate supervisor approves the EDP. An approved EDP does not constitute approval for specific travel or training.

- (b) Training requests must be submitted and approved by the employee's immediate supervisor, program manager, and the Chief Executive Officer. Out-of-area training requests must follow the procedures outlined in the Travel Policy. Training requests will be evaluated on the length of time the employee will participate in the training, and the overall benefit to the Tribe. Employees within their probationary period can attend training with appropriate approvals.
- (c) If feasible, each program is responsible for determining and including training funds in their program budgets. Approval of funding for training does not constitute approval of training.

PART 5 PERFORMANCE EVALUATIONS

§ 2.828 TIMING OF EVALUATIONS

- (a) Evaluations will generally be held at the designated times indicated in this section, but may be conducted at other times upon the request of evaluating staff and approval by the Human Resources Department. The due date for all performance evaluations is the fifth business day after the relevant anniversary date giving rise to the evaluation.
- (b) All new employees shall have a performance evaluation after the first ninety (90) days of the probationary period. A salary increase will not be received at the midpoint evaluation. If the midpoint evaluation would fall on a Tribal holiday the evaluation shall be performed on the next available workday.
- (c) All new employees will be evaluated upon completion of their probationary period, which will be their one hundred and eighty (180) day evaluation. If the probationary evaluation would fall on a Tribal holiday the evaluation shall be performed on the next available workday.
- (d) All other employees will be evaluated on the anniversary date from their one hundred and eighty (180) day evaluation. If the annual evaluation would fall on a Tribal holiday the evaluation shall be performed on the next available workday. Evaluations are to be completed and submitted with the appropriate signatures to the Human Resources Department on the anniversary date of when the employee obtained regular employee status.
- (e) Evaluations that are not completed within forty-five (45) days of due date will be

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considered satisfactory and a Personnel Action Notice (PAN) will be completed to include the normal step increase if applicable. Evaluations not performed within the 45-day window will be considered untimely. Untimely completion of evaluations without an approved extension from the Human Resources Department may subject supervisors and/or managers to disciplinary action and will affect their own evaluation. Failure to complete evaluations within forty-five (45) days of due date without good cause will result in the supervisor and/or manager being ineligible for their next merit incentive.

- (f) An evaluation PAN will be created by the Human Resources Department. The PAN will include any salary increases, position changes, evaluation dates, and funding source. Since the Chief Executive Officer has signed the evaluation form, evaluation PANS will not require CEO signature.

§ 2.829 PROCEDURES FOR EVALUATIONS

- (a) The immediate supervisor will complete an Evaluation Form for each employee. A draft evaluation will be reviewed by the second line supervisor, if applicable, prior to conducting the evaluation with the employee. At this point, any second line supervisor, including area office supervisors, may add input, as they deem appropriate. The supervisor and the employee will then meet to review and discuss the final evaluation. After the review and discussion is complete, the employee shall sign the evaluation to acknowledge the review took place. The employee may include a written response to the evaluation. The employee's written response must be submitted to the employee's immediate supervisor and the Human Resources Department within ten working days after the completed review. The Human Resources Director and the CEO shall have discretion to review the final evaluation and the employee's written response and determine whether the employee should be reevaluated.
- (b) Evaluations will be based upon an assessment of the employee's job responsibilities and performance.
- (c) Each evaluation will result in a determination by the supervisor that the employee's work is rated as follows in specific evaluation categories:

- Distinguished – 5
- Commendable – 4
- Satisfactory – 3
- Needs Improvement – 2
- Unacceptable – 1

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The employee's overall rating will be the average of the scores in each evaluation category on the Evaluation Form. Overall ratings shall be rounded up. For example, an overall rating above 4.5 qualifies as distinguished, above 3.5 qualifies as commendable, and so on.

- (d) If any employee's overall rating is satisfactory, at the employee's request, the supervisor should identify those areas of the employee's performance which can be improved.
- (e) If an employee's overall rating is needs improvement or unacceptable, the supervisor will identify those areas of the non-probationary employee's performance which must be improved and develop a work plan to cover the following ninety (90) day period, at which time another evaluation will be conducted. Upon adequate completion of the work plan, the employee will be re-evaluated and if their overall rating is satisfactory they will receive their step increase from the date of that evaluation. The normal evaluation date will not change.
- (f) If an employee's overall rating is unacceptable, the employee may be discharged from Tribal employment.
- (g) If the employee is on probation, performance that could be rated as needs improvement or unacceptable may result in termination of employment. Termination of a probationary employee need not, however, specify a reason for such termination.
- (h) A non-probationary employee who disagrees with their evaluation may appeal the evaluation under the terms of the Employee Appeal Procedure.
- (i) Tribal Council will evaluate employees that they directly supervise.
- (j) The Human Resources Department may alter the evaluation process, with approval of the Tribal Council to fit the needs of different job positions.
- (k) The Human Resources Director shall periodically review performance of the evaluation process to ensure that it is accomplishing the purpose of encouraging superior employee performance. The Human Resources Director may suggest changes in the evaluation process from time to time as appropriate and such changes shall be included in this manual after approval by the Tribal Council.

PART 6 SALARY ADMINISTRATION

§ 2.830

SALARY SCHEDULE

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- (a) The salary schedule (see Appendix B) will be reviewed annually by Tribal Council, and may be adjusted for cost of living adjustments (COLAs) or other increases if Tribal Council so decides. Employees who reach the end of their salary scale are only eligible for approved COLAs.

- (b) Pay Differential Policy:
 - (1) Intent: Authorize the CTSI Chief Executive Officer to implement a Pay Differential Policy in an effort to appropriately compensate employees for reasons listed below. Not addressing pay differentials related to such reasons can cause pay disparity and inequity. Pay differential may be needed in order to recognize:
 - (A) Recruitment and retention difficulties.
 - (B) Undesirable work location or ship assignment.
 - (C) Performance of atypical duties.
 - (D) Recognition of special but temporary responsibilities.

 - (2) Definition: “Pay Differential” - A special additional pay recognizing unusual competencies, circumstances, or working conditions applying to one or a group of employees.

 - (3) Policy: The CEO may authorize a pay differential not to exceed ten percent of the base salary to address the situations listed under the intent of this policy. Under an approved emergency declaration, the CEO may authorize a pay differential not to exceed twenty percent of the base salary. The CEO, in consultation with the Human Resources Director, may consider the following when determining whether a pay differential is appropriate and to determine an appropriate differential amount:
 - (A) Are the duties included in the employee job description? If the duties in question are expected to be permanent, a revised job description shall be drafted, rated, and presented to Tribal Council for approval. If the duties are temporary, attempts will be made to hire temporary staff.

 - (B) Is the employee temporarily assuming full responsibility of an unoccupied position as the interim holder instead of their regular

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position? The CEO shall consider the additional duties and hours dedicated to the interim position that are assumed.

- (C) Whether a supervisor temporarily assumes responsibilities for a subordinate employee.
 - (D) Whether an employee temporarily assumes responsibilities of a position that is either paid equal or paid less than their regular position. An increased workload in these situations should be addressed by workload redistribution and/or hiring temporary staff.
- (4) The employee or supervisor must submit a Pay Differential Request Form to the Human Resources Director. The form must include:
- (A) Copies of relevant job descriptions(s).
 - (B) A list of the higher-level responsibilities.
 - (C) The number of hours which are devoted to, or expected to be devoted to, the additional higher-level responsibilities, plus the number of hours in the employee's work week.
 - (D) The time period during which the subject employee is expected to perform the additional higher-level responsibilities (including beginning and end dates).
 - (E) Explanation of the need for higher-services compensation (as opposed to permanently filling the position or other alternatives).
 - (F) The plan for ending the temporary responsibilities.
 - (G) Identify an appropriate budget.
- (5) If the pay differential is approved, the CEO will direct the Human Resources Department to process a PAN outlining the pay differential amount and timeframe. If an extension is required beyond the approved timeframe, approval will be required to continue the pay differential with a new plan. The Human Resources Department will track pay differential approvals and report monthly to Tribal Council. If the request is not approved, the Human Resources Director will provide the employee or supervisor a written decision including recommendations to address the justifications included on the Request Form. This decision is final for the

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Tribe.

§ 2.831 **NEW EMPLOYEES**

Salaries for new employees are established within the ranges of the established salary schedule. At the recommendation of the department supervisor, new employees will be placed on the salary scale at Tribal Level Step One for the established pay grade. If program budgets permit, new employees may be placed on the salary scale based on the Hire-In tool, at a step no higher than five. The Hire-In tool factors in years of education, years of direct experience and professional certifications directly related to the position.

§ 2.832 **MERIT INCREASES AND MERIT INCENTIVES**

- (a) Merit Increase: Merit Increases are given upon receipt of a satisfactory performance evaluation at the conclusion of the probationary period and thereafter based on satisfactory performance on subsequent evaluations and upon availability of funding. The general guidelines for merit increases are as follows:
- (1) Satisfactory performance evaluation at completion of one hundred and eighty (180) day probation period: 2.5% increase.
 - (2) Satisfactory performance on subsequent performance evaluations: One step 2.5% increase for steps 1 – 7. At step 8, step increases will occur every other year until the employee has reached step 13 and will remain at 2.5%. The overall performance evaluation rating must be satisfactory or better for an employee to be eligible to receive the step increase.
 - (3) If the overall evaluation rating is below Satisfactory, (rating lower than 2.6), then the employee will be ineligible to receive a step increase based on their evaluation.
- (b) Merit Incentive: Within the limits of available funds, departments may budget for merit incentives based on employee job performance. Merit incentives may be granted to employees for commendable job performance as determined by the employee's supervisor(s) and manager(s). Commendable job performance means that all of the employee's job elements have been performed in a manner substantially exceeding normal requirements.

Merit incentives shall not exceed 3% of the employee's gross wages. Merit incentives will be awarded based upon the individual employee's performance. Recommendations must be submitted by the employee's immediate supervisor to the employee's department manager, unless the employee's immediate supervisor

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is the department manager. The department manager must submit approved merit incentive recommendations to the Chief Executive Officer for final approval. Merit incentives for the CEO must be recommended by a member of Tribal Council, and approved by the Tribal Council.

Merit incentives approved by the CEO will be disbursed bi-annually in June and December. Employees with less than a year of service are not eligible to receive a merit incentive. An employee who receives a merit incentive is not eligible to receive another merit incentive for three years from the date of disbursement.

The Human Resources Department is responsible for monitoring and assuring the consistent and equitable application of merit incentive procedures throughout Tribal government. The CEO may reject any recommended merit incentive that they believe is not supported by performance evaluations or other indicators of employee performance, or that they believe is not in the best interests of the Tribe.

§ 2.833 CHANGE IN JOB ASSIGNMENT

A job assignment may change due to position reclassification, temporary transfer, or being selected through the hiring process for another position within Tribal administration. When an employee is assigned to a new Tribal Level (TL), their anniversary date of employment will change to the effective date of the new Tribal Level assignment.

§ 2.834 POSITION RECLASSIFICATION

Additional job duties may be assigned to a position, if it is the job within the department to which the responsibility logically would fall. Revised job descriptions must be submitted by the supervisor with a written justification that outlines the changes, which have been made in the job and the reasons for the changes. In addition, an employee may request to their immediate supervisor that their position description be updated and re-evaluated due to a permanent change in job duties and responsibilities that have occurred over a period of time. The supervisor, manager, Chief Executive Officer, and Tribal Council must approve all revisions. The Tribal Council has final approval for job description revisions, except as provided in STC § 2.825(b)(4).

If the position is reclassified and warrants a Tribal Level increase, the employee's current pay will be increased by two percent and then located on the higher Tribal Level. If the pay increase is substantial, and cannot be located on the new Tribal Level, then the employee will start out at step-one of the new Tribal Level. If the position is reclassified and it warrants a pay decrease, the employee's current compensation will remain frozen until it comes in line with the new Tribal Level.

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§ 2.835 TEMPORARY ASSIGNMENTS

An employee who is temporarily assigned to a different position will receive their current salary/wage if the temporary position is paid at a lower rate. If the position is paid at a higher rate, and the employee can perform all of the duties in the job description, the employee will be paid at the higher rate assigned to the temporary position. If the employee cannot perform all of the duties in the job description, a modified job description will be developed and evaluated for the appropriate compensation.

§ 2.836 HIRED FOR A NEW POSITION

- (a) If an employee is selected for another position within Tribal administration, the employee will be paid at the same rate if the position is classified at the same Tribal Level and current step.
- (b) If the new position is at a higher Tribal Level, the employee's current pay will be increased by two percent and then located on the higher Tribal Level. If the pay increase is substantial, and cannot be located on the new Tribal Level, then the employee will start out at step one.
- (c) If the new position is at a lower Tribal Level, then the employee's pay will be lowered to reflect the new Tribal Level. The employee will maintain their current step for satisfactory performance and years of service.
- (d) All new hires will serve the one hundred and eighty (180) day probation period, unless specifically stated in the job description.

PART 7 EMPLOYEE RECOGNITION AWARDS

§ 2.837 GOAL OF RECOGNITION AWARDS PROGRAM

The Employee Recognition Award Program has been designed and implemented to recognize employees whose individual or group efforts have increased the efficiency, economy, or effectiveness of Tribal government operations; and/or recognize employees for their outstanding performance of official or non-official duties.

§ 2.838 EMPLOYEE RECOGNITION AUTHORITY

The Human Resources Department is responsible for soliciting and determining nominations and eligibility for employee recognition awards.

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§ 2.839 NOMINATIONS AND AWARDS

- (a) Nominations for Spot Awards may be made at any time and will be approved or denied as soon as practicable following nomination.
- (b) Nominations will be solicited from all employees on an annual basis for the following awards:
 - (1) Employee Suggestion/Invention Award
 - (2) Special Acts or Service Award
 - (3) Time Off Award
 - (4) Extra Effort Award
 - (5) Performance Bonuses

An Employee(s) of the Year may be selected from new nominations or nominations received for all categories throughout the year.

- (b) **Nominators, Staff, Managers, and Supervisors Responsibilities**
 - (1) Recognize employees for specific achievements.
 - (2) Ensure recognition is distributed equitably and based in appropriate justification.
 - (3) Consider input from appropriate sources when making recognition decision.
 - (4) Recognize contributions in a timely manner.
 - (5) Emphasize the importance of teamwork through recognition of group accomplishments.
 - (6) Use non-monetary recognition as an alternative to monetary awards for specific achievement or when monetary awards are not authorized.
 - (7) Promote the recognition program by encouraging employee participation, arranging for appropriate presentations and periodically publicizing recognition activities.

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- (8) Forward suggestions and inventions to the appropriate parties for evaluation.
- (9) Review nominations to ensure that the recognition is linked to the contribution and that the award amount accurately reflects the value of the contribution.

§ 2.840 ELIGIBILITY

All full time, part time, and seasonal Tribal employees are eligible to receive recognition awards. WEX, summer youth employees, interns, volunteers, judges, and Tribal Council are not eligible to receive recognition awards. Temporary employees are eligible for spot awards, but not for other recognition awards.

§ 2.841 AWARD PRESENTATION AND PUBLICITY

To be effective, presentation of awards should be made by the Chief Executive Officer before staff meetings or employee assemblies whenever possible. In-house publications and bulletin boards to publicize the achievements of award recipients are encouraged.

PART 8 EMPLOYEE CLASSIFICATION

§ 2.842 CLASSES OF EMPLOYEES

Employees of the Confederated Tribes of Siletz Indians are classified in the following categories.

- (a) **Probationary Employee (new and disciplinary)**
 - (1) New employees will serve a one hundred and eighty (180) day probationary period to determine their suitability as a Tribal employee. If extended leave of absence or layoff occurs during the probation period, the probationary period will be extended by an equivalent amount of time. A probationary employee may be terminated at any time during the probationary period only by the recommendation of the employee's supervisor and/or manager and the approval of the Chief Executive Officer. Supervisory and managerial staff shall document reasons for termination of a probationary employee.
 - (2) Probationary employees accrue sick and annual leave during their probation period; but may not use any leave during the first ninety (90)

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days of the probation period. Any absences during the first ninety (90) days of the probation period will be designated as Leave Without Pay. All leave (annual/sick/funeral/administrative) will be forfeited if the employee is terminated during the probationary period. Where an employee has had a change of position with no break in service, the employee will be eligible to use accrued Annual or Sick leave during the first 90 days with supervisor approval.

- (3) Employees who have previously worked for Tribal Administration shall be treated as a new employee in any new position.
- (4) At the completion of the employee's probationary period, the employee's supervisor will evaluate the employee's performance under the procedures of this manual and shall recommend to the CEO if the employee is entitled to regular employee status or if the employee should be terminated.
- (5) Except for alleged substantive constitutional violations, administrative error, or discrimination in the termination or a disciplinary process, probationary employees shall have no right to appeal any disciplinary action taken during the probationary process under other sections of this manual. The extent of a probationary employee's appeal rights shall be set out in any disciplinary or termination notice.

(b) Regular Employee

- (1) A regular employee is a part-time, part-time/on-call (part-time schedule hours and on-call up to 40 hours), or full-time employee who has been retained in their appointed position after the successful completion of their probationary period. Regular employees shall be subject to the disciplinary procedures set forth in this manual.
- (2) A regular employee may include employees who are employed on a seasonal basis. It is not necessary to re-advertise to fill such positions after a seasonal layoff. Such employees shall accrue leave and other benefits provided to regular employees only during their period of active employment.

(c) Temporary Employee

An employee, other than seasonal worker, hired for up to one hundred and twenty (120) days on either a full-time or part-time basis. Temporary employees are not eligible for annual, holiday, administrative, or sick leave; life and disability

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insurance, health insurance, or retirement benefits. The CEO can authorize appointment of a temporary employee whenever a short-term vacancy occurs, or when they determine it to be in the best interest of the Tribe. A temporary position may be filled without following the advertising and competition procedures described in this manual.

(d) Limited Duration Employees

An employee hired for a limited duration of time as specified by need or grant funding. Limited duration positions shall be eligible for annual, holiday, administrative, or sick leave, life and disability insurance, health insurance, or retirement benefits. Limited duration employees shall be subject to the one hundred and eighty (180) day probationary period. In the event that additional grant funding is received that continues supporting the ongoing grant objectives, the employee will retain their position and a break in service will be allowed up to ninety (90) days where grant funding lapses. If a limited duration position becomes a regular funded position, the position will be re-advertised and filled through the regular Tribal hiring process. Limited duration positions that are extended by department funding for the completion of the project must be approved in advance by the CEO.

