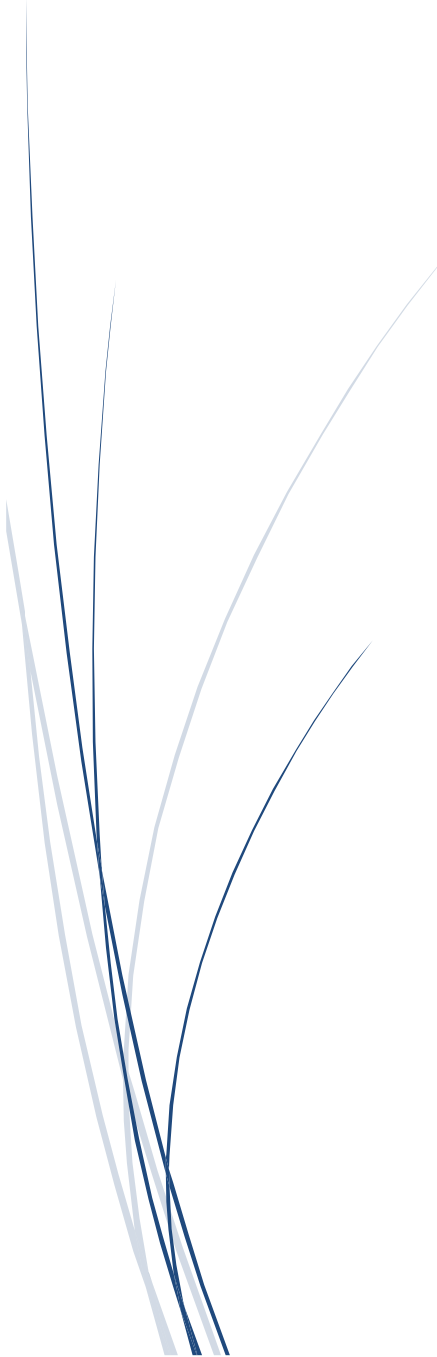


# EMPLOYEE HANDBOOK



**Chevak Traditional Council**

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*Originally Adopted 1978*

*Revised 2002*

*Revised and Approved 2026*

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## APPROVAL

This **Employee Handbook** is hereby adopted by the **Chevak Traditional Council** as the official personnel policy manual governing employment practices, standards of conduct, and administrative procedures for all employees of Chevak Traditional Council.

This Handbook supersedes and replaces all prior personnel handbooks, policies, and procedures previously issued, whether written or verbal, unless otherwise required by applicable law, grant conditions, or contractual obligations.

The Council affirms that this Handbook is intended to provide guidance and consistency in employment practices and does not create a contract of employment or alter the at-will employment relationship, except as otherwise required by tribal law, federal law, or written agreement approved by the Council.

The Chevak Traditional Council reserves the right to interpret, amend, revise, or repeal any provision of this Handbook at any time by Council action to ensure compliance with applicable laws, funding requirements, and the needs of the organization and community.

This Employee Handbook was reviewed and formally adopted by resolution of the Chevak Traditional Council on the date indicated below and is effective as of that date.

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**APPROVED BY:**

**Chevak Traditional Council**  
Governing Body of the Chevak Native Village

**Name / Title**

**Signature**

**Date**

Gabriel Nanok, First Chief



4-14-2026

Esther Friday, Second Chief



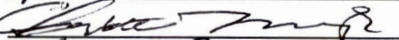
4-14-26

Marsha Nanok, Secretary/Treasurer



04/14/2026

Charlotte Nayagak, Member



04/14/2026

Liana Pingayak, Member



04/14/2026

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**ATTESTED BY:**

Gavin Atchak, Acting Tribal Administrator



4/14/2026

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**EFFECTIVE DATE:**

This Employee Handbook is effective **April 14, 2026**, and applies to all employees of the Chevak Traditional Council unless otherwise specified.

## DEFINITIONS

For purposes of this Employee Handbook, the following terms have the meanings below:

**Administrator** – The Tribal Administrator, or authorized designee, responsible for daily operations and enforcement of personnel policies.

**Council** – The Chevak Traditional Council, the governing body that adopts, amends, or repeals policies.

**Supervisor** – Any employee authorized to oversee, direct, and evaluate the work of other employees.

**Employee** – Any individual hired by the Chevak Traditional Council under an approved position and funding source.

**Working Day** – Any day that the Council's administrative offices are open for regular business, excluding weekends and recognized holidays.

