

# PERSONNEL POLICIES MANUAL

FORT BELKNAP COMMUNITY COUNCIL  
Harlem, MT 59526

Adopted April 2, 1996

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## INTRODUCTION

This manual has been prepared to serve as a guide to all management and staff of the FORT BELKNAP COMMUNITY COUNCIL (hereinafter referred to as FBCC). It details to the personnel policies of the FBCC in its efforts to deliver the highest quality of services to provide employment opportunities to all members of the Fort Belknap Indian Community. The FBCC requires policies within which employee initiatives can be directed in furtherance of these and other FBCC objectives and in the promotion of individual interest. Each employee must know what is expected by way of job performance and working environment that combines productivity with job satisfaction. Consistent application of these policies is the key to successfully maintaining employee moral and productivity, and, thus the delivery of quality services.

As the FBCC extends its authority over programs having both direct and indirect effects on the Fort Belknap Indian Community, it becomes essential for effectual administration that personnel policies be essential for effectual administered in a consistent and equitable manner. To be continuously effective, this manual must keep abreast of changing condition in employment standards, government regulations, applicable labor laws and other organizational matter.

## \*\*\* NOTICE \*\*\*

The policies in this manual are to be considers as guidelines. The FBCC at it option, may change, delete, suspend or discontinue any part or parts of the policies in this manual at any time without prior notice. Any such action shall apply to existing as well as future employees with continued employment remaining a negotiable matter between the FBCC and the employee. No group or individual other than the FBCC may alter or modify any of the policies in this manual. No statement or promise by a supervisor, manager/foreman or department director may be interpreted as a change in policy nor will it constitute an agreement with an employee. Should any provisions in the Personnel Policies Manual be found to be unenforceable or otherwise invalid, such finding does not invalidate the entire manual, but only the subject provision.



## SECTION 100: ADMINISTRATION

### 100. Personnel Policies Manual – Purpose

#### Policy Statement:

100.1 The Personnel Office of the FBCC disseminates all personnel policies and is responsible for the management of all employee related matters. The duties and responsibilities authorized in the personnel policies apply to all programs of the FBCC, including any subsidiaries. They are to remain in effect unless revised or otherwise superseded as prescribed in the FBCC's applicable procedures for doing so.

#### Procedures:

##### Administrative Rights and Objectives.

- 100.2 The FBCC retains the right to exercise all customary managerial functions, including, but not limited to, the right to:
- A. Assign duties and supervise day to day performances of those duties and to counsel and discipline employees who fail to perform the requirements of their positions.
  - B. Evaluate employee performance.
  - C. Determine and change reporting times, quitting times, and shift work when necessary.
  - D. Transfer employees within programs/departments or into other programs/departments, as deemed necessary or appropriate in the furtherance of FBCC goals.
  - E. Determine and change the size and qualifications of the work force as required by the availability of funds and administrative priorities.
  - F. Determine and change methods by which FBCC operations are carried out.
  - G. Assign duties to employees in accordance with FBCC needs and requirements.
  - H. Establish, modify and abolish policies and regulations.
  - I. Determine at the discretion of the FBCC any policies for personnel matters not considered in this manual.
- 100.3 It is the objective of the FBCC to establish personnel policies that will:
- A. Employ candidates on the basis of qualifications and suitability for employment.
  - B. Provide salaries and benefits considered reasonable and competitive within the region and consistent with sound business practices.
  - C. Maintain a safe, healthy and drug-free working environment.
  - D. Establish reasonable hours of work.
  - E. Delegate responsibilities among employees so as to ensure the successful completion of tasks.
  - F. Place employees in positions best suited to their abilities, professional development and the requirements of the FBCC.

- G. Provide for professional growth through educational and training opportunities as funding allows.
- H. Establish a system through which employees may have their concerns heard by management.
- I. Allow for the free exchange of views between administration and staff, and encourage suggestions relating to the work place as well as policies.
- J. Encourage employees to be creative and flexible in the discharge of their duties and responsibilities in a manner directed toward improving and enhancing the FBCC's goals.
- K. Take all actions necessary to profitably operate the FBCC and preserve its assets for future activities.

100.4 When necessary for a particular program, departments or operation, supplementing and implementing procedures may be issued to cover specific requirements. Nothing in these supplementing or implementing procedures shall supersede or duplicate the requirements of these personnel policies, except as dictated by individual funding agency requirements and with the approval of FBCC.

100.5 All management and staff of the FBCC shall comply with these personnel policies.

#### Primary Duties - - Personnel Office

100.6 One of the primary responsibilities of the Personnel Office is labor management, from planning through implementation of policies and programs necessary to maintain a consistent, motivated labor force. In order to meet this responsibility, activities which personnel Office representatives must perform include the following:

- |                       |                                       |
|-----------------------|---------------------------------------|
| A. communications     | E. employee recruitment and appraisal |
| B. labor relations    | F. training and development           |
| C. attitude surveys   | G. personnel administration           |
| D. affirmative action | H. organizational analysis            |

100.7 As part of these efforts, attention shall be given to creating a working atmosphere which encourages productivity and loyalty and promotes a safe working environment, free from drugs and alcohol. Wherever possible, the creating and use of employee handbooks and manuals shall be used to convey the rules and regulations of the FBCC, to help explain the reasons for such policies and to aid in reducing misunderstanding which might arise in the absence of written materials. It is the duty of each supervisor to make sure that employees have received and understand the material contained in these writing. In the even the supervisor is unsure as to an area, a superior should be consulted.

#### 110. Personnel Authority and Operations

Policy Statement:

110.1 The FBCC, the governing body of the Fort Belknap Indian Community, maintains a Personnel Committee pursuant to Article 1, Section 1, By-Laws of the Fort Belknap Indian Community. This Personnel Committee has final authority over personnel policies and operations. The Personnel Committee delegates its authority in daily business matters to the FBCC's Chief administrative Officer, who further delegates such authority to the Personnel Officer. The Personnel Officer has responsibility for managing all personnel operations through the Personnel Office, including the administration of all activities related to employee planning, placement, training, development, wages and benefits and related employee relations.

Procedures:

#### Personnel Committee Duties

110.2 All personnel actions taken or prescribed by the Personnel Committee are final and binding. The FBCC's Personnel Committee reserves to itself the following rights and duties:

- A. To review personnel policies and to recommend changes to the Fort Belknap Community Council.
- B. To make the final decisions in appointing successful applicants to permanent, part-time intermittent and seasonal positions following recommendations from the Personnel Officer and the supervisor or department director of the position being filled.
- C. To review and adjudicate any appealed grievances or charges of discrimination and harassment as the final appellate authority of the FBCC.

#### Communications of Personnel Policies

110.3 The Personnel Officer is responsible for the development and issuance of all communications regarding the FBCC's personnel policies. Normally, these will be issued in writing, either as part of the FBCC's Personnel Policies Manual, or through either implementing or supplementing handbooks, notices, memoranda and so on.