(e) On-Call Employees

An employee is considered on-call when they do not have a fixed schedule and are utilized for periods when regular staff are unavailable, or during peak hours. On-call employees are not eligible for insurance benefits. On-call employees who work over 1,000 hours in a calendar year will be eligible to participate in the Tribe's retirement plan. On-call employees are not eligible for annual, holiday, administrative, or sick leave, life and disability insurance, health insurance, or step increases (except for COLAs, if approved).

(f) Seasonal Employees

A regular employee who works full or part-time for a specified period of time each calendar year shall be considered a seasonal employee. Seasonal employees are eligible for annual and sick leave according to Tribal policies, but are not eligible for retirement or health benefits unless they work for one hundred and eighty (180) days or longer during each calendar year. Seasonal employees will not accrue annual and sick leave during periods of non-employment. Retirement and health benefits will be suspended during periods of non-employment unless the employee pays the premiums. Head Start employees shall receive health/dental, disability, & life insurance benefits during the summer break if they

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are otherwise eligible for coverage immediately prior to the start of the break.

(g) Detached Duty Employee

An employee assigned from another agency (such as the Bureau of Indian Affairs, or Indian Health Service) to work within the Tribe shall be considered a detached duty employee. A detached duty employee will work within the functional policies in this manual, but will receive compensation and personnel benefits under the provision of the assigning agency.

(h) Exempt Employee

Exempt employees are employees who, because of their position, duties, responsibilities, and level of decision-making authority, are exempt from the overtime provisions of this manual. In general, exempt employees are not required to submit timesheets unless they are utilizing leave. Exempt employees may be required to submit timesheets to account for funding requirements or to track hours worked.

Exempt employees are expected to work the hours that are reasonably necessary to accomplish the goals and deliverables of their position. Thus, exempt employees have more flexibility in their schedules to come and go as necessary to accomplish work than non-exempt employees, because they typically end up working more than 40 hours per week as a result of their job requirements.

(i) Non-Exempt Employee

Non-exempt employees are subject to all relevant provisions of this manual including the policies covering overtime, flex time, and compensatory time. Non-exempt employees are normally required to account for hours and fractional hours worked and are paid for all hours and fractional hours worked.

(j) 477 Training Employees (WEX)

The CEO may establish opportunities for Tribal members and other Indian applicants in need of work experience to enter the Tribal government work force through a 477 program. The 477 participants, who satisfactorily complete a related work experience placement, may be hired by the CEO in an entry level position without regard to formal recruitment and selection policies. The CEO is authorized to use the 477 program to fill entry-level positions.

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(k) **Volunteers**

A volunteer is an individual who performs a service for the Tribe, but does not receive compensation from the Tribe. Before a volunteer can begin work, they must sign a Volunteer Agreement, complete an application, undergo drug screening, and a criminal history check which will be maintained in the Human Resources Department. Volunteers are not considered employees of the Tribe, and are not entitled to Tribal employee benefits.

(l) **Job Share**

Job share means that two (or more) employees share the duties and benefits of one full-time job. Each employee in a job share arrangement is considered a part-time employee. Job share is permitted if beneficial to the Tribe. Leave will be pro-rated based on hours worked. Other benefits will be based on eligibility requirements of the specific benefit. At no time will combined benefits exceed one (1) full time equivalent.

(m) **Student Interns**

A student intern is an individual who can be compensated or not compensated and is a student working for the Tribe to gain work experience in a field of study. These individuals are considered work experience employees and are not eligible for Tribal employee benefits, unemployment benefits, and are usually tax exempt.

PART 9 EMPLOYEE LEAVE POLICY

§ 2.843 ANNUAL LEAVE ACCRUAL & SELLBACK

(a) Regular full-time Tribal employees will accrue annual leave based on their length of employment with Tribal Administration, as follows:

Annual leave earned per month -	(1) Up to 2 years	8 hours
	(2) 2 to 4.99 years	10 hours
	(3) 5 to 9.99 years	12 hours
	(4) 10 to 19.99 years	14 hours
	(5) 20+ years	16 hours

(b) Regular part-time Tribal employees will accrue prorated annual leave based on the number of hours worked compared to the full-time equivalency.

(c) Regular employees will be paid for accrued annual leave upon termination of

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employment. New probationary employees who are terminated shall not be paid for annual leave accumulated during their probationary period.

- (d) Each Tribal employee will provide their supervisor with at least 24 hours advance notice of planned absences and will obtain the approval of their immediate supervisor before taking annual leave. Probationary employees will accumulate leave at the regular rate; but may not use their annual leave during the first ninety (90) days of the probation period. After the 90-day period, the immediate supervisor may approve the use of annual leave. Employees with no break in service will be eligible to use accrued annual or sick leave during the first 90 days with supervisor approval.
- (e) Employees who voluntarily terminate employment with Tribal Administration and employees who are laid off and are subsequently re-hired will be considered a new employee, but will retain their annual leave accrual rate.
- (f) Employees who are transferred, promoted, or accept another position within Tribal Administration will maintain their current hourly leave balance and annual accrual rate.
- (g) Annual Leave sellback: Available 2 times per year:
 - (1) Last pay period in May, and/or
 - (2) The first or second pay period in December.
- (h) Annual Leave Sellback Requirements:
 - (1) Must have used 20 hours of annual leave prior to the last pay period in May to qualify for a sellback in May, and 40 total hours of annual leave during the calendar year to qualify for sellback in December.
 - (2) After sellback, must have combined annual leave or sick leave balance of at least 40 hours.
- (i) Annual Leave Sellback form will be prepared and signed by the employee. Sellbacks are subject to the approval of the supervisor and Chief Executive Officer.
- (j) Automatic Leave Sellback: Any employee carrying more than 320 hours as of the last pay date in December will have their excess balance automatically paid out to bring the balance down to 320 hours for the following calendar year.

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- (k) Sellback Calculation: Pay rate to determine the sellback amount will be the employees' normal pay rate as of the sellback date (i.e. it will not include any temporary differentials).
- (l) Emergency Use: Employee may request a leave sellback one time per calendar year for emergencies as determined by the supervisor and CEO. Annual leave requirements in section (h)(1) are not applicable to emergency use.

§ 2.844 **SICK LEAVE ACCRUAL**

- (a) Regular full-time Tribal employees accrue sick leave at the rate of 8 hours per month, up to a maximum of 320 hours. Regular part-time Tribal employees will accrue pro-rated sick leave based on the number of hours worked compared to the full-time equivalency. Accrued sick leave will not be paid to an employee upon termination, and sick leave is forfeited upon termination.
- (b) Probationary employees will accrue sick leave, but may not use their sick leave during the first 90 days of the probation period. After the 90-day period, the immediate supervisor may approve the use of accrued sick leave. Employees with no break in service will be eligible to use accrued sick leave during the first 90 days with supervisor approval.
- (c) Sick leave is authorized only for medical necessity relating to the employee or an employee's immediate family member, and may be used for the following purposes only:
 - (1) Illness;
 - (2) Appointments with health care providers;
 - (3) Hospitalization or outpatient treatment; or
 - (4) Quarantine based on exposure to contagious disease, when documented by a physician's statement.
- (d) Each Tribal employee will notify their immediate supervisor as soon as possible after the need for sick leave is known. The supervisor may require the employee to substantiate, by doctor's letter or similar document, that the sick leave was necessary. Sick leave of three (3) days or more duration shall require documentation by doctor.

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- (e) In addition to imposing disciplinary sanctions for abusing sick leave, the Chief Executive Officer may disallow sick leave unwarranted under this section and either charge it against an Employee's annual leave or consider it leave without pay. Sick leave may not be used by an employee in lieu of annual or other personal leave.
- (f) In cases where excessive absences of an employee are determined to be negatively impacting work performance, clients, the worksite, or the Tribe, the CEO shall have the authority to terminate employment.
- (g) Employees who are transferred, promoted, or accept another position within Tribal Administration will maintain their current hourly leave balance.

§ 2.845 HOLIDAY LEAVE

- (a) The following shall be recognized and observed as paid holidays for regular/Probationary Tribal employees. On the observance of these holidays by Tribal government, all Tribal offices will be closed. Tribal employees who are in leave without pay status the entire workday before or the entire workday following a Tribal holiday will not receive holiday pay for the Tribal holiday.
 - (1) New Year's Day
 - (2) Martin Luther King's Birthday
 - (3) President's Day
 - (4) Memorial Day
 - (5) Juneteenth
 - (6) Independence Day
 - (7) Labor Day
 - (8) All Treaty Day September 10th
 - (9) Indigenous Peoples' Day
 - (10) Veteran's Day
 - (11) Restoration Day

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- (12) Thanksgiving Day
- (13) Native American Heritage Day
- (14) Christmas Day
- (b) In addition to the above holidays, the Tribal Council may close Tribal offices for other official holidays or commemorations. Such holidays shall be paid, unless decided otherwise by the Tribal Council.
- (c) Full-time regular and probationary employees will receive 8 hours of pay for Tribal holidays. Part-time Employees will receive pro-rated pay, based on the number of hours worked per week.
- (d) If a non-exempt employee is required and authorized by the Chief Executive Officer to work on an official Tribal holiday, the employee will receive 1.5 times the regular rate for the actual hours worked.
- (e) Tribal holidays will be observed on the same date such holiday is observed by the federal government or on such date as designated by the Tribal Council. If the Tribal holiday falls on a Saturday, it will be observed the previous Friday. If a Tribal holiday falls on a Sunday, it will be observed the following Monday.
- (f) Tribal employees are not encouraged to work on Tribal holidays. If they do, no additional compensation will be provided unless authorized in writing by their supervisor and the CEO, who may also authorize compensation time as set forth in this manual, as an alternative to paid compensation.
- (g) Temporary employees are not allowed to work any Tribal holiday or non-work day without a supervisor present and CEO approval.

§ 2.846 **FUNERAL LEAVE**

- (a) Regular full-time employees may use up to five days or 40 hours of funeral leave each calendar year. Funeral leave applies to the loss of an employee's human relative or loved one. Regular part-time employees may use pro-rated funeral leave based on the number of hours worked compared to the full-time equivalency. If additional days are required, the employee shall request permission from their supervisor to use accrued annual leave. Probationary employees will be granted funeral leave during their probationary period with supervisory approval.

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- (b) A Tribal employee who is designated by the Tribal Council to represent the Siletz Tribe at a funeral is entitled to receive their regular pay for such attendance without regard to the provisions of this section.

§ 2.847 **ADMINISTRATIVE LEAVE**

The Chief Executive Officer may approve paid leave for administrative purposes as follows:

- (a) **JURY DUTY:** Tribal employees who are required to serve on a jury will be entitled to administrative leave for the period of time such service requires. If the employee receives payment for such services, these funds will be surrendered to the Accounting Department, excluding any mileage payment.
- (b) **CULTURAL PRESENTATIONS:** Administrative leave may be taken for tribally-approved cultural presentations to outside agencies, such as schools and nursing homes, upon approval by the CEO. Employees are allowed up to one day, not to exceed 8 hours, per month.
- (c) **CULTURAL DAY:** Employees are authorized one cultural activity per year. Employees will receive 8 hours of administrative leave with supervisory approval per calendar year. Paycheck stubs will show at the beginning of each year 8 (eight) hours of Culture. Cultural time is not available for carryover nor is payable upon termination.
- (d) **OTHER:** Other types of administrative leave shall be approved at the discretion of the CEO. Except for the staff representative, employees who volunteer for Standing Committees will be required to use annual leave to attend committee meetings, related training, and committee functions, if necessary.
- (e) **SAFETY DAY:** An employee who completes one year of employment without any lost time due to injury shall be awarded a paid day off (Safety Day). New employees will be eligible for a safety day after they complete one year of service from their original hire date. After one year of service, time will be allotted by calendar year. Paycheck stubs will show at the beginning of each year 8 (eight) hours. Safety time is not available for carryover nor is payable upon termination. If injured with a lost time injury, the leave balance will reset to zero and the employee will not be eligible for a safety day until the beginning of the following year.
- (f) **VETERANS HONOR GUARD:** Administrative leave may be taken for approved veteran presentations upon approval by the CEO. Employees are allowed up to one day, not to exceed 8 hours, per month. CEO may approve additional time for

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memorial services. If employee is on administrative leave, employee is not eligible for stipend or honorarium.

- (g) **EMERGENCY:** Due to an emergency including but not limited to, natural disaster, earthquake, fire, tsunami, pandemic, or other emergency as declared by Tribal Emergency Declaration and shall be in effect until such time as the Emergency Declaration has been suspended.
- (h) **CROSS-DEPUTIZATION:** Employees whose job descriptions require them to participate or employees who have an approved request to participate in interagency or intergovernmental actions, such as firefighting services, shall be entitled to have paid or unpaid administrative leave approved for the time period of cross-deputization for such actions. If the employee receives compensation or pay from the partner agency or government, they shall either surrender those funds to the Accounting Department and take paid administrative leave or they shall keep those funds and take unpaid administrative leave, other than mileage reimbursement.

§ 2.848 LEAVE WITHOUT PAY

- (a) **Personal Leave**
 - (1) Personal Leave may be granted for the following reasons:
 - (A) Serious illness in the employee's immediate family requiring attention of the employee.
 - (B) Compelling personal business.
 - (C) Extreme personal emergencies.
 - (D) Approved absences during the first 90 days of the probation period.
 - (2) Requests for personal leave for less than two weeks shall be in writing on approved leave slips and submitted in advance to the employee's immediate supervisor, and shall contain reasonable justification for approval.
 - (3) Requests for personal leave in excess of two weeks shall be approved by the Chief Executive Officer, and will be processed with a Personnel Action Notice. In no case will personal leave be granted in excess of

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twelve months.

- (4) Employees must exhaust other available leave balances prior to making a request for personal leave. Personal leave is granted with the understanding that the employee intends to return to work upon completion of the leave and that the retention of the employee is desirable. If the personal leave is for longer than 30 days, the written approval for such leave shall contain a discussion of conditions, if any, for return of the employee to their prior position
 - (5) Requests for personal leave will only be granted when such leave can be scheduled without adversely affecting the operation of the Tribal Administration and when the needs of the employee are sufficiently important to offset the cost and inconvenience to the Tribal Administration. Personal leave will not be granted to allow an employee to work for another organization or company unless approved in writing by the CEO, with the concurrence of the Tribal Council.
 - (6) The employee embarking on personal leave is responsible for making necessary arrangements to continue participation in the group insurance plan during their leave.
 - (7) Employees on leave without pay will not accrue sick leave, annual leave, or length of service accrual in their absence.
 - (8) In cases where excessive absences of an employee are determined to be negatively impacting work performance, clients, the worksite, or Tribal Administration, the manager or supervisor shall have the authority to initiate progressive disciplinary action up to and including termination.
 - (9) A Personnel Action Notice must be completed to authorize the employee's return to work.
- (b) Military Leave
- (1) Military leave will be granted to a regular employee who is drafted into active duty with the Armed Forces of the United States. This section shall not cover voluntary enlistment in the Armed Forces. Voluntary enlistment in the Armed Forces Reserves and subsequent call-up shall be considered "drafted" under this section.
 - (2) Upon honorable discharge from such service, the employee shall return to

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a position in the same class as their last position held, at the salary rate prevailing for such class, without loss of seniority or employment rights. If it is established that they are not physically able to perform the duties of their former position by reason of such service, they shall be reinstated to other work that they are able to perform at the nearest appropriate group to the former classification if at all possible.

- (3) Application for reinstatement must be made to the CEO at least 90 days prior to separation from service. A decision on reinstatement shall be made prior to the separation date. Employees must report to work within 30 days following separation from active military duty.
 - (4) A regular full-time employee who is required to attend a summer encampment of the Reserve of the Armed Forces or the National Guard shall be granted a military leave for a period not to exceed thirty days in any calendar year.
- (c) Educational Leave
- (1) The CEO may approve educational leave not to exceed one year for such purposes as attending a special school or completing a college degree. Educational leave will only be granted when a training request and leave form have been completed. The Human Resources Department will verify that the educational request is job related, and that Tribal Administration feels it is in the best interest of the Tribe. The employee shall be entitled to reinstatement in their previous position at the end of the educational leave.

§ 2.849 SILETZ FAMILY/MEDICAL LEAVE

- (a) The Tribe has elected to provide Siletz Family Medical Leave with employer and employee responsibilities as described in this manual. The Human Resources Department will promulgate regulations implementing this section and describing procedures for employees.
- (b) Family/Medical leave may be granted for: the birth of a child; obtainment of a child through adoption or foster care; to care for an immediate family member with a serious health condition; or because the employee is unable to perform his or her job because of a serious health condition.
- (c) It is the policy of CTSI to grant up to twelve (12) weeks of Family/Medical leave during a fixed twelve (12) month period, to eligible employees. Family/Medical leave places the employee in a protected status, which means that the employee

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cannot be terminated. Family/Medical leave protected status is only available during the twelve (12) week period that Family/Medical leave is utilized. Employees may use accrued leave balances prior to or following the use of Family/Medical leave, subject to the normal approval processes for utilizing accrued leave.

- (d) In order to qualify for Family/Medical leave the employee must have worked for the Tribe for twelve (12) months, and worked at least 1250 hours in the previous twelve (12) month period. The twelve (12) month Family/Medical leave entitlement period shall be based on a fixed twelve (12) month period measured from the first day leave is taken.
- (e) Employees on Family/Medical leave will have their insurance continued in the same manner as if they were not on leave. Employees who are required to contribute to part of the cost of health insurance or who pay for supplemental coverage must make arrangements with the Human Resources Department for timely payments of premiums. Annual and Sick leave will not accrue while an employee is on unpaid Family/Medical leave.
- (f) Reasonable efforts will be made to place employees back into the same jobs they left upon return from approved leave. If the same job is not available, an equivalent position may be found. If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Tribe will require the employee to reimburse the amount paid for the employee's health insurance premiums during the leave period.

§ 2.850 ANNUAL LEAVE DONATION POLICY (DAL)

- (a) This program is designed to aid employees suffering from any illness or injury to the employee or to a member of an employee's immediate family member by enabling them to draw upon annual leave donated by other employees.
- (b) Employees may donate annual leave directly to another specified employee suffering from illnesses/injuries pursuant to the terms and conditions set forth by this policy.