**Immediate Family** – Includes spouse, domestic partner, children, parents, siblings, grandparents, grandchildren, or equivalent in-laws.

**Exempt / Non-Exempt** – Classifications under the Fair Labor Standards Act (FLSA) determining eligibility for overtime compensation.

**Grievance** – A formal written complaint by an employee concerning interpretation or application of policy or alleged unfair treatment.

**Harassment** – Unwelcome verbal, visual, or physical conduct that interferes with work performance or creates a hostile environment.

**Job Abandonment** – Failure to report for three (3) consecutive scheduled workdays without notice, processed as voluntary resignation.

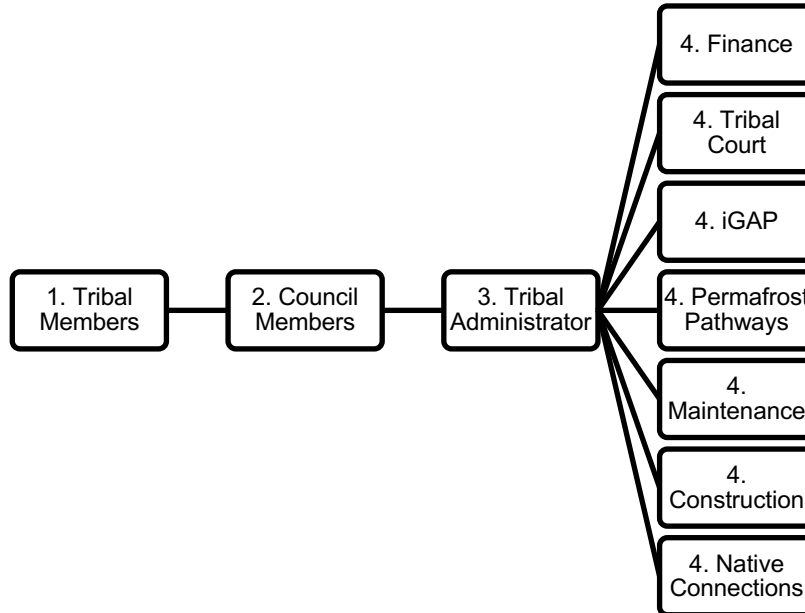
*These definitions are adopted as part of the Chevak Traditional Council Employee Handbook.*

## ABOUT CHEVAK TRADITIONAL COUNCIL

**Chevak Native Village** is a federally recognized tribe operating as the Chevak Traditional Council (CTC), the governing authority for the Cup'ik people of Chevak, Alaska. Established in 1978, CTC is committed to preserving our cultural identity, upholding tribal sovereignty, and supporting the well-being of our tribal members.

CTC administers essential programs and services—such as governance and administration, environmental protection, justice and court services, and community support—to strengthen our community and promote self-determination for future generations.

### ORGANIZATIONAL STRUCTURE



#### 1. Tribal Membership (The People)

- The highest authority within the Tribal Government
- Elects the Council
- Holds inherent sovereignty and decision-making power

#### 2. Chevak Traditional Council (Elected Governing Body)

- First Chief, Second Chief, Secretary/Treasurer, and Council Members with an Elder Advisor
- Provides leadership and policy direction
- Approves budgets, resolutions, and major actions
- Oversees Tribal Administration

#### 3. Tribal Administrator

- Chief executive manager appointed/hired by the Council and Association of Village Council Presidents (AVCP)
- Implements Council decisions
- Manages staff and staff files, programs, and daily operations
- Ensures compliance with grants, contracts, and tribal policies
- Maintains and updates all manuals associated with CTC
- Ensures alignment with laws, funding regulations, and Council directives
- Communicates policy changes to staff
- Ensures consistent application across the organization
- Manages personnel and employee functions
- Is the final authority on day-to-day personnel decisions unless otherwise directed by Council.

#### 4. Departments Under the Tribal Administrator

Department	Core Responsibilities
Finance	Budgeting, payroll, purchasing, financial reporting, grant administration
Tribal Court	Court operations, enforcement of tribal codes, case management
Environmental (IGAP)	Environmental protection, waste management, community education
Maintenance	Facilities upkeep, equipment, community infrastructure support
Construction	Construction and upkeep of new and current buildings
Native Connections	Prevent and reduce youth substance abuse and suicide by providing culturally grounded mental health support and early intervention.