#### Essential Elements of Employee Communications Programs

110.4 The FBCC believes its interests and the interests of its employees are best served when communications programs are a two-way process. In developing its programs, the Personnel Officer shall consider the following types of information as those needed by the FBCC to pass on to its employees, as well as those needed from employees:

- A. Subjects to be communicated to Employees
  - 1. Organizational lines of responsibility
  - 2. FBCC policies and the reasons why they are needed.

- B. Subjects to be communicated to Management
1. Employee Complaints and grievances.
  2. Employee observations regarding work conditions.
  3. Employee suggestions.
  4. Other pertinent employee feedback.

### Coordination

110.5 Since employees are involved with and report to their supervisors, nothing herein is intended to replace the authority within each department and program for the FBCC. However, for the purposes of ensuring continuity and consistent treatment throughout the organization, the Personnel Office provides support services as well as transmits the formal policies which all employees are required to follow. Close cooperation between department directors and supervisors and those engaged in personnel functions is the best way to ensure fair and equitable treatment for all employees.

### 120. Revisions to Personnel Policies Manual

#### Policy Statement:

120.1 It is FBCC policy to establish and maintain Personnel Policies of the highest standards. This may require that, in the best interest of the organization, certain policies and procedures be amended from time to time that more accurately reflect daily business activities.

#### Procedures:

120.2 The Personnel Officer is to conduct periodic reviews (at least once each year) to ensure that the FBCC Personnel Policies Manual reflects current and planned business conditions and the latest techniques of human resources management, and that the Personnel Policies continue to remain consistent with all other FBCC policies.

120.3 Should it be determined that substantive revisions are appropriate, the proposed revisions will be submitted jointly by the Personnel Committee for review and comment.

120.4 Upon receiving feedback from the Personnel Committee, the proposed changes will then be posted on FBCC bulletin boards, and employee comments and suggestions will be requested. Upon twenty (20) calendar days from the date of posting, the Personnel Officer and the Chief Administrative Officer will review all comments and suggestions and deliver the final revision to the Personnel Committee for final review.

120.5 The Personnel Committee, upon editing the final version proposed by the Personnel Officer, will forward the revision to the full Community Council for official acceptance, rejection and modification of the proposal as necessary and to amend or repeal the appropriate section of the Personnel Policies Manual.

120.6 The effective date for policy implementation will be set by the Chief Administrative Officer. In no case will the effective date be retroactive.

120.7 Minor revisions to the Personnel Policies Manual which involve updating language, clarifying intent, correcting inconsistencies, providing additional details or any other editorial revisions which do not change the substance of written policy or procedure are exempt from the preceding procedures in this policy. Such editorial revisions may be immediately adopted by the Personnel Office following careful review.

120.8 Substantive revisions to the Personnel Policies Manual which result from direct legislative action of the FBCC are also exempt from the preceding procedures in this policy. Such revisions will be implemented immediately by the Personnel Officer. It is the responsibility of the Personnel Officer to ensure that all employees are knowledgeable regarding such revisions.

### 130. EEOC Harassment / Discrimination Policy

#### Policy Statement:

130.1 The FBCC's long-standing policy prohibits racial or sexual harassment or discrimination of any kind. This policy applies to all employees. Violations of this policy will not be permitted and may result in disciplinary action, up to and including termination.

#### Procedures:

##### Policy Guidelines

130.2 Racial or sexual harassment or discrimination of any kind in the work place or as a condition of employment is not permitted. The U.S. Equal Employment Opportunity Commission (EEOC) has issued guidelines which specifically address prohibited acts of sexual harassment in the work place. These guidelines define sexual harassment as:

- \* unwelcome sexual advances.
- \* requests for sexual favors.
- \* verbal or written conduct such as sexual joking, comments or innuendos, stereotyping, sexually suggestive objects or pictures, graffiti or pranks.
- \* physical contact of a sexual nature such as touching.

130.3 These behaviors are illegal if:

- \* submission to such conduct is necessary for an individual to be hired or to stay employed.
- \* an employee's acceptance or rejection of such conduct is used as a basis for employment decisions affecting the employee, such as promotion, training, compensation and benefits.

- \* such conduct interferes with an employee's work performance or creates a hostile or offensive work environment for the employee.

130.4 While the EEOC guidelines apply to sexual harassment, at the FBCC they also apply to any form of harassment based on race, color, religion, national origin, handicap or age.

#### Complaint Procedure

130.5 Employees who believe that they have been harassed or discriminated against should report the behavior to their supervisor. In cases where the supervisor is involved, then employees should contact the next level of management or the Personnel Officer. Complaints should address the answers in the following questions:

- A. What was said or done?
- B. Who did it?
- C. When and where did it happen?
- D. Did anyone else observe or hear it?
- E. What did you do? Was the harasser confronted? What was the response?
- F. Has this happened before? Was the same person(s) involved? How did you handle it in the past?
- G. To your knowledge, have others had similar experiences?

#### Action by the FBCC

130.6 The Personnel Office will ensure that all policies are administered fairly and equitably. When a complaint is filed, this includes seeing that the following guidelines are adhered to:

- A. That complaints are handled confidentially, promptly, fairly and fully investigated.
- B. Provide feedback to the complainant.
- C. Ensure, to the maximum extent possible, that investigations protect the privacy of all parties concerned.
- D. Monitor to prevent any retaliation from being taken.
- E. See that proper disciplinary action, up to and including termination, is taken against violators of policy.

### SECTION 200: PERSONNEL SELECTION

#### 200. Employment Announcements

Policy Statement:

200.1 The Personnel Office is responsible for communicating employment opportunities, assignments and promotions throughout the organization.

Procedures:

#### Vacancy Announcements

200.2 When permanent position vacancies become available, the Personnel Office will post notices of such vacancies on FBCC bulletin boards and in local newspapers so that employees are aware of the same. The notices will describe the qualifications associated with the positions, along with details regarding transfer procedures and requirements.

200.3 All position announcements, at a minimum, will consist of:

- A. The position title and reporting relationship.
- B. The salary range for the position.
- C. A list of minimum qualifications.
- D. An outline of duties and responsibilities.
- E. The required form of application.
- F. Opening and closing dates of submission and application.
- G. The name and address of sponsoring organization to whom applications are to be submitted.

#### New Hires, Promotions, Transfers

200.4 In addition to any internal notifications, the Personnel Office will also post notices on bulletin boards announcing the names and positions of newly hired employees, job promotions, and transfers.

#### Employee Referrals

200.5 Employees are encouraged to refer friends and relatives to the Personnel Office regarding employment announcements should they feel that they may be potential candidates.

### 210.0 Position Descriptions

Policy Statement:

210.1 The Personnel Office is responsible for the development and issuance of all position descriptions. Position descriptions are used for the purpose of providing a broad overview of job requirements, to prescribe qualifications necessary to hold jobs and to establish pay grades for the level involved.

## Procedures:

### Job Study

210.2 The Personnel Office is responsible for the development of position descriptions and an employment program whose goals are to enable the FBCC to have work accomplished in the best way, by the best persons, at fair wages. This will be accomplished through the development of a position analysis program which will enable the Personnel Office to gather the information needed for the writing and issuance of position descriptions. As part of the development of this information, the Personnel Office may draw upon the use of employee questionnaires, interviews, observation and any combination thereof.