The donated annual leave program is to allow Tribal employees to receive donated leave for certain life events. The maximum usage for donated leave is 22 days per calendar year from January 1st to December 31st. Employee may not use DAL and Short-Term Disability together.

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(c) The following is the Policy. Please Note: The following provisions apply to all donors and donor recipients in completing any Donated Annual Leave Program forms.

(1) DONATED LEAVE

Employees may donate accrued annual leave to another designated employee who meets the requirements of this policy as long as the donor has a sufficient leave balance to donate.

(2) DONATED LEAVE CONVERSION

The Accounting Department will convert the donated leave into cash value at the donor's rate of pay, then shall re-convert the cash value to hours of leave at the recipient's rate of pay, and then credit the recipient's account for the equivalent hours.

(3) ILLNESS

Donated leave may be used by a recipient only for an illness or injury of the recipient or of an immediate family member diagnosed by a physician and certified by the physician as rendering the employee or the member of the employee's immediate family unable to work.

(4) OTHER REQUIREMENTS

Before receiving donated leave time, the requesting employee shall: (1) have been a Tribal employee for at least ninety (90) days prior to the request; (2) have used all of their sick leave, annual leave, and Safety Day; and (3) have established medical justification, which must be renewed every 30 days.

(5) PROGRAM MANAGEMENT

The Human Resources Department has developed the following forms and process checklist for departments to implement the provisions of the policy:

- DL-1: Request for Donated Annual Leave
- DL-2: Request to Make a Direct Annual Leave Donation
- DL-3: Authorization to Release Information for Solicitation

(6) SOLICITATION FOR DONATED LEAVE

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- (A) Employees must complete the Donated Annual Leave application including the DL-3, "Authorization to Release Information for Solicitation Purposes." The DL-3 must contain the language the employee would like the Human Resources Department to include in the solicitation for donated leave.
 - (B) The Human Resources Department will issue a tribe-wide solicitation. The solicitation must contain the language provided by the employee.
 - (C) The Human Resources Department will process all donations received as the result of the Tribal solicitation.
 - (D) The Accounting Department will process approved donations.
- (8) EXCESS LEAVE DONATIONS

In the event that annual leave donations outweigh the employee's needs, the balance will be prorated and returned to the donor's leave balance. Donations will be processed in the order that they are received.

PART 10 DISCIPLINARY ACTION

§ 2.851 GENERAL PRINCIPLES

- (a) A Tribal manager, administrator, or supervisor may take disciplinary action, up to and including discharge, against Tribal employees when there is sufficient cause. A Tribal manager, administrator, or supervisor will have the discretion to determine whether or not there is sufficient cause for disciplinary action, and if so what level of discipline is appropriate within the guidelines set forth in this manual.
- (b) Whenever possible, discipline shall be of increasingly progressive severity. However, if an employee's misconduct is so egregious as to pose a threat to the physical safety of other persons, Tribal property, or to impair the operation of the program so as to render impractical their continued employment, the employee may be immediately discharged by the Chief Executive Officer.
- (c) A written notice shall be given to each employee for each disciplinary action, stating the reasons for the disciplinary action, the date it shall take effect, and the employee's appeal rights. The notice shall be given to the employee at the time such action is taken. With the exception of informal reprimands, a copy of all

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such notices, signed by the employee, shall be placed in the employee's personnel file and shall serve as evidence of delivery. If an employee refuses to sign the notice, such refusal shall be documented.

- (d) A non-probationary employee may appeal any disciplinary action, including discharge, under the relevant employee appeal policy set forth at STC § 2.868 of this manual.

§ 2.852 CONDUCT POLICY

- (a) **Introduction.** All employees and volunteers shall adhere to this Conduct Policy or be subject to the enforcement procedures outlined below. Tribal Council will follow their Ethics Policy and are not bound by this conduct policy.
- (b) **Tribal Identification Badges:** All employees must wear their tribal employee identification badges so that they are visible at all times. Additionally, employees must use their tribal employee identification to badge in and out of their workplace location at the beginning of the workday and throughout the workday if they leave the premises to create an electronic record of attendance.
- (c) All employees shall comply with and recognize the laws, policies, priorities, and procedures of the Tribe now in effect or issued in the future.
- (d) No employee shall use their position to threaten, intimidate, or attempt to influence another employee or any department in any manner inconsistent with the laws, policies, priorities, and procedures of the Tribe.
- (e) No employee shall deviate from established Tribal policies without written authorization of the employee's supervisor, or if the employee has no supervisor, the Tribal Council or their delegate.
- (f) Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interests of the Tribe. A failure to behave in accordance with such expectations may subject an employee to disciplinary action. Such conduct includes:
 - (1) Complying with all applicable laws (including criminal laws), policies, regulations or procedures. If the Chief Executive Officer has reasonable grounds to believe an employee has violated this subsection, where an investigation is ongoing, a conviction, guilty plea or plea of no contest has not been obtained, the CEO shall have the authority to place any employee directly involved with the investigation on suspension, with or without

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pay:

- (A) until an investigation is complete; or
 - (B) when an employee has been charged with a serious crime, pending resolution of any court proceedings related to the accusation of such crime.
- (2) Complying with all Tribal safety and security regulations.
 - (3) Maintaining work place and work areas cleanliness and orderliness.
 - (4) Treating all customers, visitors, and fellow employees in a courteous manner.
 - (5) Refraining from behavior or conduct deemed offensive, undesirable, or contrary to the Tribe's best interests.
 - (6) Failing to report to the employee's supervisor, and/or a designated management staff person, behavior or evidence indicative of conduct by fellow employees or clients in violation of any applicable laws, ethical obligations, or policies. The employee's supervisor shall immediately forward the report to the CEO.
 - (7) Modeling positive behavior when working with children and youth. This includes but not limited to, managing personal behavior when representing the Tribe or Tribal Programs, refraining from smoking and/or alcohol use during an event sponsored by the Tribe, and modeling appropriate language and conduct.
- (g) The following conduct is prohibited and will subject the individual involved to disciplinary action:
- (1) Reporting to work under the influence of alcohol and/or controlled substances, including narcotics, or the sale, use, distribution, or possession of alcoholic beverages and/or controlled substances or narcotics on Tribal property. This prohibition does not apply to prescription medications prescribed by a licensed physician to the employee.
 - (2) The use of profanity or abusive language.
 - (3) The possession of firearms or other weapons at the workplace, unless

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authorized otherwise by the CEO or applicable law.

- (4) Insubordination or the refusal by an employee to follow a supervisor's authorized instructions concerning a job-related matter.
- (5) Fighting or assault on a fellow employee or client.
- (6) Theft, destruction, defacement, or misuse of Tribal property or of another employee's property.
- (7) Altering without authority, or falsifying, any Tribal record or report.
- (8) Threatening or intimidating supervisors, Tribal officials, co-workers, or clients.
- (9) Violations of the dress code.
- (10) Engaging in any violation of the Productive Work Environment Policy.
- (11) Violating the procedures for disclosing confidential information as outlined in this manual, STC § 2.809, Confidential/Privileged Information.
- (12) Attempting to enter into a non-professional and/or non-consensual relationship with a subordinate employee, client, patient, consumer, and/or contractor.

The examples provided above are illustrative of the type of behavior that will not be permitted, but are not intended to be an all-inclusive listing. Any questions with this policy should be directed to the Human Resources Director.

- (h) **Favors or Gifts:** Employees shall not accept any favors, gifts, or other personal benefit, excluding meals and food, from any vendor, contractor or individual firm having, or proposing to have business with the Tribe, when the value of such item(s) exceeds \$500. Any Tribal employee who receives such favor or gift will notify their supervisor immediately and will return any received item(s) immediately.
- (i) **Conflict of Interest:** No employee shall engage in any decision, which may likely result in a financial benefit or advantage to them, or their immediate family. Immediate family includes parents, children, spouses, siblings, or any other person living in the same household. Adoptive family members are included in this definition. A conflict of interest does not exist when an employee's decision

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benefits a general class of persons. A conflict of interest exists when an employee participates in any job interview where a qualified applicant for that job is a member of the employee's immediate family.

- (j) **Contract Awards:** No contract for services to the Tribe or any Tribal Programs will be entered into if a Tribal employee has an interest in the contracting entity without full disclosure to the Tribal Council, and approval of the Tribal Council prior to executing such contract.
- (k) **Supervision of Relatives.** No Tribal employee will directly supervise or be supervised by a member of the employee's immediate family.
- (l) **Appeals of Enforcement.** Tribal employees may appeal disciplinary decisions as provided in this Manual.

§ 2.853 **GROUND FOR DISCIPLINARY ACTION**

- (a) Tribal employees shall not violate the established rules and regulations of Tribal Administration. Conduct outside of work shall not be covered by these rules except as such conduct impacts job performance or violates the Conduct Policy as set forth in STC § 2.852 of this manual.
- (b) Just cause for discipline, up to and including discharge, shall include, but not be limited to the following infractions:
 - (1) Verbal harassment or intimidation of a Tribal employee, official, or client.
 - (2) Use of foul or abusive language.
 - (3) Assaulting or threatening to assault a Tribal employee, official, or client.
 - (4) Refusal to carry out the directions or instructions of Tribal supervisors.
 - (5) Any violation of the Personnel Manual.
 - (6) Any violation of the Drug Free Workplace Policy
 - (7) Excessive absenteeism, leave abuse, or tardiness.
 - (8) Misusing or damaging Tribal property.
 - (9) Failure to follow the employee grievance/appeal procedure in this manual

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or circumventing its provisions.

- (10) Instituting or threatening disciplinary action against an Employee without justification.
- (11) Intentionally or recklessly endangering the safety of other Tribal employees or violating safety rules and standards.
- (12) Disclosure of confidential information.
- (13) Deliberately falsifying Tribal records or deceiving Tribal supervisors about job-related activities.
- (14) Theft or destruction of the property or funds of the Tribe, or another Tribal employee.
- (15) Falsification or intentional misrepresentation of a material nature on an employee's application for employment.
- (16) Unsatisfactory job performance, after being given the means and opportunity to improve.
- (17) Failure to return to work after an approved leave of absence or suspension.
- (18) Any violation of the Productive Workplace policy.
- (19) For probationary employees, failure to satisfactorily perform their new job duties within the 180-day probation period at a satisfactory level.
- (20) Engaging in criminal activity on or off the premises.
- (21) Unexcused and/or excessive absences from work.
- (22) Unauthorized internet use.

§ 2.854 LEVELS OF DISCIPLINARY ACTION

Disciplinary action can take the following forms: Oral or Written Reprimands, Suspension, Probation, and Discharge. Factors to be taken into consideration in determining appropriate disciplinary action include, but are not limited to: severity and frequency of the infraction, level of responsibility of the employee, and employee's work history with the Tribe. If an offense is sufficiently egregious, the employee may be

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discharged immediately by the Chief Executive Officer.

§ 2.855 ORAL OR WRITTEN REPRIMAND

- (a) Oral Reprimand. Oral reprimands are informal disciplinary actions and are the least severe form of discipline. An oral reprimand may be documented and used to support subsequent formal disciplinary action, but oral reprimands do not become part of the employee's personnel file unless used to support subsequent discipline. Oral reprimands are not appealable under this manual.
- (b) Written Reprimand. Written reprimands shall be in writing and placed in the employee's personnel file. A written reprimand is a formal disciplinary action. Written reprimands shall provide detailed corrective action(s) to the employee.

§ 2.856 SUSPENSION

A disciplinary suspension will extend no longer than two weeks from the date of the supervisor's decision. During the period of suspension, the employee may not earn any salary and will not accrue or use any annual or sick leave.

§ 2.857 PROBATION

A disciplinary probation will extend no longer than sixty (60) days from the date of the Administration's decision, or until resolution of any appeal filed by the employee. During the period of probation, the employee will not be entitled to take annual or sick leave without the approval of the Chief Executive Officer. The employee shall work with their supervisor or manager to create a work plan to remedy the circumstances that warranted disciplinary action, if appropriate and applicable.

§ 2.858 DISCHARGE

- (a) Discharge will take effect immediately on the date of the Chief Executive Officer's authorization.
- (b) The Tribe will not re-hire a discharged employee for a period of one hundred and eighty (180) days after the discharge becomes final. The 180-day penalty will not apply to new employees who are discharged, while on probation, for inability to perform job duties at a satisfactory level. However, any probationary employee who is discharged due to disciplinary action shall be subject to the 180-day penalty. If an employee is terminated due to drug or alcohol abuse or misuse, the penalty for re-hire eligibility shall follow the guidelines set forth in the Drug Free Workplace Policy, STC § 2.875, of this manual.

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If an employee is terminated for egregious conduct, the CEO may determine that they are no longer eligible for employment with the Tribe.

- (c) The CEO may delegate their authority to discharge employees to another Tribal manager, administrator, or supervisor, either on a case-by-case basis or by general order, on such terms as they believe will best serve the interests of Tribal Administration.

PART 11 TERMINATION OF EMPLOYMENT

§ 2.859 DISCHARGE AUTHORITY

Recommendation for discharge may be made by the immediate supervisor and approved by the department manager, and Chief Executive Officer. The CEO makes the final authorization and determination for discharge. The CEO has independent authority to authorize discharge. The CEO's discharge decision shall be final for the Tribe.

§ 2.860 PROCEDURES FOR DISCHARGE

A supervisor who believes that discharge of an employee is justified will document the reasons for discharge, and submit them to all appropriate levels of supervision, for review. If discharge is approved, the supervisor will contact the Human Resources Director so a Personnel Action Notice can be completed. If the CEO independently authorizes discharge, they shall document the reasons for discharge and contact the Human Resources Department so a PAN can be completed.

The employee's final timesheet must immediately be forwarded to the Accounting Department for immediate preparation of the employee's final pay after the discharge PAN is completed. The supervisor shall ensure that keys, equipment, and other Tribal property have been returned before the release of the employee's final paycheck. The Accounting Department will ensure that advances have been collected and accounted for, annual leave has been calculated, and any amounts due to the Tribe have been withheld from the final payroll check prior to issuance. Refusal to return Tribal property will result in the value of the property and incidental expenses being deducted from the employee's final paycheck.

§ 2.861 LAYOFF & FURLOUGH (REDUCTION IN FORCE)

- (a) A layoff or furlough is an action to reduce the number of employees in a work unit or at the Tribe overall. A layoff or furlough may become necessary due to reduced funding, reorganization, or emergency circumstances. Employees who

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are to be laid off or furloughed for such reasons shall be given written notice thirty (30) days prior to their termination date, or as much notice as reasonably possible under the circumstances. The Chief Executive Officer must authorize the layoff or furlough.

- (b) In all situations warranting a reduction in force, the CEO shall authorize a furlough over a layoff in order to avoid substantial adverse impacts to employees. It is the policy of the Tribe that employees are to be furloughed or laid off only after examining all other available alternatives, including delay in the filling of vacant positions, position re-design and work unit reorganization, and job sharing.
- (c) **Furloughs.** A furlough shall not constitute a break in continuous service. Employees shall not perform any work while furloughed, including work-related communications, training, and travel. During a furlough, employees shall not continue to accrue leave, but shall continue to receive all other benefits. Upon return to work, employees may be entitled to back pay for the period of furlough.
- (d) **Layoffs.** Prior to the layoff date, the CEO shall grant a request by the laid off employee to follow the procedures outlined in STC § 2.825, Procedures for Filling Job Vacancies - Transfers. With respect to such employee, if suitable work cannot be found prior to the layoff date, the employee will be offered the opportunity to fill job vacancies for which they meet the qualifications, for a period of one hundred and eighty (180) days from the date of termination. The laid off employee will not have to interview for the position. The laid off employee will be notified of a pending opening and offered the position. It is the responsibility of the laid off employee to notify the Human Resources Department of changes in address and telephone numbers. If an employee cannot be reached within ten (10) working days after documented date of notification, the position shall be advertised normally.
- (e) When two or more employees are on layoff or furlough status and meet the qualification for a vacancy, the laid off or furloughed workers shall be interviewed under STC § 2.825 of this manual to determine which worker will be selected to fill the vacancy.
- (f) If a laid off employee is re-hired within one hundred and eighty (180) days of the layoff, such re-employment shall not constitute a break in service for purpose of Tribal benefits.
- (g) This policy does not apply to any employee who has been working under a grant provided by an outside entity of limited duration. Such positions shall be designated as a "limited duration" position.

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§ 2.862 RESIGNATIONS

- (a) Employees are requested to give at least two (2) weeks written notice of resignation. Directors, managers, Gaming Hearing Officers, and the Tribal Attorneys shall give at least thirty (30) days' notice of resignation. Resignation letters shall be submitted to, and accepted by, the employee's immediate supervisor.
- (b) When an employee gives written notification of their resignation, the Tribe will not be obligated to accept a withdrawal of the written resignation. It is at the discretion of the employee's supervisor and the Chief Executive Officer to approve a request from the employee to withdraw their resignation.
- (c) The supervisor shall ensure that keys, equipment, and other Tribal property have been returned. The Accounting Department will ensure that advances have been collected and accounted for, annual leave has been calculated, and any amounts due to the Tribe have been withheld from the final payroll check prior to issuance. Refusal to return Tribal property will result in the value of the property and incidental expenses being deducted from the employee's final paycheck.

§ 2.863 EXIT INTERVIEWS

- (a) All persons who leave employment with the Siletz Tribe shall be offered an exit interview with the employee relations manager.
- (b) The interview shall discuss reasons for resignation; status of work completed and assignments pending; and return of Tribal property and Tribal employee identification card.
- (c) The employee relations manager shall document, as accurately as possible, the contents of the exit interview and forward this documentation to the Human Resources Department to be placed in the employee's personnel file.

PART 12 GRIEVANCES AND EMPLOYEE APPEALS

All work-related grievances and disputes which occur between employees shall be resolved by following the Grievance Policy. An employee's complaint regarding another employee's job performance while providing official services or other official activity on behalf of the Tribe to the complainant is not a grievance subject to this process. Such complaints will be directed to the direct supervisor of the complained-about employee.

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This Grievance Policy shall not be used to resolve disciplinary or adverse personnel actions, which shall be resolved in accordance with the Employee Appeal Policy, STC § 2.868.