### PREFACE

This Employee Handbook is hereby adopted as the guiding set of employment policies for CTC. It reflects our shared responsibility to uphold fairness, professionalism, and integrity in service to the Cup'ik people of Chevak.

The purpose of this Employee Handbook is to communicate the policies, responsibilities, and workplace standards that support a safe, respectful, and productive working environment for all employees. It provides clarity on employee rights, benefits, and expectations, while also outlining supervisory and administrative processes to ensure consistent and transparent management practices.

These policies represent the Council's ongoing commitment to accountability, cultural respect, and high-quality service delivery. They are adopted in accordance with applicable tribal, federal, and state requirements, including the Indian Self-Determination and Education Assistance Act (**Public Law 93-638**).

CTC reserves the right to interpret, modify, or amend any policy contained in this handbook as needed to remain compliant with governing laws, funding obligations, and the evolving needs of our organization and community.

### WELCOME MESSAGE

Welcome to CTC! As an employee, you play a vital role in serving our people and preserving the Cup'ik way of life. This handbook outlines the policies and expectations that guide our work together. It ensures fairness, accountability, and compliance with tribal, state, and federal laws.

All employees are expected to read and follow these policies carefully. The Council reserves the right to amend this handbook at any time to remain consistent with applicable regulations and community needs.

### MISSION STATEMENT

To promote the well-being, self-determination, and cultural integrity of the Cup'ik people of Chevak by providing essential programs, services, and governance that strengthen our community and future generations.

### CORE VALUES

- **Respect** – Honoring one another and the Cup'ik traditions that define our identity.
- **Integrity** – Acting with honesty, fairness, and accountability in all duties.
- **Service** – Working together to meet the needs of our people.
- **Community** – Building cooperation and pride through shared responsibility.

- **Excellence** – Committing to high standards of performance and continuous improvement.

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## SECTION 1 – INTRODUCTION

### 1.1 Purpose

This handbook establishes employment policies, responsibilities, and benefits applicable to all employees of the CTC. It provides a framework for consistent and fair management practices.

### 1.2 Authority

These policies are adopted by CTC under the authority of its Constitution and By-Laws, as recognized by the U.S. Department of the Interior.

### 1.3 Applicability

This handbook applies to all Council employees unless otherwise specified by federal, state, or grant-funding requirements.

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## SECTION 2 – NATIVE PREFERENCE AND EQUAL EMPLOYMENT OPPORTUNITY

### 2.1 Native Preference

CTC exercises employment preference for qualified Alaska Natives and American Indians in accordance with the **Indian Self-Determination and Education Assistance Act** (Public Law 93-638) and other applicable laws.

### 2.2 Equal Employment Opportunity

CTC prohibits discrimination or harassment based on race, color, age, sex, national origin, religion, disability, marital status, ancestry, sexual orientation/gender identity, or other protected categories. All employment decisions are based on merit, qualifications, and program needs.

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## SECTION 3 – EMPLOYMENT CLASSIFICATION AND STATUS

### 3.1 Categories of Employment

- **Regular Full-Time:** Employees scheduled to work 35 hours or more per week on a continuing basis.
- **Regular Part-Time:** Employees scheduled to work less than 35 hours per week on a continuing basis.
- **Temporary or Seasonal:** Employees hired for a specific project or period not exceeding one year.
- **On-Call:** Employees who work only when needed and are not guaranteed minimum hours.

### 3.2 Independent Contractors (Not Employees)

• **Independent Contractors:** Individuals engaged under a written contract approved by the Council are not employees and are not covered by this Handbook unless expressly stated in the contract.

### 3.3 Probationary Period

New employees serve a 90-day probationary period. During this time, employment may be terminated by either the employer or employee without cause or appeal. Upon successful completion, the employee attains regular status. Completion of probation does not alter the at-will nature of employment. Probationary employees are not entitled to progressive discipline or grievance rights.

### 3.4 Employment Relationship

Employment with CTC is generally at-will, meaning either the Council or the employee may end the employment relationship at any time, with or without cause or advance notice, except as otherwise provided by tribal law, grant or contract requirements, or written employment

agreements approved by the Council. Nothing in this handbook shall be construed to create a contract of employment or a guarantee of continued employment.