210.3 A written request for permanent position authorization must be submitted by the supervisor or the department director to the Personnel Officer. This request will include:

- A. The detailed rationale which states specific needs for the position, and the position title.
- B. The recommended salary level for the position and the account to which the salary will be charged.
- C. A detailed outline of duties and responsibilities of the position and the reporting relationship of the position within the department.
- D. A list of minimum qualifications for the position.
- E. A recommended time frame within which the position should be advertised and filled.
- F. A list of qualified candidates for the position whose applications are currently on file, if available.

210.4 Administrative authorization for the permanent position will be given by the Chief Administrative Officer to the Personnel Officer and the supervisor responsible for submission of the request. This approval will be based on:

- A. Whether the position is determined to be necessary or essential to the continued operations of the FBCC.
- B. The availability of funds to be appropriated for the salary.
- C. The potential benefits that may be realized by the FBCC if this position is authorized.
- D. Any other pertinent factors relevant to personnel matters that may influence a determination.

### Issuance of Position Descriptions

210.5 New position descriptions must be approved by both the Personnel Office and the department director to whom the position reports. Each department director is responsible for keeping a copy of all position descriptions to which his or her subordinates have been assigned and to inform the Personnel Office whenever position duties, educational



requirements or working conditions change, when these require revisions to the position description.

210.6 Supervisors are responsible for ensuring that employees are aware of the responsibilities they have for performance, as indicated in the position descriptions as well as daily direction they receive. Any questions concerning the content of position descriptions should be discussed with an immediate supervisor. If the supervisor requires clarification of information, he or she should contact a Personnel Officer representative.

## 220. Recruiting

### Policy Statement:

220.1 Affirmative action requires that all elements of the hiring process, including recruiting, be unbiased and provide equal opportunities to all candidates. With the exception of a preference first for qualified enrolled members of the Fort Belknap tribes who are veterans of the Armed Forces, and second for other qualified enrolled members, the FBCC subscribes to this general policy.

### Procedures:

#### Authority

220.2 The Personnel Office is the final authority with respect to decisions concerning the type and extent of recruiting efforts to be conducted by the FBCC. In carrying out this responsibility, representatives of that department will coordinate with requisitioning programs, in order to ensure that these programs are provided with suitable candidates.

#### Determining Recruiting Needs

220.3 The need for recruiting will be based upon such factors as manning schedules, open or outstanding requisitions, forecasts and surveys as to the potential amount of available candidates that will be available in the near and distant future.

#### Recruiting Methods

220.4 Vacant positions must be advertised by the Personnel Office for a period of two weeks. The department will determine which recruiting method(s) are to be used and monitor the various methods to determine if any of these appear to be better sources for filling the needs than others. If so, preference should be given to that (or those) methods of recruiting in the future. Among the different methods of recruitment are:

- \* Classified advertising in newspapers and magazines.
- \* State employment services.
- \* College and university placement offices.
- \* Radio advertisements.

- \* Notices on bulletin boards.
- Professional associations.
- \* Employment agencies.
- Transfer of Personnel

220.5 Every opportunity shall be given to existing personnel with respects to filling position vacancies in any department or program administered by the FBCC, particularly when transfers (see Policy No. 440) represent advancement opportunities.

## 230. Employment Interviews and Selections

### Policy Statements:

230.1 It is the policy of the FBCC to select for employment only those candidates whose qualifications (i.e., education, training and experience, as well as attitudes, competencies and achievements) are of a standard considered acceptable for the permanent position to be filled. All qualified enrolled Fort Belknap tribal members shall receive offers of employment over their non-member counterparts as a matter of policy.

230.2 The Personnel Office shall be the first point of contact for prospective employees. While the FBCC is always pleased to have its employees refer potential candidates, dialogue concerning possible employment between applicants and employees prior to application to the Personnel Office is discouraged, since it may lead to misunderstanding and, possibly, litigation.

### Procedures:

#### Authority

230.3 All interviews and selections for permanent positions will be conducted by the Personnel Committee of the FBCC. The constitution of the Personnel Committee shall be set by resolution of the FBCC.

#### Screening

230.4 Normally, before any interviews are scheduled, the Personnel Office and the appropriate program director will evaluate resumes and employment applications against position requisitions and descriptions to determine if an applicant meets minimum standards required for a position. Other screening methods which may be used include reference checks and testing.

230.5 Any individual who is eliminated from further employment (or transfer) considerations after screening shall be advised of that fact in writing as soon as practicable thereafter, in any case not to exceed ten calendar (10) days. However, other than telling applicants that they are no longer being considered for position, and thanking

them for their interest in the FBCC, specific reasons shall not be given regarding the FBCC's decision.

#### Ranking of Applicants

230.6 Upon completion of applicant screening, the Personnel Office representative handling the recruitment will rank acceptable applicants in order of suitability. The ranking of applicants will consider factors such as salary requirements, experience and education, as appropriate. Applications will be delivered to the FBCC's Personnel Committee along with their ranking sequence as information; however, the Personnel Committee reserves the right to interview all candidates which have been determined by the Personnel Office and the program's director to meet qualifications. The ranking of applicants by the Personnel Office is an advisory function only -- the Personnel Committee has final authority over the selection of applicants.

230.7 Fort Belknap tribal members who meet the criteria for the veteran's preference (as detailed in federal civil service regulations) and are otherwise eligible and qualified applicants will be given preferential consideration for hiring [see BIA criteria for veteran's preference. This preference will result in qualified Fort Belknap veterans being placed at the head of the ranking list.

#### Interviews

230.8 The number of personnel to be interviewed will be determined by the Personnel Committee, in cooperation with the Personnel Office, based upon considerations of need, availability, cost and so on. At any time during this process, whenever a candidate is removed from further consideration, that person should be advised in writing within ten (10) calendar days, consistent with the same procedure followed in the screening process.

230.9 The arrangements of interviews with applicants is a function of the Personnel Office. Such arrangements must carefully identify any interview expenses which the FBCC has agreed to pay for, such as travel accommodations, and so on. Unless otherwise specified, the FBCC will not pay for any interview expenses.

#### Selection

231.0 The FBCC recognizes the need for flexibility with respect to the specific procedures involved in the hiring process, since considerations at various levels of the organization involve different criteria. Regardless of which procedures are used, good business practice requires that proper recording will be made of every application; all applicants are treated courteously; and, that applicants understand that appropriate placement maybe dependent, in part, upon the results of a physical examination which the FBCC may require of applicants applying for certain kinds of positions.

231.1 As part of the selection process, the Personnel Office will conduct reference checks, usually by phone since this is the quickest and most cost effective manner. Depending upon the position involved, other investigative checks, such as credit reports, may also be required as part of the selection decision.

231.2 While the decision regarding which candidate is to be hired remains with the Personnel Committee, the Personnel Office will conduct a final review prior to hiring the selected applicant.

This is to ensure that, among other considerations, there is agreement concerning salary and position grades consistent with the procedures established by the FBCC for all employees. If the Personnel Office discovers a discrepancy between the Personnel Committee's selection and established procedure, the matter must be referred back to the Personnel Committee for resolution.