A formal grievance is the only process available for the formal resolution of employee grievances. Employees who do not follow these procedures to resolve grievances may be subject to disciplinary action.

It is the policy of the Tribe that job-related difficulties be resolved informally whenever possible. However, when informal methods have failed to achieve a satisfactory resolution, or if an employee chooses not to utilize the informal resolution process, an aggrieved employee shall follow the formal grievance procedures of this section.

GRIEVANCE POLICY

§ 2.864 INFORMAL GRIEVANCE RESOLUTION

- (a) It is the intention of the Siletz Tribal Council and the policy of those charged with administering Tribal government to provide procedures for resolving disputes involving two or more employees, in a manner that is respectful in its process and supportive of all people's dignity.

- (b) It is the policy of the Tribe to resolve employee related disputes as soon as appropriately possible after they arise. Employees are expected to make every effort to resolve job-related dispute or problems with the other employees in an informal, respectful manner. An employee shall initiate an attempt to informally resolve any dispute within three (3) working days after the event occurred, or three working days after the employee should reasonably have been made aware of the event giving rise to the problem, whichever is later. An employee may choose to make use of the formal grievance policy rather than use this informal grievance policy, without incurring penalty or disciplinary action as a result of their choice. *FOR INFORMAL RESOLUTION GUIDANCE PLEASE SEE HUMAN RESOURCES FOR A PAMPHLET.*

§ 2.865 FORMAL GRIEVANCES POLICY

- (a) Step 1. File a written statement with the immediate supervisor of the employee you are filing a grievance against (the opposing employee). The person filing the grievance is called the complainant.
 - (1) The complainant must submit the grievance in writing within ten (10) working days of the dispute's occurrence, or ten (10) working days after

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the complainant should reasonably have learned of the event giving rise to the grievance, whichever is later. This time requirement shall exist and continue to run even if the employees are engaged in informal grievance resolution process. The complainant must submit their written grievance with the immediate Supervisor of the opposing employee. The written grievance must explain the problem or dispute that is the basis for the grievance, any attempts to informally resolve the problem, and a description of what remedy the complainant seeks to resolve the dispute. The complainant must attach all relevant documentation to their grievance.

- (2) The immediate supervisor of the opposing employee shall investigate the grievance, including obtaining the opposing employee's response to the description of the dispute and proposed solutions. The supervisor shall respond in writing to the grievance within ten (10) working days after receiving the grievance (excluding date of receipt of the grievance), describing their decision and setting forth the reasons behind it. Both employees will acknowledge in writing receipt of the supervisor's decision. The supervisor will give a copy of the acknowledged decision to both employees and will route the decision to the Human Resources Department to be placed in both employees' personnel files.

(b) Step 2. Filing Second Level Grievance - Appeal to a Higher Level

- (1) If the employee's grievance is not resolved satisfactorily at Step 1 either employee may choose to submit the grievance to the manager level, within five (5) working days after receipt of the immediate supervisor's written response or the date by which the employee should have received the supervisor's response (excluding date of receipt of the grievance). The relevant manager is required to respond to the grievance in writing, describing their decision and setting forth the reason behind it, within ten (10) working days after receipt of appeal. In the event that the decision is not satisfactory to either employee, the next level is the Chief Executive Officer. The CEO will follow the procedures in step 3.

(c) Step 3. Discretionary Review by the CEO.

- (1) Upon completion of Step 2, if either employee is dissatisfied with the decision in Step 2, the employee may request further review by the CEO. The employee's request must be in writing, and must be submitted to the CEO within five (5) working days from the date of the manager's decision or the date the manager should have issued a decision. The CEO shall have complete discretion to uphold or overturn the decision of the

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manager, or to refer the grievance to a Conflict Resolution Mediator selected by the CEO. In making their decision on a grievance, the CEO shall consider factors such as broad importance of the grievance to tribal operations, and whether the issue has been decided in a previous appeal. If the CEO decides not to refer the grievance to a Conflict Resolution Mediator, the CEO shall issue their decision on the grievance within ten (10) working days after receiving the appeal (excluding date of receipt of the appeal). The decision will be issued in writing and a copy given to the employee.

- (2) Except in the case where a Conflict Resolution Mediator is appointed by the CEO, the CEO's decision under this section will be final for the Tribe. If a Conflict Resolution Mediator is appointed, the Mediator will inform the CEO whether resolution of the grievance has been reached, which resolution shall be entered by the CEO as the final decision of the Tribe. If the mediator cannot achieve resolution of the grievance, the grievance shall be returned to the CEO for final decision pursuant to this section.

§ 2.866 GRIEVANCE CONFLICT OF INTEREST

In any situation where it would be a conflict of interest for a supervisor or manager to hear and/or decide a specific grievance, or if for any reason a supervisor or manager excuses themselves from hearing or deciding a specific grievance, that supervisor or manager will forward the grievance to the next higher level of supervision. If that level is the Chief Executive Officer, the CEO may appoint an alternate supervisor or manager to hear and decide the grievance.

§ 2.867 PROCEDURE WHERE GRIEVANCE IS AGAINST THE CHIEF EXECUTIVE OFFICER

- (a) An employee who has a grievance against the Chief Executive Officer may attempt to resolve their grievance against the CEO informally using the procedures set out in STC § 2.864. If informal resolution is not successful or the employee chooses not to pursue informal resolution, the employee shall file their grievance directly with the Tribal Council. The grievance policy shall not be used to appeal any personnel decision made by the CEO against an employee; such actions may be appealed only as set forth in STC § 2.868 below. The grievance shall be submitted in writing to the Tribal Council Executive Secretary within ten (10) working days of the event's occurrence, or ten (10) working days of the date the employee should reasonably have learned of the event giving rise to the grievance, whichever is later (excluding date of receipt of grievance).

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- (b) The Tribal Council shall review and respond to the grievance as they deem appropriate, and may conduct a hearing and /or request submission of documentation and testimony as is necessary to decide the grievance. The Tribal Council will decide grievances made against the CEO within 45 days unless they deem a longer time is necessary. If an individual Tribal Council member has a conflict of interest or excuses themselves from hearing or deciding a specific grievance against the CEO, they will recuse themselves from that specific grievance after stating the reason. The Tribal Council’s decision as to a specific employee grievance against the CEO shall be final for the Tribe.

EMPLOYEE APPEAL POLICY

§ 2.868 EMPLOYEE APPEAL OF DISCIPLINARY OR ADVERSE PERSONNEL ACTION

- (a) An employee may appeal a disciplinary or adverse personnel action (“the action”) taken against them. An appeal must be submitted in writing within ten (10) working days after employee's receipt of the written action (excluding the date of receipt of the action) to the supervisor or person who issued the original action.
- (b) The appeal shall explain the reasons why the employee is appealing the action and the remedy the employee is requesting. The supervisor or manager deciding the appeal may receive written statements or documentation relevant to the appeal from either the employee or from the Tribal Administration, and may conduct a hearing if they decide a hearing would be appropriate. The supervisor or manager deciding the appeal shall make their decision within ten (10) working days after receiving an employee’s appeal, provided that the time for deciding will be extended by the amount of time necessary to schedule and conduct the hearing. Such decision shall be made in writing and shall contain an explanation of the reason for the decision, and shall be given to the employee.
- (c) In the event the employee is dissatisfied with the decision made on their appeal, they may appeal that decision to the next level of the departmental supervision within five (5) working days after receipt of the decision set out in the previous paragraph. The time frame will be the same as the above paragraph.
- (d) In the event the employee is dissatisfied with the decision made on their appeal, they may appeal that decision to the Chief Executive Officer within five (5) working days after receipt of the decision set out in the previous paragraph. The appeal shall be submitted in writing and shall set out the reasons why the decision is wrong and the remedy requested.

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- (e) The CEO shall have complete discretion whether to affirm, overturn, or review the department manager's decision, either by the CEO's own review or by designating, in writing, another manager who will be assigned to review the appeal, or finally, if warranted, by a review board. A review board will be used only where warranted (see STC § 2.869(c)). The CEO will provide a copy of this written designation to the employee within ten (10) days after receiving the appeal. The designated decision maker shall decide the appeal within five (5) working days after receipt of assignment. The decision shall include an explanation of the findings of facts leading to the decision and the tribal rules, laws or regulations applicable to the decision, and copies shall be provided to the employee, manager, supervisor and Human Resources. The decision made at this level of appeal shall be final for the tribe, except as set forth in STC § 2.869 below.
- (f) In the event any supervisor or manager has a conflict of interest in deciding a particular employee appeal, or otherwise recuses themselves for any reason from hearing any such appeal, the appeal shall be forwarded to the next level of supervision for decision. If that level is the CEO, they may appoint another supervisor or manager to determine the employee discipline appeal.
- (g) If the CEO disciplines an employee they directly supervise and that employee appeals, a review board must be empaneled pursuant to STC § 2.869.

REVIEW BOARD POLICY

§ 2.869 REVIEW BOARD

- (a) A review board may be used only as set forth in this Section. The review board will be used, if it is empaneled, to hear an appeal of (1) a termination decision made pursuant to STC § 2.860, or (2) an additional appeal of disciplinary or adverse personnel action taken pursuant to STC § 2.851 et seq. A review board may consist of any three (3) managers and/or supervisors appointed by the Human Resources Department. The Human Resources Department may also appoint a review board consisting of members from outside Tribal Administration, including but not limited to outside legal counsel, investigatory firm personnel, human resources consultants, or members of other tribal entities.
- (b) Request for a Review Board - General. Upon completion of the above steps under STC § 2.868, if the employee is dissatisfied with the disciplinary or adverse personnel decision or if the employee desires to appeal a termination decision made by the CEO under STC § 2.860, the employee may make a request to have the decision reviewed by a review board. The employee's request shall be

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submitted in writing to the CEO within ten (10) working days from the date the employee was given the last decision. The request shall state whether the employee wants to have a hearing before the review board, if one is empaneled. If the request does not include a request for a hearing, it will be presumed that no hearing will be conducted.

- (c) CEO Discretion to Empanel a Review Board in Disciplinary or Adverse Personnel Action Appeals: The CEO shall have complete discretion whether empanel a review board with regard to a particular disciplinary or adverse personnel action decision. In making their decision, the CEO shall consider factors such as the importance of the particular issue to tribal administration or operations, and whether the same or a similar issue has been addressed in a previous appeal. If the CEO decides that a review board will not be empaneled, the decision will be issued in writing within ten (10) working days after receiving the appeal request, and shall be given to the employee, department manager, and the Human Resources Department.
- (d) If the CEO does not refer a disciplinary or adverse personnel action appeal to a review board, the CEO's decision to affirm or overturn a discipline decision will be final for the Tribe. A copy of the CEO's discipline decision will be placed in the employee's personnel file.
- (e) Review Board Procedures Regarding Appeals of Disciplinary or Adverse Personnel Actions: If the CEO decides to empanel a review board to review an action under STC § 2.868, the following procedures shall be followed after the Employee has been notified in writing of the CEO's decision to empanel a review board.
 - (1) The review board will be appointed and empaneled within five (5) working days of deciding to approve the request. The CEO will notify the employee in writing that the review board has been empaneled. The notice shall inform the employee that if the employee did not ask for a hearing in the request for a review board, no hearing will be held unless the employee requests one within five (5) days.
 - (2) The review board shall have fifteen (15) working days after being empaneled within which to review the appeal and hold any hearing or meeting it deems as appropriate in the matter. Such time may be reasonably extended by the CEO if necessary under the circumstances.
 - (3) The review board may accept submissions of written statements and documentary evidence from both parties, if requested, and may hold a

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hearing to take oral testimony or receive evidence.

- (4) Upon completing its review of an appeal as set forth in paragraph 2, the review board shall have ten (10) working days in which to consider the matter and render its written decision, provided, that the review board may be granted a ten (10) day extension of time to render its decision by the CEO.
 - (5) The review board will issue its decision in writing, with a copy given to the employee and to the CEO. A copy of the decision will be given to the Human Resources Director, and a copy will also be placed in the employee's personnel file. The decision of the review board shall be final for the Tribe.
- (f) Review Board Procedures: Termination Appeals. If an employee requests that a review board be empaneled to review an employment termination decision under STC § 2.860, the Human Resources Department shall empanel a review board to evaluate whether the termination should be upheld or overturned. The review board is the only administrative review for non-probationary terminations. The following procedure will be followed when an employee requests that a review board be empaneled to review a termination decision made by the CEO.
- (1) The employee's request to empanel a review board to review a termination decision must be submitted in writing to the CEO within ten (10) working days after the date the employee received written notification of the CEO's termination decision.
 - (2) A review board will be empaneled by the CEO within five (5) working days of receiving a request from an employee.
 - (3) Within five (5) working days after being empaneled, the review board will set a hearing date, if one was requested, which must be within ten (10) working days and/or a date to submit additional documentary evidence or written statements. Notice of the date, time and location of the hearing will be mailed to all interested parties.
 - (4) The employee may, at their discretion, waive a hearing by failing to request one as directed herein or by explicitly stating that no hearing is requested. If the employee waives a hearing, the review board decision must be completed within thirty (30) days after being empaneled.
 - (5) The review board shall have discretion over the procedure to follow at the

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hearing, except that the employee and CEO or their designee shall have the opportunity to make a statement to the review board and to present any relevant evidence and/or witness testimony at any hearing.

- (6) After the hearing, if one has been scheduled, or at any time after being empaneled if no hearing is requested, the review board will review the appeal and decide whether to uphold or overturn the appeal. The standard of review that the review board must apply is that a discharged employee has the burden of proof to show that there was no reasonable basis for their termination.
- (7) The review board will reduce its decision to writing and give a copy to the employee, the CEO, and the Human Resources Director. The review board's decision will be made within sixty (60) days of being empaneled unless the CEO has granted an extension of time. If the review board upholds the termination, the decision will be final for the Tribe. If the decision of the review board is to overturn the termination, the matter will be remanded to the CEO for reconsideration in light of the review board's finding of facts and conclusions of law. A copy of the review board's decision will be placed in the employee's personnel file.
- (8) If the review board's decision does not accord with their duties under the Personnel Manual, the CEO may send the decision back for reconsideration by the review board. The review board must address the reasons for reconsideration and issue a decision within fifteen (15) days of the CEO's determination to send the decision back.

PART 13 HUMAN RESOURCES RECORDS AND REPORTS

§ 2.870 EMPLOYEE PERSONNEL RECORDS

- (a) Personnel records for each employee will be maintained in the Human Resources Department. These records will include:
 - (1) Employee's job application.
 - (2) A copy of the job description under which the employee was hired and any signed updates.
 - (3) Training/education obtained while working for the Tribe.
 - (4) All records relevant to informal and formal grievance/appeal procedures

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concerning the employee.

- (5) Evaluations.
 - (6) Any work plans developed for the employee.
 - (7) Personnel Action Notices.
 - (8) Exit interview information.
 - (9) Any other information relevant to the employee's employment with the Tribe.
 - (10) Disciplinary actions and memos.
- (b) Employee records are confidential, accessible only to the employee, their supervisors, Chief Executive Officer, Human Resources Department staff, and the Tribal Attorneys for official business reasons. A "Request for Employee Information from the Personnel Records" form must be completed and approved by the CEO in order to access an employee's personnel file.
- (c) Other than those identified above, a release form signed by the employee must accompany all other requests for personnel information.
- (d) A Personnel Action Notice shall be used to initiate and/or update personnel records. The Personnel Action Notice must have the appropriate signatures before any action is to take place and be considered official.

§ 2.871 **PERSONNEL REPORT**

- (a) The Human Resources Director will provide a monthly written report to the Tribal Council on any changes in personnel matters under their authority. The Human Resources Director's monthly personnel report to the Tribal Council will include at a minimum:
- (1) The names, positions, responsibilities, and compensation levels for new, transferred, and rehired employees.
 - (2) The names, positions, and compensation levels for all employees who have received performance evaluations during the month.
 - (3) The names, positions, and compensation levels for all employees who

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have received compensation adjustments during the month.

- (4) The names and positions for all Tribal employees who have left Tribal government, including reasons for their termination.
 - (5) The status of all recruitment efforts to fill Tribal government vacancies.
 - (6) Any other personnel matter the Human Resources Director deems necessary to be brought to the attention of Tribal Council.
- (b) The Human Resources Director's monthly report to the Tribal Council will be considered confidential and will not be available to persons other than the Human Resources Director, Chief Executive Officer, Chief Administrative Officer, and members of the Tribal Council.

PART 14 EMPLOYEE ASSISTANCE PROGRAM

§ 2.872 PURPOSE

- (a) The Employee Assistance Program (EAP) exists primarily to promote the employee's wellbeing, to assist Tribal employees in retaining their jobs, and to provide the Tribe with options necessary to retain valued employees.
- (b) The goal of the EAP is to create a safe and healthy work environment; improve the quality and quantity of services being rendered, and improve the wellbeing of all Tribal employees.

§ 2.873 BACKGROUND

- (a) Supervisors should be aware that the proper functioning of any organization is directly related to each employee's job performance. Whenever an employee's problems interfere with job performance, the supervisors should consider two important factors. The first is the welfare of the organization, and the second is the welfare of the employee. Dealing with the problem of the employee can be a difficult and frustrating experience for any supervisor. Understanding and applying these guidelines can make the job much simpler and can be a rewarding experience when the employee responds favorably to assistance.
- (b) EAPs provide resources to workers to help them deal with factors that have a negative impact on work and life in general. These factors may include:

- (1) Stress

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- (2) Marital/Family Problems
 - (3) Psychological/Emotional Problems
 - (4) Substance Abuse
 - (5) Financial Problems
 - (6) Medical/Health Problems
- (c) This program should not be regarded as a permissive mechanism or as a device to avoid problems for which supervisors are accountable. It should be regarded as a program to assist supervisors and employees in coping with problem situations, which have been ignored in the past due to a lack of understanding and a fear of misdirecting troubled employees.

§ 2.874 **POLICY**

- (a) Tribal Administration is concerned about any problems that reduce the employee's productivity. Therefore, when an employee encounters a problem that impairs the employee's work performance, attendance, conduct, or reliability, it is the supervisor's responsibility to take appropriate action to address the problem. The supervisor should take the following steps:
- (1) Document all instances where an employee's work performance or attendance fails to meet standards, or where performance appears to be deteriorating.
 - (2) Conduct corrective interviews with the employee when performance falls below standards and document the interview. Provide the employee a copy of the interview summary, and obtain the employee's signature to acknowledge receipt.
 - (3) Encourage the employee to address problem area(s), and notify the employee of the assistance available through the EAP.
- (b) The supervisor will develop a work plan that identifies the areas that need improvement and the time frame in which such improvement is to take place.
- (c) Supervisors will document the referral and/or work plan and submit the documentation to the Human Resources Department.