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## SECTION 4 – HIRING AND EMPLOYMENT ELIGIBILITY

### 4.1 Job Announcement

Vacant positions will be posted publicly and distributed within the community for a reasonable period. Announcements will specify required qualifications, duties, and application deadlines.

### 4.2 Selection

Applicants are evaluated based on education, experience, and qualifications relevant to the position. Preference will be given to qualified Alaska Native and American Indian applicants as authorized by federal law.

### 4.3 Employment Eligibility

All employees must provide documentation verifying identity and eligibility to work in the United States and, when applicable, enrollment verification for Native preference.

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## SECTION 5 – ORIENTATION AND PROBATIONARY PERIOD

### 5.1 Orientation

All new employees will receive an orientation conducted by the Supervisor or designee. Orientation includes review of this handbook, job description, and applicable workplace rules.

### 5.2 Evaluation During Probation

Supervisors will monitor the employee's performance and conduct regular feedback meetings during the probationary period.

### 5.3 Personnel Records

Personnel records are maintained by the Tribal Administrator in a secure and confidential location. Employees may review their personnel file upon reasonable request during normal business hours.

Employees may request copies of documents contained in their personnel file; however, original documents shall remain the property of CTC and will not be removed from the file.

Access to personnel records is limited to the employee, the Tribal Administrator, and authorized individuals with a legitimate administrative, legal, or audit-related need to review such records. All personnel records will be handled in a manner that protects employee privacy to the extent permitted by law.

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## SECTION 6 – PERFORMANCE EVALUATION

### 6.1 Purpose

Performance evaluations ensure employees understand expectations and receive feedback to improve their effectiveness and growth within the organization.

### 6.2 Frequency

Regular employees will receive a written evaluation at least annually. Additional evaluations may occur following probation or significant changes in duties.

### 6.3 Evaluation Criteria

Evaluations consider quality of work, reliability, teamwork, attendance, and compliance with Council policies.

## SECTION 7 – EMPLOYEE CONDUCT AND RESPONSIBILITIES

### 7.1 Policy Review and Amendment

This section sets expectations for professional behavior, confidentiality, and appropriate use of authority so that all employees contribute to a respectful, safe, and effective workplace. Only CTC may adopt, amend, or repeal personnel policy. The Administrator maintains the official copy and ensures distribution to all departments.

### 7.2 Standards of Conduct

Employees must conduct themselves in a manner that reflects positively on CTC and supports a respectful, safe, and inclusive workplace. All employees are expected to maintain professionalism, courtesy, and respect in all interactions with coworkers, Tribal members, and the public.

CTC maintains a strict no-nepotism policy to ensure fairness, accountability, and grant compliance. No employee or council member may hire, supervise, evaluate, discipline, or process payroll for any immediate family member as defined in this handbook. Any requested exception must be approved in advance and in writing by the council, documented for audit purposes, and must comply with all applicable funding requirements.

Employees who believe they have experienced or witnessed discrimination, harassment, or retaliation are encouraged to report their concerns promptly to their Supervisor, the Administrator, or any Council-designated official. Reports may be made verbally or in writing, and employees may bypass any person they believe is involved in the conduct at issue.

#### **Employees shall:**

- Use good judgment and discretion in all professional relationships and communications.
- Support colleagues and avoid obstructing others in fulfilling their responsibilities.
- Protect confidential information and avoid unauthorized disclosure.
- Avoid conduct — whether on or off the job — that could discredit CTC or disrupt workplace operations.

#### **Employees may not:**

- Accept gifts, favors, payments, or any valuable items from vendors, contractors, or individuals seeking influence with CTC.
- Offer or accept anything of value in exchange for appointments, employment, promotions, or official actions.
- Represent personal opinions as official positions of CTC. This prohibition applies to social media posts, interviews, public presentations, and other communications that could reasonably be understood as speaking on behalf of the council. Any public statement on behalf of CTC must be expressly authorized by the council or tribal administrator.

### 7.3 Confidentiality

Employees shall maintain the confidentiality of all records, data, and information obtained during employment. Unauthorized disclosure of confidential or personal information is strictly prohibited.