#### Employment Offers

231.3 All formal offers of employment will be made through the Personnel Office, in writing, clearly describing position level, payroll grade and conditions related to the nature of employment, and so forth. When circumstances are such that the need is urgent, or when it is advisable to do so, the Personnel Office representative involved is authorized to make a verbal offer, with a written confirmation to follow not later than two days thereafter. Normally, offers will be extended based upon a defined time for the applicant to respond to the FBCC. Wherever possible, acceptance copies of the FBCC's offer should be secured.

231.4 Upon acceptance of an offer for certain kinds of employment by the successful candidate, the Personnel Office may arrange a pre-employment physical examination. The pre-employment physical examination will be scheduled at the local PHS Facility and may include a determination as to the ability of the candidate to perform physically demanding tasks. Results of the physical examination must be reviewed by the Personnel Officer, The program director and the Fort Belknap Insurance Company prior to the employee's first day of employment. Should the results of the candidate's physical examination indicate that he or she cannot perform the duties of the position, a subsequent offer will be made to an alternate applicant.

#### Establishment of Records

231.5 The Personnel Office will establish a permanent personnel folder for all new employees and submit appropriate information on the new employee to the Accounting Department.

#### Hiring Reviews

231.6 There is hereby established a limited process for review of hiring decisions made at all levels. The process set forth in this section shall be the exclusive means for reviewing hiring decisions of the FBCC, its Personnel Committee or administrative staff.

231.7 Unsuccessful applicants for specific positions shall have the right to request, in writing, a review of the hiring process involved with that position. Such written request for review must be made within five (5) calendar days of the date of the decision to be reviewed, and must cite the hiring decision made, as well as the policy, resolution, rule or statute believed to be violated in the hiring process. At the time of interview the hiring body shall state the date its decision shall be rendered. Every effort shall be made to notify all applicants of the decision rendered in a timely manner; however, it shall be up to each individual applicant to become informed about the decision made and to file a request for review, with filing fee, as required herein. To be recognized as filing within the five (5) day time limit, each unsuccessful applicant must submit a non-waivable filing fee of one hundred (\$100.00) dollars by money order made payable to the Fort Belknap Community Court within said time period. The filing fee and appeal shall be filed with the Personnel Office of the FBCC.

231.8 Upon receipt of a timely review request, together with the requisite filing fee, the Personnel Office shall contact the Fort Belknap Community Court within five (5) working days of receiving such request. The Personnel Office shall then provide the Court with all advertisements, job descriptions, applications, interview notes and files related to the firing decision made, along with the filing fee. The presiding judge shall, within fourteen (14) calendar days of being informed of the request, review the points of contention in the request, and render a written judgment thereon to the Personnel Committee through the Chief Administrative Officer. In reviewing decisions, the presiding judge shall presume initially, subject to rebuttal, that the Administration was correct, and shall not substitute its findings of fact or conclusions of law for those already entered, in whatever form, unless it finds that the previous decision was arbitrary and/or capricious, erroneous as a matter of law, or unsupportable, based on the record. This standard shall be applicable at each level. Should the Court find merit to the appeal under this standard, it shall return seventy-five (~75.00) dollars from the original filing fee to the unsuccessful applicant; otherwise, the entire filing fee shall forfeit to the Court.

231.9 Iii the event that the Court finds no merit to the appeal, the Personnel Office shall directly contact the unsuccessful applicant of the Court's decision. Upon receipt of a written judgment by the Court against the Administration, however, the Personnel Committee shall take appropriate action and respond to the unsuccessful applicant in writing within thirty (30) calendar days. Copies of the Personnel Committee's response shall be filed with the Personnel Office and sent to the applicant seeking review. The response of the Fort Belknap Community Court and the Personnel Committee in accordance with this procedure shall be final and binding on all parties.

232.0 The FBCC, in establishing this hiring review procedure, is delegating authority to provide a means for review. It is intended as a limited delegation of authority to allow for a limited review to benefit applicants, balancing the restricted resources of the FBCC with the desire to provide individuals with a means to have their concerns about hiring action reviewed.

#### 240. Interview Techniques

##### Policy Statement:

240.1 Employment interviews will be conducted by the FBCC's Personnel Committee to accomplish two objectives. The first is to utilize consistent techniques in order to try to keep interviews and interview decisions as objective as possible. The second is to maintain and promote good will regardless as to the ultimate selection decision.

##### Procedures:

240.2 Interviews will be conducted in a structured manner which is based upon the following considerations:

- |                    |               |
|--------------------|---------------|
| A. Preparation     | D. Closing    |
| B. Rapport/Setting | E. Evaluation |
| C. Discussion      |               |

The following describes the principles involved in each of these. The Personnel Officer is responsible for bringing these considerations to the attention of all members of the Personnel Committee.

### Preparation

240.3 Important steps which must be considered before the actual meeting with candidates include:

- A. Review position descriptions, job specifications and related requirements.
- B. Become familiar with existing staff, levels and salary ranges.
- C. Confirm arrangements, allow for sufficient time for interview so that call backs are kept to a minimum.

### Rapport / Setting

240.4 Arranging for the interview in a manner which is conducive to both mental and physical comfort is recognized as a way to reduce the stress candidates face in the interview situations. This reduction, in turn, enables the interviewer to obtain better information from the applicant, and is a stronger indicator of what skills and knowledge the employee can bring to the position. Among the considerations for this interview steps are:

- A. Try to meet with candidates as closely as possible to the time of the appointment. If it appears that you are going to be delayed for more than a reasonable time period, let them know instead of merely being kept waiting.
- B. Arrange the interview so that privacy is protected and so that disruptions are kept to a minimum.
- C. Greet candidates warmly, in an atmosphere of friendship. Where appropriate offer a beverage. Engage in small-talk rather than immediately starting with direct questions.
- D. Avoid formal seating barriers, such as desks, particularly when dealing with professional personnel.
- E. Extend courtesy to the candidates by remaining seated throughout the interview and reserving exits for the time between interviews.

### Discussion

240.5 Creating a dialogue is a key to this vital step. The Personnel Committee expects as part of the interview process to obtain responses from candidates, not merely to have them sit and hear what is required of them.

- A. Avoid questions which can be answered by a simple "yes" or "no".
- B. Preface questions with statements such as:

“What has been your experience with...?”

“What do you think about...?”

“Do you have any suggestions or opinions about...?”

- C. Avoid asking questions in a manner which isn't much more than routinely reading to them from a prepared text.
- D. If you are discussing a complex area which the candidate would not be expected to be familiar with, make sure that they understand what you are asking about.

#### Closing

240.6 The FBCC expects that the completion of the interview will be accomplished in a professional manner, even when the Personnel Committee feels that the candidate can no longer be considered for the vacancy. This means:

- A. Leaving applicants with the feeling that they have had a fair opportunity to be heard, and to ask any questions.
- B. Using the wind-up of the interview to promote the FBCC as presenting an opportunity when the Employment Committee believes that the applicant has a reasonably good chance of being selected.
- C. Giving applicants an idea of the next steps that will be taken with respect to a decision, such as position offers or notification of the decision to consider other applicants.