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- (d) The employee is responsible for correcting unsatisfactory job performance.
- (e) Participating in the EAP can be voluntary or mandated by the Tribe. The employee is subject to the disciplinary actions outlined in the manual if within a reasonable time after a formal referral is made the employee's performance does not improve, and/or they do not meet the objectives outlined in their work plan. Employees are required to sign a release of information for any formal referrals.
- (f) Employees will be permitted a reasonable amount of leave (annual, sick, or leave without pay) to participate in the voluntary EAP. All leave requests must follow the guidelines set forth in this manual. If the employee is mandated to attend EAP, the employee's time will be covered, if the appointment is during work hours it is considered work time.
- (g) Employees are responsible for contacting the Human Resources Department to determine the level of services provided under the EAP. Employees should contact their health care insurance provider, Contract Health Services, or Indian Health Services (if applicable) to see if additional services/treatment could be covered under their health plans.

PART 15 DRUG FREE WORKPLACE POLICY

§ 2.875 POLICY

- (a) It is the policy of the Tribe to provide its employees with a safe and healthy work environment. To accomplish the purpose of a Drug Free Work Place, the Tribe has instituted the following policies and procedures:

- (1) Drugs and Alcohol in the Workplace Prohibited: The Tribe prohibits the use, possession, sale, purchasing, manufacturing, or dispensing of illegal drugs and alcohol beverages in the work place, or the attempt to do so.

The Tribe does not recognize the legality of marijuana use pursuant to Oregon state law, which is inapplicable within the tribal jurisdiction. However, because we reside within the borders of the State of Oregon, we will not test for THC during the pre-employment drug screen. The Tribe will test for THC under all other drug screens including those for Reasonable Cause, For Cause, and Random Pool for Special Class of Employee.

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- (2) Regulation of Prescription Drug Use: In addition to prohibiting illegal drugs, the Tribe regulates and monitors the use of legal or prescription drugs that may impair an employee on the job performance. At any time that an employee must use prescription drugs, over the counter drugs, remedies, or narcotics that may affect their job performance, the employee shall, within one business day, report this fact to the Human Resources Department, along with acceptable medical documentation. The Human Resources Director may consult with the Chief Executive Officer and Tribal Attorneys, if necessary. The Human Resources Director, CEO, and/or the CEO's designee shall then determine whether the employee should be able to perform their job safely and properly, considering any accommodations suggested by the employee.
- (3) Internal Release of Information: Any Tribal department, program, or entity, that tests an employee shall report to the Human Resources Director any test results that indicate the presence in an employee's system of any prohibited or regulated substance. This requirement covers all employees, as that term is used in this manual. The Human Resources Director shall release such information to any other internal Tribal department, program, or entity, where the release is necessary for official reasons, with the consent of the CEO.

§ 2.876 **VIOLATIONS OF THE POLICY**

- (a) Violations Discovered by Employee Drug Testing Program: Depending on the circumstances, and at management's discretion, the Tribe's policy is to allow one "Last Chance Agreement" to an employee who has tested positive for possession of a prohibited substance, as defined herein. However, it is not mandatory for the Tribe to offer the employee a "Last Chance Agreement," particularly where other conduct violations occur in conjunction with a positive test.

If an employee tests positive a second time, the employee will be terminated. The Tribe will not re-employ any employee terminated because of a second positive test result until the employee can provide documentation of completion of a certified drug and/or alcohol rehabilitation program and have been drug and alcohol free for a period of one hundred and eighty (180) days.

- (b) Actual Use or Possession in the Worksite: Where facts establish that an employee has used, physically possessed, or is actively under the influence of any prohibited substance in the workplace, or where any such substances are found on the person, or in or about the employee's personal belongings, such facts will be

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treated as a positive result and the employee shall be subject to discipline up to and including termination.

- (c) Refusal or Failure to Screen: If an individual refuses or fails to take a required drug screen test, such refusal or failure shall be treated as a positive result and shall result in discipline up to and including termination.
- (d) Tampering: Tampering with a specimen for a drug screen test shall result in immediate termination of employment.

§ 2.877 **EMPLOYEE DRUG TESTING PROGRAM**

- (a) The Tribe conducts drug testing in the following circumstances:
 - (1) Pre-Employment: All applicants recommended for hire.
 - (2) Reasonable Cause: Employees where there is reasonable cause to suspect drug or alcohol use and/or intoxication in the work place.
 - (3) For Cause: Any employee involved in an on-the-job accident, or on-the-job accident claim.
 - (4) Random Pool for Special Class of Employees: Selected employees such as Head Start Assistant Teacher/Bus Drivers, On-Call Transporters and/or Transporters whose primary job duty is to operate a motor vehicle with passengers, employees whose job description includes a zero-tolerance policy, and employees who primarily work with youth or elders, will be placed in a random selection pool for the purposes of compliance for certifications and/or ensuring the safety of tribal clients, program participants, youth, and elders. Random pool testing will be completed on a monthly basis.
- (b) Test Program Procedures

The Human Resources Department will notify an employee that they must report to the collection site. Depending on the circumstances and at the Human Resources Director's discretion, either 1) Human Resources Department staff or other member of management may escort the employee to the collection site, or 2) Human Resources Department staff will inform the employee to report to the collection site at a designated time. Failure to comply with the escort, or failure to report as ordered, will be grounds for discipline up to and including termination.

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- (1) Pre-Employment Screen: The Tribe has no intention or responsibility to hire persons who misuse legal and/or any illegal substance. Prior to employment with the Tribe all potential employees will be required to submit to a drug test.
 - (A) If test results are negative, the applicant will be considered for hire.
 - (B) If test results are positive, and if the positive result is not due to the applicant's prescribed use of legal prescription drugs, the applicant will not be hired. If test results are positive due to prescribed medication or over the counter medication or remedies to treat a medical condition, then the test results will be classified as negative upon, and only upon, receipt of authentic and verifiable medical documentation and review is completed by a certified medical professional.

- (2) Reasonable Cause Screen: When an employee's supervisor or manager have reasonable cause (which means a cause based on actual evidence and/or observation of behavior); the supervisor may request that the Human Resources Director call the employee in for a test for reasonable cause. The Human Resources Director shall inform the employee that the test is "for reasonable cause" and the basis for that cause.
 - (A) If test results are negative, the Human Resources Director will inform the supervisor and the employee and will meet with them both to address any remaining issues that led to the referral for reasonable cause.
 - (B) If test results are positive, the Tribe will implement the procedures pursuant to STC § 2.877(c) Positive Results.

- (3) "For Cause" Screen: When an employee is involved in an on-the-job accident or files an on-the-job accident claim, the employee shall be tested immediately, or as soon as practical. The first on-scene manager shall arrange for testing, whether directly or by coordination with the employee's supervisor. The employee or the first on-scene manager is responsible for immediately contacting the Human Resources Department and informing them of the on-the-job accident.
 - (A) If test results are negative, the Human Resources Director will inform the supervisor and the employee.

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- (B) If test results are positive, the Tribe will implement the procedures Pursuant to STC § 2.877(c) Positive Results.
- (4) Random Pool for Special Class of Employees. The select employees whose primary job duties are to transport Tribal clients, program participants, youth and elders are placed in a Random Pool and may be randomly drawn at any time for a drug test. The computer program will assign a hidden number to each employee when entered into the pool. At specified times during the year, the Human Resources Department will generate numbers, which are matched to employee names, who will be required to submit to a drug test.
 - (A) If test results are negative, the employee's name will be re-included in the Random Pool and may be redrawn.
- (c) Positive Results
 - (1) The first drug screen test that shows positive results during an employee's employment with the Tribe will proceed in the following manner:
 - (A) The employee will immediately be placed on leave without pay until they can produce a negative drug screen result through a designated testing site, which will forward the result of each screen directly to the Human Resources Department. If the employee or designating testing site does not submit a negative screen result to the Human Resources Department within 30 calendar days from the date of the first positive test, the employee shall be terminated from employment with the Tribe. The employee shall pay the fees for all retest drug screens.
 - (B) In addition, at management's discretion, the employee may be offered the opportunity to sign a "Last Chance Agreement," which specifies the conditions of continued employment. The conditions shall include, but not be limited to, the following:
 - (i) Completion of an alcohol and drug assessment.
 - (ii) Terms for complying with assessment goals.
 - (iii) Completion of any necessary Releases of Information and provisions of all documentation required demonstrating successful progress of assessment goals.

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- (iv) Submission to drug screen tests on a periodic basis not to exceed one (1) year from the date of the assessment.

- (C) If the employee declines to enter into the “Last Chance Agreement” or does not comply with the above listed requirements, the employee shall be terminated. Those employees who choose to resign or who are terminated due to non-compliance will not be eligible for re-employment with the Tribe until they can provide documentation of completion of a certified drug and/or alcohol rehabilitation program and in addition have been drug and alcohol free for a period of one hundred and eighty (180) days.

§ 2.878 CRIMINAL DRUG WORKPLACE VIOLATION REPORTING REQUIREMENTS

Employees who plead guilty or no contest to, or who are convicted of any violation of Federal or State criminal drug statute, must notify their immediate supervisor in writing of such an occurrence no later than five (5) days after such conviction or plea of guilty or no contest. Any supervisor learning of such occurrence must notify the Human Resources Director immediately, or no later than the next business day. The Human Resources Director, in consultation with the Chief Executive Officer, will notify any federal granting agencies as required by law within ten (10) days.

§ 2.879 PROBABLE CAUSE FOR SEARCH POLICY

Upon evaluation that probable cause exists to suspect an employee’s possession or sale of an illegal or illicit drug while on the job and/or on Tribal property, law enforcement or other personnel designated by the Chief Executive Officer may conduct a physical search of that employee’s office area and furnishings; in addition, the employee may be requested to empty their pockets, purse, lunch container, briefcase, parcels, tool boxes and other such items where a substance could be found. Depending on the circumstances, the Tribe may request that the employee allow the search of their automobile parked on Tribal property, in order to determine whether the employee is in possession of any of the prohibited drugs and/or drug paraphernalia.

PART 16 PRODUCTIVE WORK ENVIRONMENT POLICIES

§ 2.880 PWEP POLICY

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The Tribe strives to create and maintain a work environment in which people are treated with dignity, decency and respect. The environment of the Tribe should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Employees should be able to work and learn in a safe, positive atmosphere. The accomplishment of this goal is essential to the mission of the Tribe. For that reason, the Tribe will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of employees, the Tribe will seek to prevent, correct, and discipline behavior that violates this Policy.

§ 2.881 PROHIBITED CONDUCT

(a) Discrimination:

- (1) It is a violation of this Policy to discriminate in the provision of employment opportunities, benefits or privileges, to create discriminatory work conditions, or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, military status, gender, sexual orientation, body, appearance, or marital status.
- (2) Discrimination in violation of this policy is grounds for disciplinary action, up to and including termination.

(b) Bullying and Harassment:

Bullying and harassment is prohibited. The definition of bullying and harassment is: verbal or physical conduct designed to threaten, intimidate, coerce or significantly and unreasonably impair another person's personal or professional morale. This may include verbal taunting (including racial and ethnic slurs) which, in the employee's opinion, impairs his or her ability to perform his or her job.

Examples of bullying and/or harassment are:

- (1) Verbal: Negative comments regarding any person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, pregnancy, disability, or appearance, epithets, slurs, and negative stereotyping.
- (2) Non-verbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates insults, belittles, or shows hostility or aversion toward an individual or group because of national origin, race,

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color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, body, marital or other protected status, physically aggressive actions.

(c) Sexual Harassment:

Sexual harassment in any form is prohibited. Sexual harassment which includes unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when such conduct:

- (1) Is made explicitly or implicitly a term or condition of employment or
- (2) Is used as a basis for an employment decision or
- (3) Unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or otherwise offensive environment.

Sexual harassment refers to behavior that is unwelcome, that is personally offensive, and that lowers morale and therefore interferes with work effectiveness.

(d) Malicious Gossip.

Malicious gossip is prohibited in the workplace. The definition of malicious gossip is communication between two or more individuals regarding another person or persons, which is not directly related to either communicators' employment responsibilities and is intended to, or is likely to (regardless of intent), negatively impact the person or persons being discussed, whether the injury would be to their professional standing, emotional well-being, family well-being, or reputation. Malicious gossip may or may not also constitute a breach of confidentiality, depending on the circumstances. Communications directly related to carrying out an employees' work responsibilities are not malicious gossip.

(e) Retaliation. Retaliation or attempted retaliation is a violation of this Policy. The Tribe hereby prohibits any adverse personnel action for:

- (1) Telling any other employee, in an appropriate manner, that their behavior may violate this Productive Workplace Policy; and/or
- (2) Filing or responding to a complaint of a violation of the Productive Work Environment Policy;
- (3) Acting as a witness in the investigation of a complaint; or

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- (4) Serving as an appointed investigator.

§ 2.882 RESPONSIBILITIES

- (a) All employees are responsible to avoid, prevent, and report Productive Work Environment Policy violations, whether on their own or others behalf.
- (b) Managers and supervisors have a heightened responsibility to act promptly to eliminate any Productive Work Environment Policy violations. If a manager or supervisor knows that any Productive Work Environment Policy violation is occurring, or receives information that any Productive Work Environment Policy violation might be occurring, they must take immediate action to address the problem. Such action should include common sense action to halt any current activity, assess the parties' personal safety, and file a written incident report for submission to the Human Resources Director.
- (c) The Human Resource Director has the primary responsibility for implementing this policy. In particular, Productive Work Environment Policy violations shall be reported to the Human Resources Director, who will investigate and respond to inquiries and complaints from management and employees regarding PWEPs; maintain records of Productive Work Environment Policy violation inquiries and complaints as well as their resolution, and report to the Chief Executive Officer and Tribal Council.

§ 2.883 COMPLAINT PROCEDURE AND DISCIPLINARY PROCESS

The following complaint procedure will be followed in order to address a complaint regarding, harassment, discrimination, or retaliation.

- (a) A person who feels harassed, discriminated against, or retaliated against may initiate the complaint process by filing a form produced by the Human Resources Department with the Human Resources Director. If a supervisor or manager becomes aware of any Productive Work Environment Policy Violation, either from personal observation or as a result of an employee coming forward, the supervisor or manager should immediately file an incident report or other form with the Human Resources Director.
- (b) Upon receiving the form or incident report, the Human Resources Director will notify the Chief Executive Officer, and review the complaint or report with the Legal Department. A PWEV investigation is warranted if, after assuming all factual allegations are true, the complaint or incident report plausibly qualifies as a violation under this policy. The Human Resources Director, CEO, and Legal

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Department will also determine whether it is necessary to engage outside counsel for the investigation.

- (c) Within ten (10) working days of receiving the complaint/report and after determining that an investigation is warranted, the Human Resources Director, or other appointed investigator, will initiate an investigation to determine whether a violation of this policy actually occurred. During the investigation, the Human Resources Director, or other appointed investigator, shall determine whether it is necessary to place the respondent or the complainant on administrative leave. In making such determination, the Human Resources Director, or other appointed investigator, shall consider workplace safety, staff cohesion, and effects on productivity.
- (d) At a minimum, the Human Resources Director, or other appointed investigator, will interview the complainant, the respondent, other affected parties, and any witnesses. PWEF investigations shall be prioritized and completed as expeditiously as possible.
- (e) Within a reasonable time under the circumstances of initiating the investigation, the investigator will conclude the investigation and submit a report of their findings to the CEO, department manager, complainant, victim, and respondent. A PWEF investigation must be completed within 90 days of initiation.
- (f) If it is determined that a Productive Work Environment Policy violation has occurred, appropriate disciplinary action will be taken. The appropriate action will depend on the following factors:
 - (1) The severity, frequency and pervasiveness of the conduct;
 - (2) Prior complaints made by the complainant;
 - (3) Prior complaints made against the respondent;
 - (4) The quality of the evidence (first-hand knowledge, credible corroboration etc.); and
 - (5) The criteria included in Part 10, Disciplinary Action at STC § 2.854, Levels of Disciplinary Action.

Appeals of any disciplinary action resulting from a Productive Work Environment Policy violation shall be taken pursuant to STC § 2.800, Part 12.

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PART 17 SAFETY

§ 2.884 PURPOSE

It is the policy of the Siletz Tribe to protect the safety and health of all employees. Injury and illness, and loss from accidents are needless, costly, and preventable. A safety and health program has been established which is adapted to fundamental occupational safety and health concepts that will help prevent injury and illness due to hazards. Employee involvement at all levels is critical for a successful program. To accomplish this task, a Safety Committee has been established. Its purpose is to bring workers and management together in a non-adversary, cooperative effort to promote safety and health in each work place.