### 7.4 Conflict of Interest

Employees must avoid situations where personal interests conflict—or appear to conflict—with their duties to the Council. Any potential conflicts must be disclosed immediately to the Administrator.

### 7.5 Political Activity

Employees may engage in political activity only when off duty and not representing the Council. Use of Council resources or work time for campaign or political purposes is prohibited.

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## SECTION 8 – HOURS OF WORK AND ATTENDANCE

### 8.1 Workweek and Schedule

The standard workweek is thirty-five (35) hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. with one-hour unpaid lunch break. Lunch is normally observed from 12:00 p.m. to 1:00 p.m. Adjustments to the regular schedule may be made by the Administrator to meet operational needs, with reasonable notice to employees whenever possible.

### 8.2 Attendance and Punctuality

Employees are expected to report on time and to notify their supervisor of any absence or tardiness as soon as possible. Unexcused absence of three (3) consecutive scheduled workdays is considered job abandonment and will be processed as a voluntary resignation, subject to documented attempts to contact the employee.

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## SECTION 9 – PAYROLL

### 9.1 Pay Schedule

Employees are paid on a biweekly schedule, with pay days occurring every other Wednesday.

### 9.2 Time Records

All non-exempt employees must accurately record hours worked each day using the approved timekeeping system. Violations of this policy are subject to discipline as outlined in Section 14.

### 9.3 Overtime

The standard workweek is 35 hours; however, overtime for non-exempt employees is calculated under federal law after 40 hours in a workweek. For non-exempt employees, overtime is compensated at one and one-half (1.5) times the regular hourly rate for all hours worked over eight (8) hours in a day or forty (40) hours in a workweek, consistent with applicable law. Overtime must be approved in advance by the Supervisor or Administrator. Compensatory time is provided only when allowed by funding source and applicable law. Overtime will be paid out or otherwise addressed in accordance with Council policy and funding requirements. Only non-exempt employees are eligible for overtime or compensatory time.

### 9.4 Payroll Deductions

Authorized deductions include federal and state tax withholding, Social Security, voluntary benefits, and court-ordered garnishments as required by law.

### 9.5 Final Wages

Final wages will be issued within three working days after termination or by the next regular payday, whichever occurs first, consistent with AS 23.05.140

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## SECTION 10 – LEAVE OF ABSENCE

### 10.1 General Provisions

All leave requests must be submitted in advance and approved by the employee's supervisor or Administrator. Unauthorized absences may result in disciplinary action and loss of pay.

### 10.2 Leave Accumulation

Employees earn annual leave based on length of service as outlined in the leave schedule maintained by the Administrator. Employees earn 75 hours of personal leave and 21 hours of sick leave per year. Supervisors will consider program needs and equitable treatment when approving or denying leave requests. Annual leave accrual rates and maximum carry-over limits are set forth in the leave schedule maintained by the Finance Manager, which is incorporated by reference into this handbook and available to employees upon request. Any payout of unused

annual leave upon separation will follow that schedule and applicable funding requirements. Leave balance can be obtained by the Finance Manager.

### 10.3 Sick Leave

Sick leave may be used for personal illness, injury, medical appointments, or to care for immediate family members. The Administrator or Supervisor may require a doctor's note for absences exceeding three (3) days. Sick leave accrual rates, maximum accruals, and any limits on use are set forth in the leave schedule maintained by the Finance Manager and are available to employees upon request.

### 10.4 Other Leave Types

Other authorized leave includes bereavement, jury duty, military leave, and approved unpaid personal leave, subject to federal and state law and Council policy.

### 10.5 Unauthorized Absence

Any absence not approved in advance or not properly reported will be considered unauthorized. Violations of this policy are subject to discipline as outlined in Section 14.

### 10.6 Paid Holidays

CTC observes the following paid federal and tribal holidays each calendar year. When a holiday falls on a Saturday, it will generally be observed on the preceding Friday; when it falls on a Sunday, it will be observed on the following Monday, unless otherwise directed by the Administrator or Council.