#### 250. Employment Classifications

##### Policy Statement:

250.1 The FBCC classifies all of its employees according to the permanence of their positions, length of their work week, eligibility for overtime pay and suitability for other employee benefits.

##### Procedures:

#### Permanent Positions

250.2 Permanent positions may be either full-time, part-time or seasonal and are approved and budgeted through the FBCC's Chief Administrative Officer- Consequently, all permanent positions are filled by the Personnel Committee pursuant to Section 230 above.

#### Exempt/Non-exempt Employees

250.3 At their time of hire, all permanent employees will be classified as either “exempt” or “non-exempt.” This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per work week. These employees are referred to as “non-exempt” by the

FBCC. This means that they are not exempt from (and therefore should receive) overtime pay.

250.4 “Exempt” employees of the FBCC are officers, managers, supervisors, professional staff~ technical staff, outside consultants, directors and others whose duties and responsibilities allow them to be exempt from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA). All exempt employees will be advised of their classification at the time they are hired, transferred or promoted.

#### Permanent Full-time Employees

250.5 Employees hired in permanent full-time positions are required to work forty (40) hours per week and are eligible for all employment benefits offered by the FBCC. Permanent full-time employees may be classified as “exempt” or “non-exempt” as described below. All full-time employees shall be placed on a three (3) month probationary status immediately upon hire and receive an evaluation upon the expiration of their probation (see Section 500.3). Thereafter, full-time employees receive an annual performance appraisal on the anniversary of their hiring date (see Section 500.4), at which time they may receive an increase in their hourly rate, based upon performance and available resources.

#### Permanent Part-Time Employees

250.6 Part-time employees are normally hired for schedules of less than 40 hours per week. They are classified as hourly employees. Part-time employees are allowed to participate in the FBCC’s annual and sick leave benefit programs on a pro-rated basis. Part-time employees are not eligible for any other employment benefits offered by the FBCC, however, they will be given priority consideration over other applicants for any full-time positions which might become available, provided that their performance for the FBCC has been acceptable and they are qualified for such positions. Part-time employees shall receive a special performance appraisal on a six-month basis, at which time they may receive an increase in their hourly rate, based upon performance and available resources.

#### Permanent Seasonal Employees

250.7 Seasonal employees are required by their position descriptions or finding constraints to work less than the full year on a regular seasonal basis, and may be either full-time or part-time. These employees are eligible for the benefits afforded other permanent employees as described above (whether full-time or part-time) throughout their seasons of employment.

#### Temporary Positions

250.8 ‘The need for temporary employees is based upon workload. These employees may



be full-time or part-time and will be hired by the FBCC's administrative staff (program directors, department directors, etc.) as necessary' and with proper authorization. Authorization is obtained by submitting a request from the program or department director for the approval of the Personnel Officer and the Chief Administrative Officer. It is the responsibility of the hiring administrator to negotiate the terms of employment pursuant to these guidelines and to inform the Personnel Office and Accounting Department of such action when approved.

250.9 Temporary employees are hired for specific jobs or programs lasting a predetermined number of calendar days not to exceed thirty (30) days. Employees classified as temporary are not eligible for any employee benefits. Should a determination be made by the program director that the temporary employee's services are required beyond the initial appointment, the Personnel Officer and Chief Administrative Officer must approve the extension with the knowledge that such an extension will not exceed an additional ten (10) working days.

#### Contractual Employees

251.0 Contractual employees enter into legal agreements with the FBCC in order to provide services or expertise not otherwise available to the organization. The employment arrangements for contractual employees are as varied as the contracts that the FBCC negotiates. Contractual employees usually receive a fixed payment in exchange for services provided as specified in the contract. These contracts must be signed and approved by the potential employee, his or her potential supervisor, the Chief Administrative Officer and the President of the FBCC. Contracts which progress through the entire review process are filed by the Personnel Office in the employee's permanent record folder. The contractual employee is only eligible for those benefits specified in his or her contract.

### SECTION 300: EMPLOYMENT CONDITIONS

#### 300. Employee Responsibilities - -General

##### Policy Statement:

300.1 Employees are expected to maintain certain levels of performance and conform to established personnel policies of the FBCC. General areas of responsibilities are set forth below. In addition, employees should be knowledgeable regarding other responsibilities as contained in the FBCC's policies.

##### Procedures:

#### Employee Orientation

300.2 Supervisors are responsible for reviewing the responsibilities contained in this policy with all new employees as part of their orientation, during the first week on the

job. The Personnel Officer will work with all FBCC department directors and supervisors to ensure that their orientation procedures are consistent with this requirement.

### Responsibilities

300.3 Dealings with Customers, Suppliers and the General Public: Employees should recognize that whenever they deal with customers, suppliers or the general public, they are, in effect, representing the FBCC. As such, all dealings should be conducted in a way which maintains respect for the good name, integrity and reputation of the FBCC.

300.4 Dealings with Co-Workers: The FBCC encourages a team spirit of cooperation between its employees. One of the criteria used to measure an employee's potential to grow in the organization is how he or she works with others.

300.5 Adherence to Work Schedules and Office Hours: Employees are expected to adhere to the FBCC's established hours for work, take breaks within the time allotted for the same and observe lunch hour schedules. If an employee is unable to be at work due to an illness, every attempt should be made to notify your result in disciplinary action, including written or oral reprimand, pay deductions, temporary layoff or separation from employment.

300.6 Availability for Overtime: While the FBCC will try to schedule any overtime work in advance, there may be occasions when it is impossible to do so. Employees are expected to be available for overtime work when such work is required. It is important that employee files be current with respect to home address and phone number, along with the names of who should be contacted in the event of health or other emergencies.

300.7 Acceptable Performance Standards: All employees are evaluated based upon how they perform their work, in accordance with the FBCC's performance evaluation criteria. If, at any time, employees are unclear of what the FBCC expects of them in job performance, they should discuss this with their supervisors, consult the applicable position descriptions covering their positions, and, if necessary, also request assistance from the Personnel Office.

### 310. Confidential Information

#### Policy Statement:

310.1 Employee's shall neither profit or otherwise personally gain from any confidential information within the FBCC, nor shall they release same without the FBCC's permission. As a condition of hire or continuing employment, all employees are required to adhere to the FBCC's policy regarding confidential information as set forth herein.

#### Procedures:

310.2 All employees are to become familiar with, and abide by, the FBCC's policy

regarding protection of confidential information. In addition, any employee who may be furnished with confidential information in it, as a condition of hire and as part of the hiring process, enter into a formal "Confidentiality Agreement" as set forth in Appendix A. The Agreement will be countersigned on behalf of the FBCC by the Personnel Officer or designated representative, and the original will be maintained in the employee's permanent personnel folder. A copy of this Agreement shall also be given to the employee.

### 320. Equal Treatment of Employees

#### Policy Statements:

320.1 The reduction and elimination of an atmosphere of favoritism is considered essential by the FBCC if it is to maintain high employee morale and productivity. Consistent with the FBCC's policy prohibitions against harassment and discrimination as described in Policy No. 130, it is also FBCC policy to ensure that all employees are treated equally, on the basis of merit and performance, competence, with regard to hiring, compensation, promotions and temporary or permanent layoff or termination.