§ 2.885 RESPONSIBILITY

- (a) Management is responsible for the prevention of injury, illness, and accidents, and is held accountable for all aspects under their span of control. Management provides direction and full support to supervisors and employees (employees shall include, Tribal Judges and Tribal Standing Committee members) regarding safety and health procedures, job trainings, and methods to eliminate safety hazards.
- (b) The Safety Committee shall be comprised of at least five members. The Safety Committee shall include (1) infection control officer, (1) emergency management staff member, (1) Human Resources staff member, (1) Tribal Council representative, and the Chief Administrative Officer. The Safety Committee may include additional employees as determined by the Chief Executive Officer. Responsibilities include but are not limited to:
 - (1) Hold regular safety meetings once a quarter and more frequently if needed. Minutes of meetings shall be maintained and provided to the CEO, members of the Committee, and posted in each office setting. All reports, evaluations, and recommendations shall be made a part of the minutes of the safety committee meeting.
 - (2) Establish a system to allow the committee members to obtain safety-related suggestions, reports of hazards, or other information from Tribal employees. The information obtained shall be recorded in the minutes at the next safety committee meeting, and shall be recorded for review by Tribal management.
 - (3) Conduct periodic work place inspections to locate and identify safety and health hazards. Each department shall be inspected on at least an annual

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- basis.
- (4) Define discrepancies and remove obstacles to prevent accidents, identify hazards, and recommend corrective actions.
 - (5) Help identify employee safety training needs and establish accident investigation procedures.
 - (6) Investigate on the job injuries, which workers suffer in connection with their employment, and determine the means that should be taken to prevent recurrence. Make recommendations to the Human Resources Director for appropriate safeguards or corrections.
- (c) Supervisors/managers/persons in charge shall be responsible for but not limited to:
- (1) The safe conduct of employees while under their supervision.
 - (2) Providing a written report to the CEO with a copy to the Safety Committee Chairman within two workdays from the time of occurrence for all on the job injuries.
 - (3) Conducting quarterly work place inspections to identify safety and health hazards. Providing copies of these inspections to the Safety Committee for review.
- (d) Employment Services Programs shall incorporate this policy into their orientation for new clients prior to placing them in the field.
- (e) Employee responsibilities shall include but are not limited to:
- (1) If the employee cannot safely make a corrective action, the employee must immediately report any work-related hazards to their supervisor.
- (f) If an accident or incident occurs, the employee must do the following:
- (1) Report all accidents/incidents, no matter how slight, immediately to the supervisor. Reporting on the next work shift is not an acceptable practice. Urine Analysis is required for all work injuries or accidents.
 - (2) If medical treatment is sought the employee must complete the "worker" portion of the Workers' Compensation Claim Form.

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- (3) The employee must bring the Work Release form to physician on the first visit. Should the Physician authorize time loss, there is a three-day waiting period before time loss benefits will begin. To avoid loss of wages, the employee must inform the doctor that light duty is available and the Physician must complete the Work Release/Physical Capacity form.
- (4) Immediately report the physician's findings to the supervisor. Return the completed Work Release/Physical Capacities form to the supervisor.
- (5) Immediately report progress or findings after each subsequent physician's visit to the supervisor. The Work Release/Physical Capacities form should be completed at each physician visit and returned to the supervisor.
- (6) Report immediately to the supervisor and no later than the next scheduled shift once a physician's work release is obtained.

§ 2.886

SAFETY RULES

- (a) For the protection and safety of all employees, the Tribe has established the following rules designed to prevent accidents and injuries. Compliance with these rules is mandatory.
 - (1) All work-related injuries and accidents, no matter how minor, must be reported immediately to the supervisor.
 - (2) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times.
 - (3) Proper clothing and footwear will be worn at all times. Do not wear loose clothing around machinery.
 - (4) Long hair, head or facial; will be secured when working with or around heavy machinery.
 - (5) When handling hazardous materials, follow prescribed safety procedures and use required safety equipment. If the employee is in doubt as to the procedures to follow, they need to ask for a complete briefing from their supervisor before moving ahead with the task. When using secondary containers filled by others, make sure that they are appropriately labeled as to their contents and hazards.

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- (6) Safety shoes are required while working in the designated areas of Warehouse, Public Works, and Natural Resources.
- (7) Eye protection is required when working with cutting equipment, chemical applications, and designated equipment or as posted.
- (8) Hearing protection is required in designated areas and with designated equipment.
- (9) Employees should not operate any equipment they are not familiar with or trained on.
- (10) Only certified personnel will operate forklifts.
- (11) Horseplay, running, fighting or any other non-work activity that may result in injury will not be tolerated and is subject to disciplinary action.
- (12) Jewelry should not be worn while working on or working around dangerous equipment.
- (13) Equipment must be operated with all guards in place. Tampering with safety devices is cause for immediate termination.
- (14) Any defect in materials, machinery, tools and equipment must be reported immediately to a supervisor.
- (15) Do not leave tools, materials, or other objects where they may be stepped on, which might cause others to trip and fall. Emergency or fire Exits must be kept clear at all times.
- (16) Avoid risk of rupture, internal injury, or back injury in attempting to lift or push excessive loads (i.e. 50 pounds). If an object is too heavy to move without strain, ask for help.
- (17) Observe the correct position for lifting. Stand with feet slightly apart, assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with the legs, keeping the back straight and avoiding any abrupt movements.
- (18) Do not distract others while working. When approaching, for any purpose do so from the front or the side in a way that they will see you coming and

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will not be shocked or surprised.

- (19) Seat Belts: All employees and passengers who drive or ride in GSA vehicles, Tribal vehicles or personal vehicles while on Tribal business must wear seat belts.
 - (20) Housekeeping: All employees are required to keep their work area clear of debris.
 - (21) No burning incense, candles, grasses, or other materials without authorization of the Chief Executive Officer.
- (b) It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear appropriate safety equipment may result in disciplinary action up to and including termination. These rules are not all-inclusive, and are subject to change and update.

§ 2.887 TEMPORARY ALTERNATE WORK ASSIGNMENTS

Most injured employees are best served when we **do not** require a 100% medical release prior to returning an injured employee to work when an employee has a **temporary** physical restriction. Instead, our objective is to eliminate lost-time incidents through close communication with the treating physician and the utilization of Temporary Alternate Work Assignments. This is not to be considered light duty work, but rather a **temporary alternate assignment**, which will not aggravate the specific employee injury.

Individuals who experience a work-related injury are usually best served if they can continue working in some type of work assignment rather than being off work due to an injury. The continuation of work status will provide regular wages and also give the employee the emotional satisfaction of knowing that they are still a productive member of our team. Additionally, personnel studies show that alternate work assignments serve as good therapy for most injuries and therefore facilitate a speedier recovery.

When an employee is off work due to a work-related injury, we pay for temporary disability benefits, medical costs, and all costs associated with administering the program.

§ 2.888 EARLY RETURN-TO-WORK GUIDELINES

- (a) In order to minimize serious disability due to on-the-job injuries and to reduce the effects to our injured employees, guidelines need to be developed to deal with time loss claims in which the employee can be offered modified work

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temporarily. Modified jobs will be identified after obtaining and examining the injured employee's physical limitations or restrictions. "Modified" might be the employee's regular job, modified by removing heavier tasks and reassigning those to other employees; a different regular job currently existing; or a job that is specifically designed around the employee's restrictions. A modified job, if offered, will end with the date the employee receives a regular release, and may be ended at any time if there is no longer a need for the modified work. Each case will be assessed individually based on needs. Modified work may not be implemented in every time loss claim. Wages will not necessarily be the same as that of the regular job.

- (b) A team consisting of the injured employee, their supervisor, the Human Resources Director, the workers compensation insurance company, and the injured employee's physician will handle on-the-job injuries and occupational diseases. The team approach is the most effective method for achieving a return to productive work at the earliest opportunity.
- (c) Return-to-work programs show that the employer cares about the injured worker. They pay for themselves by helping the injured employee mend rapidly and maintain confidence in their ability to work. They keep work skills sharp and prevent further injury once the employee gets back on the job.

PART 18 SOVEREIGNTY

§ 2.889 EMPLOYMENT PREFERENCE

- (a) Indian Preference. Tribal Administration shall provide Indian preference in hiring according to the Employment Preference Ordinance, STC § 5.300. Applicants who are qualified under STC § 5.301(h) and who fall within one of the preference categories in STC § 5.302(a) shall be granted an interview and considered for hire over applicants who do not fall within one of the preference categories. If multiple applicants fall into the same preference category, a hiring decision shall be made based on normal hiring considerations.
- (b) Veterans Preference. Tribal Administration shall provide Veterans preference in hiring according to the Employment Preference Ordinance, STC § 5.300. Applicants who are qualified under STC § 5.301(h) and who are Veterans under STC § 5.301(i) shall be granted an interview and considered for hire over applicants who are not Veterans. Veterans preference does not supersede any category of Indian preference. Veterans preference shall not affect the order that Indian preference is given.

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§ 2.890 **SOVEREIGN IMMUNITY**

Nothing in this manual is intended to waive or alter the sovereign immunity of the Siletz Tribe, Tribal departments, entities, or employees acting in their official capacities.

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PART 19 APPENDICES

APPENDIX A – Definitions

APPENDIX B - PARKING MAP

APPENDIX C - Salary Schedule

APPENDIX D - C.T.S.I. Organizational Chart

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APPENDIX A - Definitions

1. 477 Participant (WEX): A person who is officially enrolled in the Self Sufficiency Services program.
2. Appeal: A Tribal employee's written expression of dissatisfaction with a management decision affecting them, or an alleged violation of their rights, for the purpose of obtaining reconsideration, which may include an adjustment or reversal of the cause of said dissatisfaction.
3. Application: The executable programs and their associated files that make-up an entire program.
4. Area Offices: Offices set up to provide accessible services to Tribal Members and other Native Americans located outside the Siletz Area, but within the eleven-county service area.
5. Award or Recognition: A monetary or non-monetary award.
6. Chief Administrative Officer: Tribal official designated as the staff advisor to the Chief Executive Officer and tribal staff on policy guidance, technical assistance, and governmental services support.
7. Chief Executive Officer: The Chief Executive Officer of the Tribe who is responsible for the proper administration of all Tribal government operations and who reports directly to Tribal Council.
8. Computer: A general term for all computers that are, or are not, physically attached to the network.
9. Computer Equipment: Encompasses all equipment such as, but not limited to, modems, printers, scanners, Lap tops or external drives. This equipment may or may not be physically attached to the network.
10. Computer System: Pertains to the network as a whole. Includes each computer that is physically attached to the network.
11. Contract Employee: A person who works for the Tribe as an independent contractor or consultant and is not considered to be a regular Tribal employee, and who shall only have those rights which are specifically identified in the contract document with the Tribe.
12. Department: A major functioning unit of the Tribal government.

PERSONNEL MANUAL
Siletz Tribal Code § 2.800

13. Detached Duty Employee: An employee of another agency who has been assigned to Tribal government or a Tribal entity on a full or part-time basis for a definite period of time.
14. Discharge: A written decision by the Chief Executive Officer, or a designated official who has been given authority from the Chief Executive Officer, to terminate an employee.
15. Disciplinary Action: The imposition of a penalty on an employee such as a reprimand, warning, suspension, demotion, etc., including discharge, as a result of employee misconduct. Disciplinary action may include corrective action(s) necessary to alleviate the penalty imposed or to avoid future penalties, including penalties of greater magnitude.
16. Egregious: Extraordinary in a negative sense. Egregious conduct typically poses a threat to the physical safety of other persons and/or Tribal property or substantially impairs the operation of a program or department.
17. Employee Suggestion/Invention Award: An employee suggestion award is for reduction, elimination, improvement, or development in the cost of operation or services and improves employee morale.
18. Exempt Employee: An employee whose position exempts them from wage and hour laws pertaining to overtime.
19. Extra Effort Award: Extra effort awards recognize employees or groups of employees who make a significant one-time contribution to the Tribe or program goals.
20. Fiscal Year: The calendar year, unless otherwise stated in a contract or grant.
21. Formal Reprimand: Written communication by a supervisor, program manager, or by the Chief Executive Officer which warns a Tribal employee of action or conduct which could result in further disciplinary action.
22. Full-time Employee: A Tribal employee, either probationary or regular, who is employed for 30 hours or more of work per week.
23. Furlough: A temporary, unpaid leave from work for a specified period of time.
24. Hard copies: Copies of reports or data that are printed out on paper.
25. Immediate Family: Parents, children, spouses, siblings, or any other person living in the

PERSONNEL MANUAL
Siletz Tribal Code § 2.800

same household. Adoptive family members are included in this definition.

26. Informal Reprimand: An oral communication by a supervisor, department manager, or by the Chief Executive Officer which warns a Tribal employee of action or conduct which could result in further disciplinary action. An informal reprimand may be memorialized in written form and included in the employee's personnel file, but shall not be the basis for any formal disciplinary action and shall not be used for any other purpose until communicated in writing to the employee.
27. Intermittent Employee: An employee who works for the Tribe intermittently and less than 30 hours per week.
28. Layoff: A separation from Tribal employment because of organizational changes, lack of work, lack of funds, or for other reasons not reflecting upon the work record or performance of an employee. Layoffs longer than one hundred and eighty (180) days constitute a break in continuous service.
29. Network: Two or more computers physically connected together by wire or coaxial cable.
30. New Employee: A person who is new to Tribal employment, or who was previously employed by the Tribe and terminated such employment, either voluntarily or involuntarily.
31. Non-exempt Employee: An employee whose position involves activities, which are not exempt from wage and hour laws pertaining to overtime.
32. Non-Monetary Awards: Letters of commendation, appreciation or certificates granted to recognize employee contributions. Nominees who are not selected will receive a letter and token of the Tribe's recognition for the nomination received.
33. Part-time Employee: An employee who normally works less than a scheduled 30 hours per week for the Tribe in any capacity.
34. Part-time/On-call Employee: An employee who normally works less than a scheduled 30 hours per week, with on-call responsibilities up to an additional 10 hours per week, for the Tribe in any capacity.
35. Performance Bonus: A performance bonus is monetary recognition given to an employee for overall accomplishments achieved during their normal day-to-day duties in relations to established standards. Employees can demonstrate this in many ways, for example, by regularly demonstrating high work output, consistently completing work product of high

PERSONNEL MANUAL
Siletz Tribal Code § 2.800

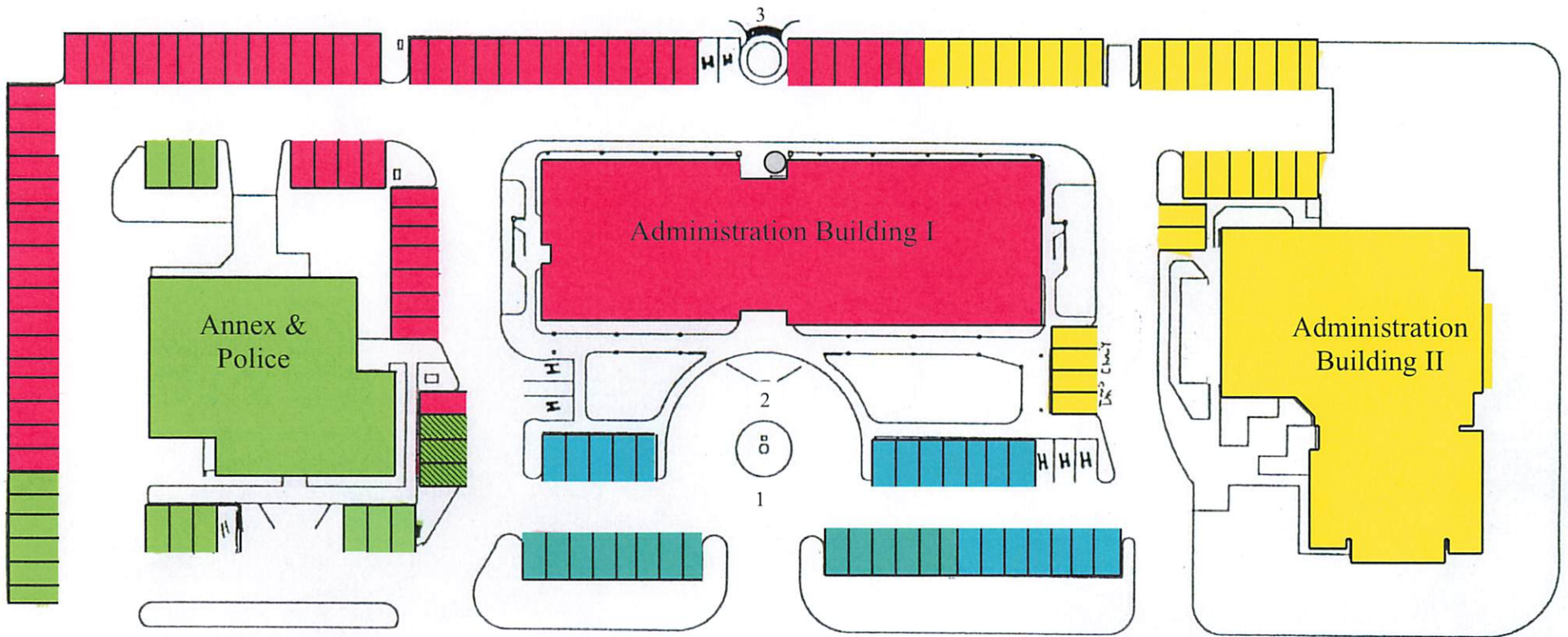
quality, or providing exceptionally prompt and courteous service to customers, clients, and co-workers.





36. Personnel Action: Any action taken with reference to appointment, compensation, transfer, promotion, layoff, discharged, bonuses, benefits, or other action affecting the status of employment.
37. Probation: The period of time set by a supervisor, department manager, or Chief Executive Officer in which an employee's performance will be closely monitored in order to obtain regular employee status, or to avoid further disciplinary action. A new employee shall be on probation for the first one hundred and eighty (180) days of their employment.
38. Probationary Employee: A new Tribal employee who has not completed their initial one hundred and eighty (180) day period of probation, or an employee whose term of probation has been extended, or who has been placed on probation as the result of disciplinary action.
39. Promotion: The advancement of an employee from a position in one group classification to a position, which has a higher rating or salary range.
40. Reclassification: A change in a job classification of a position by raising it to a higher job classification, or reducing it to a lower classification.
41. Regular Employee: A full time, part-time, or part-time/on-call Tribal employee who is not on probation.
42. Special Acts or Services Award: A special act or service award is given to recognize a meritorious personal effort, act, service, or other achievement accomplished within or outside of the assigned job responsibilities.
43. Spot Awards: A spot award is a monetary or non-monetary award designed to grant “immediate” recognition to an employee or groups of employees for their extra efforts and contribution on a day-to-day basis.
44. Supervisor: Any person who is responsible to a higher level of authority within the Tribe and who directs the work of others, including department managers, the Chief Administrative Officer and the Chief Executive Officer.
45. Suspension: An employee who is temporarily relieved of their employment with or without pay or fringe benefits for disciplinary purposes for a specified period of time.