Recognized Paid Holidays:

1. **New Year's Day** – January 1
2. **Martin Luther King Jr. Day** – Third Monday in January
3. **Presidents' Day** – Third Monday in February
4. **Memorial Day** – Last Monday in May
5. **Juneteenth National Independence Day** – June 19
6. **Independence Day** – July 4
7. **Labor Day** – First Monday in September
8. **Indigenous Peoples' Day** – Second Monday in October
9. **Veterans Day** – November 11
10. **Thanksgiving Day** – Fourth Thursday in November
11. **Day After Thanksgiving** – Alaska Day (Observed)
12. **Christmas Day** – December 25
13. **Day After Christmas** – Traditional Chief's Day (Observed)

#### Notes:

- *Certain holidays are observed by CTC as tribal holidays and may differ from state or federal observances. These are indicated as "Observed" in the list above.*
- *The Administrator, with approval from the Council, may designate or adjust holiday schedules to include half-day closures on the day prior to a recognized holiday, provided reasonable notice is given to all employees.*
- *To qualify for paid holiday benefits, an employee must be in a paid status (working or on approved leave) on both the scheduled workday before and after the holiday, unless excused by the Administrator.*

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## SECTION 11 – SAFETY, SECURITY, AND DRUG AND ALCOHOL-FREE WORKPLACE

### 11.1 Safety

Employees are responsible for following safety procedures, reporting hazards, and using equipment properly. The Administrator will ensure compliance with applicable occupational health and safety regulations. Unsafe conditions must be reported immediately to a supervisor.

### **11.2 Workplace Violence and Weapons**

CTC prohibits threats, intimidation, harassment, and any act of violence in the workplace or at council-sponsored events. Employees may not possess firearms or other dangerous weapons on council premises or in council vehicles, except as expressly authorized by the council or required by job duties and applicable law. Violations of this policy are subject to discipline, up to and including termination.

### **11.3 Security**

The Council's facilities and property must be always protected. Employees are expected to lock doors, secure confidential documents, and safeguard Council assets. Access to restricted areas is limited to authorized personnel only.

### **11.4 Reporting and Investigation**

Employees who witness or experience unsafe or prohibited conduct—including harassment, discrimination, or violence—should promptly report it to their supervisor or Administrator. A preliminary assessment will begin within five (5) business days, and the matter will be resolved as promptly as practicable. Confidentiality will be fully maintained when possible.

### **11.5 Drug and Alcohol-Free Workplace**

CTC maintains a drug-free workplace consistent with the Drug-Free Workplace Act. Employees are prohibited from using, possessing, distributing, or being under the influence of alcohol or illegal drugs while on duty or on Council premises. Reasonable-suspicion testing may be required. Employees are not required to disclose their specific medical diagnosis or condition; however, they must disclose any work-related limitations or safety concerns so that appropriate accommodations or assignments can be considered in accordance with applicable law. Violations of this policy are subject to discipline as outlined in Section 14.

As a condition of employment on certain federally funded programs, employees may be required to comply with additional Drug-Free Workplace Act requirements, including notifying the Council within five (5) calendar days after any criminal drug conviction occurring in the workplace. Prescription medications prescribed by a licensed medical provider are considered acceptable. Employees must notify their supervisor or the Tribal Administrator if any prescribed medication may impair or alter their ability to safely or effectively perform their job duties.

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## **SECTION 12 – PROPERTY USE, VEHICLES, AND COMMUNICATIONS**

### **12.1 Use of Council Property**

Employees are expected to use Council property, equipment, and supplies only for official business. Personal use must be limited, reasonable, and approved in advance.

### **12.2 Vehicles**

Council vehicles may be operated only by authorized employees with a valid driver's license and current insurance (if applicable). Employees must observe traffic laws and report any accidents immediately.

### **12.3 Communications and Technology**

Use of Council computers, telephones, and internet resources is for official purposes. Limited personal use is permitted if it does not interfere with duties or violate policy. Inappropriate use, including accessing offensive content or unauthorized disclosure of confidential information, is prohibited.

Employees should have no expectation of privacy when using Council computers, email, telephones, or internet resources. The Council reserves the right to monitor, access, and review electronic communications and system usage to the extent permitted by applicable law and policy.

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## SECTION 13 – TRAVEL AND PER DIEM

### 13.1 Authorization and Purpose

All travel must be approved in advance by the Administrator. The purpose of travel must directly relate to CTC business, training, or program requirements.

Travel requests must be submitted at least two (2) weeks prior to the planned travel date to allow for proper review and approval. Requests submitted with less than two weeks' notice may be denied at the discretion of management.