320.2 In recruiting individuals for employment, all qualified enrolled Fort Belknap tribal members shall receive the offer of employment. To avoid possible conflicts of interest, no one who can be identified as a member by blood or marriage of the applicant's "immediate family" may participate either formally or informally in the applicant's selection interview or the decision to appoint to a vacant position said applicant. For the purposes of this policy, "immediate family" includes spouse, child, parent, parent's sibling, sibling, sibling's child, grandparent, first cousin, common-law spouse, or any individual residing in the same household as the applicant.

320.3 No person who serves as an elected voting member of the FBCC may be employed by the FBCC except as provided for in Article I, Duties of Officers, Section I:

"President"; Section II:

"~Vice President"; Section III: "Secretary/Treasurer", in the Constitution and By-Laws of the Fort Belknap Indian Community approved December 13, 1935, and as may hereafter the same be amended.

320.4 Employment Opportunity shall not be offered as a consideration of reward for the political support of a political party or candidate for public office.

#### Procedures:

320.5 All supervisors are expected to adhere to this policy, as well as ensuring that their subordinates understand that if, at any time, they feel that they are not being treated in the same manner as others, they are free to report this to their supervisors or directly to the Personnel Office without fear of retaliation.

320.6 The Personnel Office is responsible for working with all department directors and

supervisors to make sure that this policy is being complied with, both in spirit and in practice. The Personnel Office is also responsible for seeing that all legally required notices regarding non-discrimination are conspicuously displayed, and, in addition, that notices regarding fair treatment to all employees. Regardless as to whether not required by law, are posted as well.

320.7 For the purposes of this policy, the Personnel Officer will act as, or appoint, an “Ombudsman” to review this area and ensure that employee rights are respected.

### 330. Outside Employment and Activities

#### Policy Statement:

330.1 Permanent full-time employees shall not undertake employment for others which interferes with their ability to fulfill their employment obligations to the FBCC. Employees desiring to engage in outside employment must notify their supervisors of their intent in advance.

#### Procedures:

330.2 While it is not the FBCC’s intention to interfere with the private lives of employees. The FCC expects that employees will not undertake any outside work when such work conflicts with or otherwise prevents the employee from devoting the necessary time and effort to the requirements of the employee’s job. Any full-time employee who desires to take part-time or other work for any other employer or organization should notify their supervisor of their intention to do so.

330.3 Supervisors will review the extent of the employee’s intended outside effort, such as the amount of hours involved and the nature of the work. If, in the opinion of the supervisor, it is felt that this outside effort would detract from the employee’s responsibilities to the FBCC, or otherwise seriously act against the FBCC’s interests, the supervisor will refer the matter to the department director and the Personnel Office for disposition. Upon receipt of such notice, the department director and Personnel Office representative will meet and determine the position of the FCC with respect to approval or disapproval of the employee’s request. As part of the decision-making process, the department director and or Personnel Office representative will discuss the request with the employee and the supervisor.

330.4 In the event that the FBCC decides that the outside effort conflicts with the position requirements, and notifies the employee, and the employee nevertheless pursues such outside effort, the employee will be subject to disciplinary action which may result in suspension or termination of employment.

### 340. Dress Code

#### Policy Statement:

340.1 It is important that employees come to work dressed in an appropriate manner for their job. Except or uniformed personnel, whose work wear is prescribed, employees should use judgment in the selection of the clothing they wear to work. Among things to consider is whether or not there is a likelihood of dealing with the public. safety related problems and the normal practice of other professional organizations

Procedures:

340.2 Supervisors are responsible for ensuring that those employees reporting to them understand why it is important for employees within dress and grooming standards, particularly when failure to do so present a clear safety hazard in the operation of machinery and equipment.

340.3 In the event that an employee is not dressed suitably for the job, the supervisor will so advise the employee, who will be given the opportunity to return home and change. Any time away from the job will be taken as excused unpaid absence and recorded that way in the employee's time record.

340.4 In order not to create any hard feelings about dress code and appearance, supervisors are encouraged to involve a representative of the Personnel Office to further explain the FBCC's policy.

340.5 Any repeated violations must be recorded and, if not corrected, may result in disciplinary action being taken.

### 350. Smoking Policy

Policy Statement:

350.1 There will be no smoking allowed in any FBCC building, work area, or other concentrated environment where non-smoking employees may be adversely affected by second-hand smoke. The cooperation of all employees will be appreciated.

### 360. Substance Abuse

Policy Statement:

360.1 The FBCC is committed to a policy which provides its employees a work environment in which efficiency and safety are assured. While the FBCC has no intention of intruding in the private lives of its employees, it expects employees to understand that their use of alcohol or drugs on or off the job can have an impact on safety and performance that interferes with the FBCC's objectives of providing a safe and efficient work environment. Consistent with this, the

FBCC has established this alcohol and drug abuse policy, which, in summary, requires that employees report for work in condition to perform their duties free from the effects of alcohol and illicit drugs.

360.2 The Personnel Officer shall institute an employee orientation program to alert all employees to the program guidelines which are listed below. In the event that any employees is found to be in violation of this policy, disciplinary action, to include, as determined be the FBCC, suspension, requirements for outside counseling or termination will be taken:

- A. The use, transfer, sale or possession of illicit drugs controlled substances of FBCC property or working sites, or engaged in any business on behalf of the FBCC is strictly prohibited.
- B. Any employee found to be working under the influence of alcohol, drugs or controlled substances will not be permitted to remain at work.
- C. Where appropriate, testing will be utilized to determine the presence of alcohol, drugs or controlled substances.
- D. The FBCC reserves the right to conduct inspections, searches and so on of an employee and his or her personal belongings as a means of enforcing the provisions of this policy, when employees are on the job or other FBCC work sites. Inspections and searches may include, for example, employee personal effects, desks, purses, packages, lockers, briefcases and vehicles located on the FBCC property or work sites.
- E. In the event that any visitor or employee of firms doing business with the FBCC are found to be in violation of this policy, they are to be refused entry or removed from FBCC property.

360.3 To ensure that employees have been exposed to these guidelines, a signed "Acknowledgement — Substance Abuse Policy" as shown in Appendix B will be stored in each employee's personnel folder.

## SECTION 400: PERSONNEL MANAGEMENT

### 400. Employee Review of Policies Manual

#### Policy Statement:

400.1 As part of the written record, all employees will formally acknowledge their review of the Personnel Policies Manual and their rights to secure clarification, if necessary, of the same, from their supervisors.

Procedures:

#### Acknowledgment of Manual

400.2 All persons receiving a copy of the Personnel Policies Manual will acknowledge receipt and surrender the same should their employment with the FCC be terminated. Manuals will be

numbered and the names of each individual assigned a manual will be recorded in the Personnel Office. The attached "Acknowledgment of Receipt of Manual" as shown in part 1 of Appendix C shall be used for this purpose.

400.3 Normally, not more than one manual will be assigned to any program. Manuals are assigned primarily to department and program directors.

#### Review of Manual

400.4 As part of his or her general orientation, each employee shall be instructed by the Personnel Office to review the manual and receive an explanation about any area which they do not understand. Upon completion of this review process, the employee will acknowledge having reviewed the Personnel Policies Manual by signing a "Review Acknowledgment" in the format shown in part 2 of Appendix C.