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Siletz Tribal Code § 2.800

46. Temporary Employee: An Employee whose job responsibilities, on either a full or part-time basis, do not exceed 120 days unless extended by the Tribal Council.
47. Termination: When a Tribal employee leaves their employment with the Tribe, either voluntarily or involuntarily.
48. Time Off Awards: Employees may be granted up to 8 hours of paid time off during the year as an award for achievement or performance contributing to the Tribe's Mission. All time off awards must be approved by the Chief Executive Officer.
49. Transfer: A change of an employee from one position to another within the Tribe.
50. Tribal Council: The duly elected governing body of the Confederated Tribes of Siletz Indians of Oregon under the Tribe's Constitution.
51. Tribal Employee: An employee of the Siletz Tribal government.
52. Tribal Entity: An arm of the Confederated Tribes of Siletz Indians of Oregon or a Tribal corporation of the Tribe set up to conduct the business affairs of the Tribe. A Tribal entity shall not include enterprises set up by such entity, such as a business enterprise set up by STBC.
53. Tribal Official: An authorized representative of the Tribe, and/or a person that is designated as an official spokesperson for the Tribe.
54. Unauthorized Absence: Any absence from employment that is not obtained according to the procedures outlined in this manual.
55. Workday: Any day or shift which an employee is scheduled to work.
56. Workplace: One or more geographic locations where an employee engages in work for the Tribe; all real property, facilities and structures of or owned by the Tribe; other vehicles including an Employee's vehicle, when used for Tribal employment purposes; any non-residential property not owned by the Tribe being used for any activity, event or function sponsored by the Tribe, involving clients who are under the jurisdiction and/or control of the Tribe such as a field trip, Area Offices, etc.
57. Workweek: The regularly scheduled workweek of 40 hours.

PARKING MAP



-  Annex & Police Parking
-  Administration Parking, Overflow Parking
-  Administration II
-  Visitor Parking Only

- 1) Center Island: Flag Poles & Timescapsule
- 2) Concrete Buttress' with Cast Siletz Basket Design
- 3) Stairway Down to Hee Hee Illahee Park

CONFEDERATED TRIBES OF SILETZ INDIANS

NOTE: EACH STEP IS UP 2.5% FROM PRIOR

2026

Salary Scale

Grade	STEP>>	1	2	3	4	5	6	7	8	9	10	11	12	13
101	HOURLY	\$ 15.57	\$ 15.96	\$ 16.36	\$ 16.77	\$ 17.19	\$ 17.62	\$ 18.06	\$ 18.51	\$ 18.97	\$ 19.44	\$ 19.93	\$ 20.43	\$ 20.94
	MONTHLY	\$ 2,699	\$ 2,766	\$ 2,836	\$ 2,907	\$ 2,980	\$ 3,054	\$ 3,130	\$ 3,208	\$ 3,288	\$ 3,370	\$ 3,455	\$ 3,541	\$ 3,630
	ANNUAL	\$ 32,386	\$ 33,197	\$ 34,029	\$ 34,882	\$ 35,755	\$ 36,650	\$ 37,565	\$ 38,501	\$ 39,458	\$ 40,435	\$ 41,454	\$ 42,494	\$ 43,555
102	HOURLY	\$ 16.09	\$ 16.49	\$ 16.90	\$ 17.32	\$ 17.75	\$ 18.19	\$ 18.64	\$ 19.11	\$ 19.59	\$ 20.08	\$ 20.58	\$ 21.09	\$ 21.62
	MONTHLY	\$ 2,789	\$ 2,858	\$ 2,929	\$ 3,002	\$ 3,077	\$ 3,153	\$ 3,231	\$ 3,312	\$ 3,396	\$ 3,481	\$ 3,567	\$ 3,656	\$ 3,747
	ANNUAL	\$ 33,467	\$ 34,299	\$ 35,152	\$ 36,026	\$ 36,920	\$ 37,835	\$ 38,771	\$ 39,749	\$ 40,747	\$ 41,766	\$ 42,806	\$ 43,867	\$ 44,970
103	HOURLY	\$ 16.68	\$ 17.10	\$ 17.53	\$ 17.97	\$ 18.42	\$ 18.88	\$ 19.35	\$ 19.83	\$ 20.33	\$ 20.84	\$ 21.36	\$ 21.89	\$ 22.44
	MONTHLY	\$ 2,891	\$ 2,964	\$ 3,039	\$ 3,115	\$ 3,193	\$ 3,273	\$ 3,354	\$ 3,437	\$ 3,524	\$ 3,612	\$ 3,702	\$ 3,794	\$ 3,890
	ANNUAL	\$ 34,694	\$ 35,568	\$ 36,462	\$ 37,378	\$ 38,314	\$ 39,270	\$ 40,248	\$ 41,246	\$ 42,286	\$ 43,347	\$ 44,429	\$ 45,531	\$ 46,675
104	HOURLY	\$ 17.30	\$ 17.73	\$ 18.17	\$ 18.62	\$ 19.09	\$ 19.57	\$ 20.06	\$ 20.56	\$ 21.07	\$ 21.60	\$ 22.14	\$ 22.69	\$ 23.26
	MONTHLY	\$ 2,999	\$ 3,073	\$ 3,149	\$ 3,227	\$ 3,309	\$ 3,392	\$ 3,477	\$ 3,564	\$ 3,652	\$ 3,744	\$ 3,838	\$ 3,933	\$ 4,032
	ANNUAL	\$ 35,984	\$ 36,878	\$ 37,794	\$ 38,730	\$ 39,707	\$ 40,706	\$ 41,725	\$ 42,765	\$ 43,826	\$ 44,928	\$ 46,051	\$ 47,195	\$ 48,381
105	HOURLY	\$ 17.89	\$ 18.34	\$ 18.80	\$ 19.27	\$ 19.75	\$ 20.24	\$ 20.75	\$ 21.27	\$ 21.80	\$ 22.35	\$ 22.91	\$ 23.48	\$ 24.07
	MONTHLY	\$ 3,101	\$ 3,179	\$ 3,259	\$ 3,340	\$ 3,423	\$ 3,508	\$ 3,597	\$ 3,687	\$ 3,779	\$ 3,874	\$ 3,971	\$ 4,070	\$ 4,172
	ANNUAL	\$ 37,211	\$ 38,147	\$ 39,104	\$ 40,082	\$ 41,080	\$ 42,099	\$ 43,160	\$ 44,242	\$ 45,344	\$ 46,488	\$ 47,653	\$ 48,838	\$ 50,066
106	HOURLY	\$ 18.58	\$ 19.04	\$ 19.52	\$ 20.01	\$ 20.51	\$ 21.02	\$ 21.55	\$ 22.09	\$ 22.64	\$ 23.21	\$ 23.79	\$ 24.38	\$ 24.99
	MONTHLY	\$ 3,221	\$ 3,300	\$ 3,383	\$ 3,468	\$ 3,555	\$ 3,643	\$ 3,735	\$ 3,829	\$ 3,924	\$ 4,023	\$ 4,124	\$ 4,226	\$ 4,332
	ANNUAL	\$ 38,646	\$ 39,603	\$ 40,602	\$ 41,621	\$ 42,661	\$ 43,722	\$ 44,824	\$ 45,947	\$ 47,091	\$ 48,277	\$ 49,483	\$ 50,710	\$ 51,979
107	HOURLY	\$ 19.27	\$ 19.75	\$ 20.24	\$ 20.75	\$ 21.27	\$ 21.80	\$ 22.35	\$ 22.91	\$ 23.48	\$ 24.07	\$ 24.67	\$ 25.29	\$ 25.92
	MONTHLY	\$ 3,340	\$ 3,423	\$ 3,508	\$ 3,597	\$ 3,687	\$ 3,779	\$ 3,874	\$ 3,971	\$ 4,070	\$ 4,172	\$ 4,276	\$ 4,384	\$ 4,493
	ANNUAL	\$ 40,082	\$ 41,080	\$ 42,099	\$ 43,160	\$ 44,242	\$ 45,344	\$ 46,488	\$ 47,653	\$ 48,838	\$ 50,066	\$ 51,314	\$ 52,603	\$ 53,914

CONFEDERATED TRIBES OF SILETZ INDIANS

NOTE: EACH STEP IS UP 2.5% FROM PRIOR

2026

Salary Scale

Grade	STEP>>	1	2	3	4	5	6	7	8	9	10	11	12	13
108	HOURLY	\$ 19.99	\$ 20.49	\$ 21.00	\$ 21.53	\$ 22.07	\$ 22.62	\$ 23.19	\$ 23.77	\$ 24.36	\$ 24.97	\$ 25.59	\$ 26.23	\$ 26.89
	MONTHLY	\$ 3,465	\$ 3,552	\$ 3,640	\$ 3,732	\$ 3,825	\$ 3,921	\$ 4,020	\$ 4,120	\$ 4,222	\$ 4,328	\$ 4,436	\$ 4,547	\$ 4,661
	ANNUAL	\$ 41,579	\$ 42,619	\$ 43,680	\$ 44,782	\$ 45,906	\$ 47,050	\$ 48,235	\$ 49,442	\$ 50,669	\$ 51,938	\$ 53,227	\$ 54,558	\$ 55,931
109	HOURLY	\$ 20.75	\$ 21.27	\$ 21.80	\$ 22.35	\$ 22.91	\$ 23.48	\$ 24.07	\$ 24.67	\$ 25.29	\$ 25.92	\$ 26.57	\$ 27.23	\$ 27.91
	MONTHLY	\$ 3,597	\$ 3,687	\$ 3,779	\$ 3,874	\$ 3,971	\$ 4,070	\$ 4,172	\$ 4,276	\$ 4,384	\$ 4,493	\$ 4,605	\$ 4,720	\$ 4,838
	ANNUAL	\$ 43,160	\$ 44,242	\$ 45,344	\$ 46,488	\$ 47,653	\$ 48,838	\$ 50,066	\$ 51,314	\$ 52,603	\$ 53,914	\$ 55,266	\$ 56,638	\$ 58,053
110	HOURLY	\$ 21.60	\$ 22.14	\$ 22.69	\$ 23.26	\$ 23.84	\$ 24.44	\$ 25.05	\$ 25.68	\$ 26.32	\$ 26.98	\$ 27.65	\$ 28.34	\$ 29.05
	MONTHLY	\$ 3,744	\$ 3,838	\$ 3,933	\$ 4,032	\$ 4,132	\$ 4,236	\$ 4,342	\$ 4,451	\$ 4,562	\$ 4,677	\$ 4,793	\$ 4,912	\$ 5,035
	ANNUAL	\$ 44,928	\$ 46,051	\$ 47,195	\$ 48,381	\$ 49,587	\$ 50,835	\$ 52,104	\$ 53,414	\$ 54,746	\$ 56,118	\$ 57,512	\$ 58,947	\$ 60,424
111	HOURLY	\$ 22.45	\$ 23.01	\$ 23.59	\$ 24.18	\$ 24.78	\$ 25.40	\$ 26.04	\$ 26.69	\$ 27.36	\$ 28.04	\$ 28.74	\$ 29.46	\$ 30.20
	MONTHLY	\$ 3,891	\$ 3,988	\$ 4,089	\$ 4,191	\$ 4,295	\$ 4,403	\$ 4,514	\$ 4,626	\$ 4,742	\$ 4,860	\$ 4,982	\$ 5,106	\$ 5,235
	ANNUAL	\$ 46,696	\$ 47,861	\$ 49,067	\$ 50,294	\$ 51,542	\$ 52,832	\$ 54,163	\$ 55,515	\$ 56,909	\$ 58,323	\$ 59,779	\$ 61,277	\$ 62,816
112	HOURLY	\$ 23.37	\$ 23.95	\$ 24.55	\$ 25.16	\$ 25.79	\$ 26.43	\$ 27.09	\$ 27.77	\$ 28.46	\$ 29.17	\$ 29.90	\$ 30.65	\$ 31.42
	MONTHLY	\$ 4,051	\$ 4,151	\$ 4,255	\$ 4,361	\$ 4,470	\$ 4,581	\$ 4,696	\$ 4,813	\$ 4,933	\$ 5,056	\$ 5,183	\$ 5,313	\$ 5,446
	ANNUAL	\$ 48,610	\$ 49,816	\$ 51,064	\$ 52,333	\$ 53,643	\$ 54,974	\$ 56,347	\$ 57,762	\$ 59,197	\$ 60,674	\$ 62,192	\$ 63,752	\$ 65,354
113	HOURLY	\$ 24.32	\$ 24.93	\$ 25.55	\$ 26.19	\$ 26.84	\$ 27.51	\$ 28.20	\$ 28.91	\$ 29.63	\$ 30.37	\$ 31.13	\$ 31.91	\$ 32.71
	MONTHLY	\$ 4,215	\$ 4,321	\$ 4,429	\$ 4,540	\$ 4,652	\$ 4,768	\$ 4,888	\$ 5,011	\$ 5,136	\$ 5,264	\$ 5,396	\$ 5,531	\$ 5,670
	ANNUAL	\$ 50,586	\$ 51,854	\$ 53,144	\$ 54,475	\$ 55,827	\$ 57,221	\$ 58,656	\$ 60,133	\$ 61,630	\$ 63,170	\$ 64,750	\$ 66,373	\$ 68,037
114	HOURLY	\$ 25.34	\$ 25.97	\$ 26.62	\$ 27.29	\$ 27.97	\$ 28.67	\$ 29.39	\$ 30.12	\$ 30.87	\$ 31.64	\$ 32.43	\$ 33.24	\$ 34.07
	MONTHLY	\$ 4,392	\$ 4,501	\$ 4,614	\$ 4,730	\$ 4,848	\$ 4,969	\$ 5,094	\$ 5,221	\$ 5,351	\$ 5,484	\$ 5,621	\$ 5,762	\$ 5,905
	ANNUAL	\$ 52,707	\$ 54,018	\$ 55,370	\$ 56,763	\$ 58,178	\$ 59,634	\$ 61,131	\$ 62,650	\$ 64,210	\$ 65,811	\$ 67,454	\$ 69,139	\$ 70,866

CONFEDERATED TRIBES OF SILETZ INDIANS

NOTE: EACH STEP IS UP 2.5% FROM PRIOR

2026

Salary Scale

Grade	STEP>>	1	2	3	4	5	6	7	8	9	10	11	12	13
115	HOURLY	\$ 26.40	\$ 27.06	\$ 27.74	\$ 28.43	\$ 29.14	\$ 29.87	\$ 30.62	\$ 31.39	\$ 32.17	\$ 32.97	\$ 33.79	\$ 34.63	\$ 35.50
	MONTHLY	\$ 4,576	\$ 4,690	\$ 4,808	\$ 4,928	\$ 5,051	\$ 5,177	\$ 5,307	\$ 5,441	\$ 5,576	\$ 5,715	\$ 5,857	\$ 6,003	\$ 6,153
	ANNUAL	\$ 54,912	\$ 56,285	\$ 57,699	\$ 59,134	\$ 60,611	\$ 62,130	\$ 63,690	\$ 65,291	\$ 66,914	\$ 68,578	\$ 70,283	\$ 72,030	\$ 73,840
116	HOURLY	\$ 27.54	\$ 28.23	\$ 28.94	\$ 29.66	\$ 30.40	\$ 31.16	\$ 31.94	\$ 32.74	\$ 33.56	\$ 34.40	\$ 35.26	\$ 36.14	\$ 37.04
	MONTHLY	\$ 4,774	\$ 4,893	\$ 5,016	\$ 5,141	\$ 5,269	\$ 5,401	\$ 5,536	\$ 5,675	\$ 5,817	\$ 5,963	\$ 6,112	\$ 6,264	\$ 6,420
	ANNUAL	\$ 57,283	\$ 58,718	\$ 60,195	\$ 61,693	\$ 63,232	\$ 64,813	\$ 66,435	\$ 68,099	\$ 69,805	\$ 71,552	\$ 73,341	\$ 75,171	\$ 77,043
117	HOURLY	\$ 28.73	\$ 29.45	\$ 30.19	\$ 30.94	\$ 31.71	\$ 32.50	\$ 33.31	\$ 34.14	\$ 34.99	\$ 35.86	\$ 36.76	\$ 37.68	\$ 38.62
	MONTHLY	\$ 4,980	\$ 5,105	\$ 5,233	\$ 5,363	\$ 5,496	\$ 5,633	\$ 5,774	\$ 5,918	\$ 6,065	\$ 6,216	\$ 6,372	\$ 6,531	\$ 6,694
	ANNUAL	\$ 59,758	\$ 61,256	\$ 62,795	\$ 64,355	\$ 65,957	\$ 67,600	\$ 69,285	\$ 71,011	\$ 72,779	\$ 74,589	\$ 76,461	\$ 78,374	\$ 80,330
118	HOURLY	\$ 29.98	\$ 30.73	\$ 31.50	\$ 32.29	\$ 33.10	\$ 33.93	\$ 34.78	\$ 35.65	\$ 36.54	\$ 37.45	\$ 38.39	\$ 39.35	\$ 40.33
	MONTHLY	\$ 5,197	\$ 5,327	\$ 5,460	\$ 5,597	\$ 5,737	\$ 5,881	\$ 6,029	\$ 6,179	\$ 6,334	\$ 6,491	\$ 6,654	\$ 6,821	\$ 6,991
	ANNUAL	\$ 62,358	\$ 63,918	\$ 65,520	\$ 67,163	\$ 68,848	\$ 70,574	\$ 72,342	\$ 74,152	\$ 76,003	\$ 77,896	\$ 79,851	\$ 81,848	\$ 83,886
119	HOURLY	\$ 31.33	\$ 32.11	\$ 32.91	\$ 33.73	\$ 34.57	\$ 35.43	\$ 36.32	\$ 37.23	\$ 38.16	\$ 39.11	\$ 40.09	\$ 41.09	\$ 42.12
	MONTHLY	\$ 5,431	\$ 5,566	\$ 5,704	\$ 5,847	\$ 5,992	\$ 6,141	\$ 6,295	\$ 6,453	\$ 6,614	\$ 6,779	\$ 6,949	\$ 7,122	\$ 7,301
	ANNUAL	\$ 65,166	\$ 66,789	\$ 68,453	\$ 70,158	\$ 71,906	\$ 73,694	\$ 75,546	\$ 77,438	\$ 79,373	\$ 81,349	\$ 83,387	\$ 85,467	\$ 87,610
120	HOURLY	\$ 32.73	\$ 33.55	\$ 34.39	\$ 35.25	\$ 36.13	\$ 37.03	\$ 37.96	\$ 38.91	\$ 39.88	\$ 40.88	\$ 41.90	\$ 42.95	\$ 44.02
	MONTHLY	\$ 5,673	\$ 5,815	\$ 5,961	\$ 6,110	\$ 6,263	\$ 6,419	\$ 6,580	\$ 6,744	\$ 6,913	\$ 7,086	\$ 7,263	\$ 7,445	\$ 7,630
	ANNUAL	\$ 68,078	\$ 69,784	\$ 71,531	\$ 73,320	\$ 75,150	\$ 77,022	\$ 78,957	\$ 80,933	\$ 82,950	\$ 85,030	\$ 87,152	\$ 89,336	\$ 91,562
121	HOURLY	\$ 34.20	\$ 35.06	\$ 35.94	\$ 36.84	\$ 37.76	\$ 38.70	\$ 39.67	\$ 40.66	\$ 41.68	\$ 42.72	\$ 43.79	\$ 44.88	\$ 46.00
	MONTHLY	\$ 5,928	\$ 6,077	\$ 6,230	\$ 6,386	\$ 6,545	\$ 6,708	\$ 6,876	\$ 7,048	\$ 7,225	\$ 7,405	\$ 7,590	\$ 7,779	\$ 7,973
	ANNUAL	\$ 71,136	\$ 72,925	\$ 74,755	\$ 76,627	\$ 78,541	\$ 80,496	\$ 82,514	\$ 84,573	\$ 86,694	\$ 88,858	\$ 91,083	\$ 93,350	\$ 95,680