### 13.2 Rates and Reimbursement

Travel reimbursements and per diem allowances will follow the current General Services Administration (GSA) Federal Per Diem Rates applicable to the travel destination, unless a different rate is authorized in writing by the Administrator consistent with funding requirements. Travelers must submit itemized receipts and required documentation within forty-five (45) days of return; late submissions may be denied or require special approval by the Administrator.

### 13.3 Personal Leave in Conjunction with Official Travel

Employees who choose to extend travel for personal reasons may do so; however, any additional costs associated with the extended stay, including but not limited to lodging, meals, transportation, and per diem, shall be the sole responsibility of the individual and shall not be paid or reimbursed by CTC.

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## SECTION 14 – PROGRESSIVE DISCIPLINE AND TERMINATION

### 14.1 Purpose

Discipline is intended to correct behavior and promote accountability while maintaining fairness and consistency. The process will consider the seriousness and frequency of the infraction.

### 14.2 Progressive Discipline

CTC is committed to fair and consistent administration of workplace standards. Progressive discipline is used to correct performance deficiencies, reinforce expectations, and provide employees an opportunity to improve. Depending on the severity of the issue, the Administrator or Supervisor reserves the right to apply any level of discipline, consistent with Section 14, without following a sequential order. The existence of progressive discipline does not create a right to continued employment or require the Council to follow any particular sequence.

The steps of progressive discipline may include:

- 1. Corrective Counseling:** A formal conversation between the supervisor and employee to address concerns related to performance, behavior, or adherence to policies. Corrective counseling is instructional, identifies areas of concern, and establishes clear expectations for improvement.
- 2. Verbal and/or Written Warning:** Supervisors may issue a verbal warning as the first official disciplinary step. A written warning will be documented and placed in the employee's personnel file. The warning clearly identifies the issue, expected improvements, and the potential consequences of continued issues.
- 3. Probation:** An employee may be placed on probation of up to 60 days when issues persist or performance is below standard. The probationary period includes regular monitoring and documented evaluations. Failure to demonstrate acceptable improvement may result in additional disciplinary action.

**4. Suspension:** Suspension from duty without pay of up to 10 working days may be imposed due to serious misconduct, repeated violations, or pending investigation. Suspension serves as a temporary corrective action while determining the appropriate next steps.

**5. Demotion:** A disciplinary action that reassigns an employee to a lower-level position with reduced responsibility, pay, or authority because of performance problems or misconduct. The employee receives written notice of the reasons, effective date, and expectations for the new role, and failure to meet those expectations can lead to further discipline, including termination.

**6. Termination:** Termination results in the separation of the employee from employment with CTC. It may occur due to serious misconduct, continued performance deficiencies, violation of policies, or failure to improve after prior disciplinary action.

At all times, disciplinary action will be administered in a manner that is consistent, documented, and respectful of the rights of employees. CTC retains discretion to determine the appropriate level of discipline based on the specific circumstances of each case.

### 14.3 Termination of Employment

Termination is the separation of an employee from employment with CTC. Termination may occur following progressive discipline (see Section 14.2) or may occur immediately when the nature of the conduct warrants separation without prior corrective action.

#### 1. Termination Following Progressive Discipline

An employee may be terminated after one or more prior disciplinary actions when performance or conduct fails to improve or when violations continue. Grounds for termination following progressive discipline include, but are not limited to:

- Repeated failure to meet job performance standards (see Section 6)
- Continued violation of Council policies or procedures (see Sections 7–13)
- Excessive absenteeism or tardiness after corrective action (see Section 8.2)
- Failure to comply with probationary terms or corrective directives (see Section 14.2)
- Insubordination or refusal to follow reasonable supervisory instructions

#### 2. Immediate Termination (No Progressive Discipline Required)

Certain conduct is considered sufficiently serious to require immediate termination and does not require prior warning, counseling, or progressive discipline. Such conduct includes, but is not limited to:

- Theft, fraud, embezzlement, or misuse of Council funds, property, or resources (see Section 12)
- Falsification of time records, personnel documents, reports, or official records (see Section 9.2)
- Violence, threats, intimidation, or abusive conduct toward employees, Tribal members, or the public (see Section 7.2)
- Possession, use, distribution, or being under the influence of illegal drugs or alcohol while on duty or on Council premises (see Section 11.5)
- Gross insubordination or refusal to perform essential job duties
- Harassment, discrimination, or retaliation in violation of Council policy (see Section 7.2 and Section 15.3)
- Serious safety violations that endanger individuals, facilities, or operations (see Section 11.1)
- Unauthorized disclosure or misuse of confidential information (see Section 7.3)
- Criminal conduct related to employment or occurring on Council property