400.5 In order to ensure that each employee has future access to the FBCC's Personnel Policies Manual, the assigned holders of such manuals are responsible for alerting all employees reporting to them as to the location of program or departmental copy of the manual.

#### 410. New Employee Orientations

Policy Statement:

410.1 It is the policy of the FCC to conduct orientations for new employees which familiarize them with FCC practices, rules, policies, and procedures.

Procedures:

#### General Orientation

410.1 The Personnel Office will be responsible for providing a general orientation, which includes an introduction to the FCC organizational structure, key personnel and the range of services provided. Included in this general orientation program will be a review of the Personnel Policies Manual and employee benefits.

410.2 All new employees will review a copy of the Personnel Policies Manual during the general orientation program. It is the responsibility of all employees to read this manual and become familiar with its contents (see Section 400.4).

#### Program Orientation

41 0.3 Supervisors will be responsible for specific program or department orientation as well as initial training conducted during normal working hours. Supervisors will develop and use an orientation checklist to ensure that all pertinent subjects are covered. The employee will sign the orientation checklist indicating that all subjects appearing on the list have been discussed. The completed checklist will be forwarded to the Personnel Office and become part of the employee's personnel folder.

#### Orientation Evaluation

410.4 It will be the responsibility of the Personnel Officer to evaluate all orientation programs as to their effectiveness and to modify such programs as appropriate.

### 420. Staff Development and Training

#### Policy Statement:

420.1 The coordination of staff training and development is a Personnel Office function. The FBCC subscribes to the business philosophy that training is a key element in the success of its operations as well as the career development of its employees.

#### Procedures:

#### Responsibility

420.2 The Personnel Officer is responsible for the management of staff training. The Personnel Office, working with all departments of the FCC, determines the types of training needed and administers training programs at regular intervals. Additionally, the Personnel Office will assess the effectiveness of training programs, determine if changes are required, and assure that training is being conducted within the costs authorized by management for training and in accordance with training priorities.

#### Types of Training Programs

420.3 The types of training and training programs to be developed and administered by the Personnel Office fall into three basic categories.

- A. Basic training for new employees.
- B. Performance and skills programs.
- C. Promotional and executive training.



These programs may be given through seminars, degree and non-degree educational courses, instructional videos, books, demonstrations and any other method which is determined to be suitable for the purpose.

#### Conferences and Seminars

420.4 Requests for attendance at conferences and seminars will be on a case by case basis. The Personnel Officer is responsible for circulating brochures and other information about such programs to department directors. Conference and seminar attendance must be approved by the Chief Administrative Officer when the seminar cost, employees shall include not only the seminar fee, but travel, hotels and meals. If approved, the employee will be compensated for all such conference or seminar costs, subject to tests of reasonableness. Requests for attendance shall be made in accordance with the "Conference of Seminar Attendance Approval Request" as shown in Appendix D.

#### In-House Training

420.5 The Personnel Office is responsible for the development of in-house programs drawing upon the recommendations made by department directors. In-house courses may be offered during normal hours or during off-duty hours. Compensation for attendance at off-duty sessions will depend upon salary level and whether an employee is classified as "exempt" or "non-exempt." If employees serve as instructors and the course is taught during off-duty hours, as instructor's fee will be paid for teaching. Upon completion of the course, the instructor should send a memo to the Personnel Officer, who will approve the amount of hours and hourly rate and forward to the Accounting Department

#### Library

420.6 The Personnel Office's responsibilities include the ordering of books, audio and videotapes and other training material. The Personnel Officer will circulate notices regarding the availability of such materials when they are received.

#### Evaluation

420.7 Evaluation of the appropriateness and effectiveness of the various types of training is a continuing role of the Personnel Office. It is the responsibility of the Personnel Officer to meet with department directors and discuss their needs and opinions of training, and to evaluate through interviews, forms and personal attendance, the effectiveness of trainers. All employees who attend training sessions and seminars, whether conducted in-house or by others are to complete a "Student Course Evaluation" as shown in Appendix F immediately upon conclusion of the program. This evaluation should be given to a representative of the Personnel Office present, or, if not, forwarded to the Personnel Officer within 48 hours.

#### Training Costs

420.8 When training sessions are scheduled by the Personnel Office on an in-house or outside basis and the Personnel Office is authorized to determine the type of program, number of participants, etc., the costs associated with such training will be charged to and part of the budget designated for training purposes. When training has been arranged for the purpose of training one group, such as a seminar on Proposal Preparation, or when a request has been approved for permission for an employee to attend a seminar, then the costs involved are charged to the employee's department budget. Exceptions to the above methods, if required, must be approved by the Personnel Officer and the Chief Administrative Officer.

#### 430. Seniority

##### Policy Statement:

430.1 It is FCC policy to recognize seniority rights for the benefit of both the employee and the tribe. Seniority consideration is acknowledged as an equitable factor in certain personnel decisions. The fundamental objective of this policy is to provide a valid impartial system for employee job opportunities and recognition while providing a guideline for management.

##### Procedures:

##### Seniority List

430.2 The Personnel Office will maintain a seniority list of all permanent full-time employees. This list will show the exact length of continuous service in all pertinent job classifications, indicating the total number of years, months and days served (including any leaves of absence without pay). Service in all departments will be counted in determining seniority.

##### Objections

430.3 Any employee disagreeing with the amount of service credited to that employee may register a complaint. The complaint will be reviewed with the employee and a final decision made by the Personnel Office regarding the recorded length of employee service.

##### Internal Benefits

430.4 Seniority rights shall be applied to vacation scheduling, shift preference, work assignments and overtime scheduling. Supervisors will consider the preference of the more senior employees when making scheduling decisions in the above areas.

#### 440. Promotions and Voluntary Transfers

## Policy Statement:

- 440.1 While the FBCC reserves the right to fill all positions as it determines, it is the policy of the FBCC to promote from within the ranks of its employees whenever possible to do so. In order to assure consideration of qualified candidates throughout the FBCC, the Personnel Committee will request a list of candidates from the Personnel Officer when filling any administrative or supervisory position in FBCC operations. As part of this process, department directors overseeing the vacant positions will provide the names of employees within their units who are to be considered. The Personnel Office will prepare a list of other employees to be considered, and, along with the names furnished, develop a Candidate List which will be referred to the Personnel Committee for evaluation.

## Procedures:

### Preparation of Candidates List

- 440.2 Whenever a job vacancy occurs, the Personnel Office is responsible for preparing a Candidates List of current employees who are eligible for consideration for promotion. The list shall be assembled through a notice on bulletin boards advising interested employees to contact the Personnel Office, consultation with department directors and the Personnel Committee, and any additional means which the Personnel Office feels is appropriate for the proper selection of candidates. Selection of the method for assembling the Candidates List is the sole responsibility of the Personnel Office.
- 440.3 In addition to this list, the Personnel Office also supplies the names of applicants when the Personnel Committee desires to consider applicants from all sources. However, the hiring preference for vacant positions is to fill these from within the organization.