CONFEDERATED TRIBES OF SILETZ INDIANS
2026

NOTE: EACH STEP IS UP 2.5% FROM PRIOR

Salary Scale

Grade	STEP>>	1	2	3	4	5	6	7	8	9	10	11	12	13
122	HOURLY	\$ 35.77	\$ 36.66	\$ 37.58	\$ 38.52	\$ 39.48	\$ 40.47	\$ 41.48	\$ 42.52	\$ 43.58	\$ 44.67	\$ 45.79	\$ 46.93	\$ 48.10
	MONTHLY	\$ 6,200	\$ 6,354	\$ 6,514	\$ 6,677	\$ 6,843	\$ 7,015	\$ 7,190	\$ 7,370	\$ 7,554	\$ 7,743	\$ 7,937	\$ 8,135	\$ 8,337
	ANNUAL	\$ 74,402	\$ 76,253	\$ 78,166	\$ 80,122	\$ 82,118	\$ 84,178	\$ 86,278	\$ 88,442	\$ 90,646	\$ 92,914	\$ 95,243	\$ 97,614	\$ 100,048
123	HOURLY	\$ 38.39	\$ 39.35	\$ 40.33	\$ 41.34	\$ 42.37	\$ 43.43	\$ 44.52	\$ 45.63	\$ 46.77	\$ 47.94	\$ 49.14	\$ 50.37	\$ 51.63
	MONTHLY	\$ 6,654	\$ 6,821	\$ 6,991	\$ 7,166	\$ 7,344	\$ 7,528	\$ 7,717	\$ 7,909	\$ 8,107	\$ 8,310	\$ 8,518	\$ 8,731	\$ 8,949
	ANNUAL	\$ 79,851	\$ 81,848	\$ 83,886	\$ 85,987	\$ 88,130	\$ 90,334	\$ 92,602	\$ 94,910	\$ 97,282	\$ 99,715	\$ 102,211	\$ 104,770	\$ 107,390
124	HOURLY	\$ 40.55	\$ 41.56	\$ 42.60	\$ 43.67	\$ 44.76	\$ 45.88	\$ 47.03	\$ 48.21	\$ 49.42	\$ 50.66	\$ 51.93	\$ 53.23	\$ 54.56
	MONTHLY	\$ 7,029	\$ 7,204	\$ 7,384	\$ 7,569	\$ 7,758	\$ 7,953	\$ 8,152	\$ 8,356	\$ 8,566	\$ 8,781	\$ 9,001	\$ 9,227	\$ 9,457
	ANNUAL	\$ 84,344	\$ 86,445	\$ 88,608	\$ 90,834	\$ 93,101	\$ 95,430	\$ 97,822	\$ 100,277	\$ 102,794	\$ 105,373	\$ 108,014	\$ 110,718	\$ 113,485
125	HOURLY	\$ 42.85	\$ 43.92	\$ 45.02	\$ 46.15	\$ 47.30	\$ 48.48	\$ 49.69	\$ 50.93	\$ 52.20	\$ 53.51	\$ 54.85	\$ 56.22	\$ 57.63
	MONTHLY	\$ 7,427	\$ 7,613	\$ 7,803	\$ 7,999	\$ 8,199	\$ 8,403	\$ 8,613	\$ 8,828	\$ 9,048	\$ 9,275	\$ 9,507	\$ 9,745	\$ 9,989
	ANNUAL	\$ 89,128	\$ 91,354	\$ 93,642	\$ 95,992	\$ 98,384	\$ 100,838	\$ 103,355	\$ 105,934	\$ 108,576	\$ 111,301	\$ 114,088	\$ 116,938	\$ 119,870
126	HOURLY	\$ 45.27	\$ 46.40	\$ 47.56	\$ 48.75	\$ 49.97	\$ 51.22	\$ 52.50	\$ 53.81	\$ 55.16	\$ 56.54	\$ 57.95	\$ 59.40	\$ 60.89
	MONTHLY	\$ 7,847	\$ 8,043	\$ 8,244	\$ 8,450	\$ 8,661	\$ 8,878	\$ 9,100	\$ 9,327	\$ 9,561	\$ 9,800	\$ 10,045	\$ 10,296	\$ 10,554
	ANNUAL	\$ 94,162	\$ 96,512	\$ 98,925	\$ 101,400	\$ 103,938	\$ 106,538	\$ 109,200	\$ 111,925	\$ 114,733	\$ 117,603	\$ 120,536	\$ 123,552	\$ 126,651
127	HOURLY	\$ 47.82	\$ 49.02	\$ 50.25	\$ 51.51	\$ 52.80	\$ 54.12	\$ 55.47	\$ 56.86	\$ 58.28	\$ 59.74	\$ 61.23	\$ 62.76	\$ 64.33
	MONTHLY	\$ 8,289	\$ 8,497	\$ 8,710	\$ 8,928	\$ 9,152	\$ 9,381	\$ 9,615	\$ 9,856	\$ 10,102	\$ 10,355	\$ 10,613	\$ 10,878	\$ 11,151
	ANNUAL	\$ 99,466	\$ 101,962	\$ 104,520	\$ 107,141	\$ 109,824	\$ 112,570	\$ 115,378	\$ 118,269	\$ 121,222	\$ 124,259	\$ 127,358	\$ 130,541	\$ 133,806
128	HOURLY	\$ 50.54	\$ 51.80	\$ 53.10	\$ 54.43	\$ 55.79	\$ 57.18	\$ 58.61	\$ 60.08	\$ 61.58	\$ 63.12	\$ 64.70	\$ 66.32	\$ 67.98
	MONTHLY	\$ 8,760	\$ 8,979	\$ 9,204	\$ 9,435	\$ 9,670	\$ 9,911	\$ 10,159	\$ 10,414	\$ 10,674	\$ 10,941	\$ 11,215	\$ 11,495	\$ 11,783
	ANNUAL	\$ 105,123	\$ 107,744	\$ 110,448	\$ 113,214	\$ 116,043	\$ 118,934	\$ 121,909	\$ 124,966	\$ 128,086	\$ 131,290	\$ 134,576	\$ 137,946	\$ 141,398

CONFEDERATED TRIBES OF SILETZ INDIANS

NOTE: EACH STEP IS UP 2.5% FROM PRIOR

2026

Salary Scale

Grade	STEP>>	1	2	3	4	5	6	7	8	9	10	11	12	13
129	HOURLY	\$ 53.37	\$ 54.70	\$ 56.07	\$ 57.47	\$ 58.91	\$ 60.38	\$ 61.89	\$ 63.44	\$ 65.03	\$ 66.66	\$ 68.33	\$ 70.04	\$ 71.79
	MONTHLY	\$ 9,251	\$ 9,481	\$ 9,719	\$ 9,961	\$ 10,211	\$ 10,466	\$ 10,728	\$ 10,996	\$ 11,272	\$ 11,554	\$ 11,844	\$ 12,140	\$ 12,444
	ANNUAL	\$ 111,010	\$ 113,776	\$ 116,626	\$ 119,538	\$ 122,533	\$ 125,590	\$ 128,731	\$ 131,955	\$ 135,262	\$ 138,653	\$ 142,126	\$ 145,683	\$ 149,323
130	HOURLY	\$ 56.39	\$ 57.80	\$ 59.25	\$ 60.73	\$ 62.25	\$ 63.81	\$ 65.41	\$ 67.05	\$ 68.73	\$ 70.45	\$ 72.21	\$ 74.02	\$ 75.87
	MONTHLY	\$ 9,774	\$ 10,019	\$ 10,270	\$ 10,527	\$ 10,790	\$ 11,060	\$ 11,338	\$ 11,622	\$ 11,913	\$ 12,211	\$ 12,516	\$ 12,830	\$ 13,151
	ANNUAL	\$ 117,291	\$ 120,224	\$ 123,240	\$ 126,318	\$ 129,480	\$ 132,725	\$ 136,053	\$ 139,464	\$ 142,958	\$ 146,536	\$ 150,197	\$ 153,962	\$ 157,810
131	HOURLY	\$ 59.56	\$ 61.05	\$ 62.58	\$ 64.14	\$ 65.74	\$ 67.38	\$ 69.06	\$ 70.79	\$ 72.56	\$ 74.37	\$ 76.23	\$ 78.14	\$ 80.09
	MONTHLY	\$ 10,324	\$ 10,582	\$ 10,847	\$ 11,118	\$ 11,395	\$ 11,679	\$ 11,970	\$ 12,270	\$ 12,577	\$ 12,891	\$ 13,213	\$ 13,544	\$ 13,882
	ANNUAL	\$ 123,885	\$ 126,984	\$ 130,166	\$ 133,411	\$ 136,739	\$ 140,150	\$ 143,645	\$ 147,243	\$ 150,925	\$ 154,690	\$ 158,558	\$ 162,531	\$ 166,587
132	HOURLY	\$ 62.91	\$ 64.48	\$ 66.09	\$ 67.74	\$ 69.43	\$ 71.17	\$ 72.95	\$ 74.77	\$ 76.64	\$ 78.56	\$ 80.52	\$ 82.53	\$ 84.59
	MONTHLY	\$ 10,904	\$ 11,177	\$ 11,456	\$ 11,742	\$ 12,035	\$ 12,336	\$ 12,645	\$ 12,960	\$ 13,284	\$ 13,617	\$ 13,957	\$ 14,305	\$ 14,662
	ANNUAL	\$ 130,853	\$ 134,118	\$ 137,467	\$ 140,899	\$ 144,414	\$ 148,034	\$ 151,736	\$ 155,522	\$ 159,411	\$ 163,405	\$ 167,482	\$ 171,662	\$ 175,947
133	HOURLY	\$ 66.42	\$ 68.08	\$ 69.78	\$ 71.52	\$ 73.31	\$ 75.14	\$ 77.02	\$ 78.95	\$ 80.92	\$ 82.94	\$ 85.01	\$ 87.14	\$ 89.32
	MONTHLY	\$ 11,513	\$ 11,801	\$ 12,095	\$ 12,397	\$ 12,707	\$ 13,024	\$ 13,350	\$ 13,685	\$ 14,026	\$ 14,376	\$ 14,735	\$ 15,104	\$ 15,482
	ANNUAL	\$ 138,154	\$ 141,606	\$ 145,142	\$ 148,762	\$ 152,485	\$ 156,291	\$ 160,202	\$ 164,216	\$ 168,314	\$ 172,515	\$ 176,821	\$ 181,251	\$ 185,786
134	HOURLY	\$ 70.16	\$ 71.91	\$ 73.71	\$ 75.55	\$ 77.44	\$ 79.38	\$ 81.36	\$ 83.39	\$ 85.47	\$ 87.61	\$ 89.80	\$ 92.05	\$ 94.35
	MONTHLY	\$ 12,161	\$ 12,464	\$ 12,776	\$ 13,095	\$ 13,423	\$ 13,759	\$ 14,102	\$ 14,454	\$ 14,815	\$ 15,186	\$ 15,565	\$ 15,955	\$ 16,354
	ANNUAL	\$ 145,933	\$ 149,573	\$ 153,317	\$ 157,144	\$ 161,075	\$ 165,110	\$ 169,229	\$ 173,451	\$ 177,778	\$ 182,229	\$ 186,784	\$ 191,464	\$ 196,248
135	HOURLY	\$ 74.08	\$ 75.93	\$ 77.83	\$ 79.78	\$ 81.77	\$ 83.81	\$ 85.91	\$ 88.06	\$ 90.26	\$ 92.52	\$ 94.83	\$ 97.20	\$ 99.63
	MONTHLY	\$ 12,841	\$ 13,161	\$ 13,491	\$ 13,829	\$ 14,173	\$ 14,527	\$ 14,891	\$ 15,264	\$ 15,645	\$ 16,037	\$ 16,437	\$ 16,848	\$ 17,269
	ANNUAL	\$ 154,086	\$ 157,934	\$ 161,886	\$ 165,942	\$ 170,082	\$ 174,325	\$ 178,693	\$ 183,165	\$ 187,741	\$ 192,442	\$ 197,246	\$ 202,176	\$ 207,230

CONFEDERATED TRIBES OF SILETZ INDIANS

NOTE: EACH STEP IS UP 2.5% FROM PRIOR

2026

Salary Scale

Grade	STEP>>	1	2	3	4	5	6	7	8	9	10	11	12	13
136	HOURLY	\$ 78.23	\$ 80.19	\$ 82.19	\$ 84.24	\$ 86.35	\$ 88.51	\$ 90.72	\$ 92.99	\$ 95.31	\$ 97.69	\$ 100.13	\$ 102.63	\$ 105.20
	MONTHLY	\$ 13,560	\$ 13,900	\$ 14,246	\$ 14,602	\$ 14,967	\$ 15,342	\$ 15,725	\$ 16,118	\$ 16,520	\$ 16,933	\$ 17,356	\$ 17,789	\$ 18,235
	ANNUAL	\$ 162,718	\$ 166,795	\$ 170,955	\$ 175,219	\$ 179,608	\$ 184,101	\$ 188,698	\$ 193,419	\$ 198,245	\$ 203,195	\$ 208,270	\$ 213,470	\$ 218,816

137	HOURLY	\$ 82.60	\$ 84.67	\$ 86.79	\$ 88.96	\$ 91.18	\$ 93.46	\$ 95.80	\$ 98.20	\$ 100.66	\$ 103.18	\$ 105.76	\$ 108.40	\$ 111.11
	MONTHLY	\$ 14,317	\$ 14,676	\$ 15,044	\$ 15,420	\$ 15,805	\$ 16,200	\$ 16,605	\$ 17,021	\$ 17,448	\$ 17,885	\$ 18,332	\$ 18,789	\$ 19,259
	ANNUAL	\$ 171,808	\$ 176,114	\$ 180,523	\$ 185,037	\$ 189,654	\$ 194,397	\$ 199,264	\$ 204,256	\$ 209,373	\$ 214,614	\$ 219,981	\$ 225,472	\$ 231,109

138	HOURLY	\$ 87.19	\$ 89.37	\$ 91.60	\$ 93.89	\$ 96.24	\$ 98.65	\$ 101.12	\$ 103.65	\$ 106.24	\$ 108.90	\$ 111.62	\$ 114.41	\$ 117.27
	MONTHLY	\$ 15,113	\$ 15,491	\$ 15,877	\$ 16,274	\$ 16,682	\$ 17,099	\$ 17,527	\$ 17,966	\$ 18,415	\$ 18,876	\$ 19,347	\$ 19,831	\$ 20,327
	ANNUAL	\$ 181,355	\$ 185,890	\$ 190,528	\$ 195,291	\$ 200,179	\$ 205,192	\$ 210,330	\$ 215,592	\$ 220,979	\$ 226,512	\$ 232,170	\$ 237,973	\$ 243,922

139	HOURLY	\$ 92.07	\$ 94.37	\$ 96.73	\$ 99.15	\$ 101.63	\$ 104.17	\$ 106.77	\$ 109.44	\$ 112.18	\$ 114.98	\$ 117.85	\$ 120.80	\$ 123.82
	MONTHLY	\$ 15,959	\$ 16,357	\$ 16,767	\$ 17,186	\$ 17,616	\$ 18,056	\$ 18,507	\$ 18,970	\$ 19,445	\$ 19,930	\$ 20,427	\$ 20,939	\$ 21,462
	ANNUAL	\$ 191,506	\$ 196,290	\$ 201,198	\$ 206,232	\$ 211,390	\$ 216,674	\$ 222,082	\$ 227,635	\$ 233,334	\$ 239,158	\$ 245,128	\$ 251,264	\$ 257,546

141	HOURLY	\$ 102.61	\$ 105.18	\$ 107.81	\$ 110.51	\$ 113.27	\$ 116.10	\$ 119.00	\$ 121.98	\$ 125.03	\$ 128.16	\$ 131.36	\$ 134.64	\$ 138.01
	MONTHLY	\$ 17,786	\$ 18,231	\$ 18,687	\$ 19,155	\$ 19,633	\$ 20,124	\$ 20,627	\$ 21,143	\$ 21,672	\$ 22,214	\$ 22,769	\$ 23,338	\$ 23,922
	ANNUAL	\$ 213,429	\$ 218,774	\$ 224,245	\$ 229,861	\$ 235,602	\$ 241,488	\$ 247,520	\$ 253,718	\$ 260,062	\$ 266,573	\$ 273,229	\$ 280,051	\$ 287,061

143	HOURLY	\$ 114.33	\$ 117.19	\$ 120.12	\$ 123.12	\$ 126.20	\$ 129.36	\$ 132.59	\$ 135.90	\$ 139.30	\$ 142.78	\$ 146.35	\$ 150.01	\$ 153.76
	MONTHLY	\$ 19,817	\$ 20,313	\$ 20,821	\$ 21,341	\$ 21,875	\$ 22,422	\$ 22,982	\$ 23,556	\$ 24,145	\$ 24,749	\$ 25,367	\$ 26,002	\$ 26,652
	ANNUAL	\$ 237,806	\$ 243,755	\$ 249,850	\$ 256,090	\$ 262,496	\$ 269,069	\$ 275,787	\$ 282,672	\$ 289,744	\$ 296,982	\$ 304,408	\$ 312,021	\$ 319,821