- Job abandonment, as defined in Section 8.2
- Any conduct that materially harms the integrity, reputation, or operations of the Council

### **3. Authority, Documentation, and Finality**

The Administrator has the authority to determine whether termination is appropriate, subject to Council oversight when required. All termination decisions will be documented and handled in a consistent and respectful manner (see Section 14.3).

Nothing in this section alters the at-will nature of employment described in Section 3.3 or limits the Council's sovereign authority.

#### **14.4 Rehire Eligibility**

Employees who are separated from employment with CTC may be eligible to reapply for employment after a minimum of three (3) months from the effective date of separation. Rehire eligibility is not guaranteed and will be determined by the Administrator or Council based on the circumstances of the separation, prior work performance, and overall suitability for reemployment. Employees terminated for serious misconduct or policy violations may be deemed ineligible for rehire.

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## **SECTION 15 – GRIEVANCE PROCEDURES**

### **15.1 Purpose**

The grievance process provides employees with a fair and orderly method to resolve workplace concerns or disputes. This grievance process does not apply to termination of at-will employment or disciplinary actions unless required by law. If a specific law, grant, contract, or written employment agreement provides an appeal or hearing process for certain disciplinary actions, that process will apply only as expressly required and will not alter the general at-will nature of employment. For purposes of this section, "working days" means CTC business days.

### **15.2 Procedure**

#### **Step 1 – Corrective Counseling (Initial Step):**

A formal conversation between the supervisor and employee to address concerns related to performance, behavior, or adherence to policies. This step is intended to resolve issues at the earliest stage. If the issue is not resolved or improvement is not demonstrated, additional disciplinary action may follow. Corrective counseling is instructional, identifies areas of concern, and establishes clear expectations for improvement.

**Step 2 – Informal Resolution:** If unresolved, an employee should then discuss the issue with their immediate supervisor within five (5) working days of the event.

**Step 3 – Written Grievance:** If still unresolved, the employee may submit a written grievance to the Administrator within ten (10) working days. The Administrator will respond in writing within five (5) working days.

**Step 4 – Council Review:** If still unresolved, the employee may appeal in writing to the Council within five (5) working days after receiving the Administrator's decision. The Council will review the matter and issue a final written determination.

### **15.3 Confidentiality and Non-Retaliation**

All grievance matters will be handled confidentially. Employees will not be retaliated against for filing a good-faith grievance or participating in an investigation. The grievance process does not limit the Council's sovereign authority or the at-will employment relationship.

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## APPENDIX A – REFERENCES

Available through official government sources

- Alaska Statutes, Title 23 – **Labor and Workers’ Compensation** (employment practices and wage payment)
- **Indian Self-Determination and Education Assistance Act** (Public Law 93-638):
- General Services Administration (GSA) – **Federal Per Diem Rates**:
- **Drug-Free Workplace Act of 1988**, 41 U.S.C. §§ 8101–8106 (drug-free workplace requirements for federal grant and contract recipients)

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## APPENDIX B – EMPLOYEE ACKNOWLEDGMENT FORM

(Employer Copy - **Detach and retain in personnel file**)

I acknowledge that I have received a copy of the **Chevak Traditional Council Employee Handbook (Revised 2026)**. I understand that I am responsible for reading and complying with the policies, procedures, and workplace standards contained in this handbook.

I further acknowledge and understand that:

- *The Council may revise, add to, or rescind policies at any time in accordance with applicable laws, funding requirements, and organizational needs.*
- *It is my responsibility to stay informed of policy updates and seek clarification when needed.*
- *Violation of these policies may result in disciplinary action, up to and including termination of employment.*
- *This handbook is not a contract of employment and does not guarantee continued employment.*
- *Nothing in this handbook alters the Tribe’s sovereign authority or governing documents, which supersede any conflicting provisions.*

By signing below, I affirm that I have received the handbook and agree to uphold the responsibilities and standards expected of all employees of the CTC.

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Printed Name

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Signature

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Date