### Department Employees

- 440.4 The department director of the department having the vacancy will determine if any other of the employees in the department should be considered for promotion to the position. The names of such employees should be submitted to the Personnel Office for placement on the Candidates List of those employees eligible for consideration for promotion. Employees from the department having the vacancy will receive priority consideration when it is determined that more than one qualified candidate has been interviewed for the position and determined to be qualified for it.

### Selection Decision and Formal Notification

- 440.5 The Candidates List will be reviewed by the Personnel Committee. If an interview is desired, coordination will be provided through the Personnel Office. The final selection decision is that of the Personnel Committee upon recommendation from the department director.

- 440.6 Once a candidate is selected, the department director overseeing the vacant position will notify the employee's current supervisor and request that the supervisor file a transfer form. The "Transfer Request Form" shown in Appendix F must be used for this purpose. The releasing department director must either approve the transfer or provide reason why a transfer should not be approved to the Chief Administrative Officer. Since transfers generally result in career advancement for employees, the FBCC will consider denials of transfer request which have been approved by the requesting department only when there are significant reasons.
- 440.7 When all approvals have been received, the Personnel Office will review the request to make sure that the salary recommendations are in accordance with the ranges established for the position. After verification, the employee must be notified of that fact and given all pertinent information regarding duties, salary, and so on, in writing, so that possibility of misunderstanding is reduced. The written notice shall be prepared by the Personnel Office, in coordination with the department director, and forwarded by the Personnel Office to the employee.
- 450.8 Upon learning of the employee's decision to accept or reject the transfer offer, not to exceed thirty (30) days. The necessity for probation as well as the term of probation will be determined by job requirements and job suitability at the discretion of the Personnel Office. Promoted personnel who complete their probationary period are subject to the usual performance appraisal in accordance with Policy No. 500.

#### Promotional Probationary Period

440.9 Employees selected for promotion may be placed on probation for a specified period, not to exceed thirty (30) days. The necessity for probation as well as the term of probation will be determined by job requirements and job suitability at the discretion of the Personnel Office. Promoted personnel who complete their probationary period are subject to the usual performance appraisal in accordance with Policy No. 500.

441.0 When promoted employees prove unsatisfactory in their new positions, they may be reinstated to their former positions. This may be accomplished without prejudice or loss of rights or benefits. Such employees will be assigned the salary received prior to their promotion.

#### Terms of Promotion

441.1 Promoted Employees will:

- A. Retain their seniority.
- B. Be compensated at the minimum rate of the new job or at their existing rate, whichever is higher.
- C. Have their personnel file updated so as to record the promotion.
- D. Have the promotion publicized as deemed appropriate by the Personnel Office.

#### 450. Involuntary Transfers

Policy Statement:

450.1 It is the policy of the FBCC to ensure that employees are placed in positions according to their qualifications, job suitability, and the needs of the FBCC. To these ends, the FBCC reserves the right to involuntarily transfer employees from one position to another as the situation may require.

Procedures:

450.2 Employees may be involuntarily transferred from time to time to other positions of comparable rank and status by administrative action. In all transfer situations (not including disciplinary action), the employee will not suffer in pay or status.

450.3 Causes for transfer may include, but will not be limited to:

- A. Fluctuations in department workloads.
- B. Fluctuations in department productivity.
- C. More efficient utilization of personnel.
- D. Increased career opportunities.
- E. Personality conflicts.
- F. Health reasons.
- G. Budgetary constraints.

450.4 Employee selection for involuntary transfer will be determined on the basis of job qualifications, job suitability, and position requirements by the Chief Administrative Officer upon the recommendations of the Personnel Office. Once a decision to transfer an employee has been made, the Personnel Office will notify both the releasing and receiving department directors of the transfer circumstances and effective date.

450.5 Any employee refusing to involuntarily transfer will be subject to disciplinary action, up to and including termination.

460. Reductions in Force

Policy Statement:

460.1 This policy statement is applicable to non-disciplinary, involuntary layoff~, generally due to reasons such as personnel downsizing, discontinuance of program funding, elimination of certain positions or lack of need for certain functions. When, in the sole opinion of the FBCC, it becomes necessary to reduce the size of its work force through lay-offs, the FBCC will try to provide those employees with at least twenty (20) working days' notice.

Procedures:

Personnel Office Coordination

- 460.2 General layoffs (involving more than one department) will normally be ordered through the President of the FBCC to the Chief Administrative Officer, who will in turn notify the Personnel Officer. When layoffs are localized to a specific department, department directors, after first securing the approval of the executive responsible for their operation, should provide at least three weeks notice to the Personnel Office of situations which require that a reduction in force be instituted.
- 460.3 Should a reduction in force be necessary, temporary, part-time, provisional and probationary employees will be released ahead of any full-time permanent employees holding the same type of position.

Out-Placement Assistance

- 460.4 In the event of a general reduction, the FBCC will ~ to assist those employees in obtaining positions elsewhere. This assistance may include notifying other programs or businesses, making phones and offices available and duplicating resumes. It should be understood that such assistance is dependent upon the financial ability of the FBCC to undertake such efforts and must, therefore, be considered as wholly within the FBCC's right to decide the extent to which, if any, it will conduct such efforts.

470. Retirement Honors

Policy Statement:

- 470.1 Unless declined by an employee, it is FBCC policy to honor all retiring employees as an expression of gratitude for their contributions to the FBCC and fellow workers.

Procedures:

Eligibility

- 470.2 Retiring employees include those employees granted total and permanent disability, or early retirement.

Planning

- 470.3 The retiring employee's department director has the responsibility for arranging the activity honoring the retiring employee. The employee's position with the FBCC, circle of friends who are employed at the FBCC, and wishes of the employee's family should be considered ~n arranging the type of activity to be held.

470.4 Among the types of arrangements, the more popular form of activity is an employee luncheon or dinner, to include the employee's family members, as well as friends and associates. If possible, several levels of supervision should attend, up to and including senior officials where appropriate, to demonstrate the FBCC's sincere appreciation for the employee's efforts.

#### Activity Cost

470.5 Funds for the activity will be allocated from either the program budget or the general fund, subject to budgetary limitations. Wherever possible, bills should be attached to expense statements, which the department director will submit.

#### 480. Exit interviews

##### Policy Statement:

480.1 Whenever practicable, if an employee leaves the employment of the FBCC, the employee will be requested to participate in an exit interview, so that the FBCC can make sure that the reasons for the employee's decision to terminate employment are understood.

##### Procedures:

- 480.2 The Personnel Office has the responsibility for the exit interview. Exit interviews will normally be given as one of the final steps before the employee leaves. In the event that reasons prevent such a meeting, the Personnel Office will mail the terminating employee a questionnaire, along with a postage-paid reply envelope, asking the employee to provide the reasons for the job change as well as their opinions of the FBCC. Signatures on questionnaires shall be optional, at the sole discretion of the employee.
- 480.3 When conducting employee exit interviews, the Personnel Office representatives shall do so in a manner that is open and friendly. The FBCC is interested in learning employee reasons, and a defensive atmosphere or any criticism or argument with exiting employees by Personnel Office interviewers will not be tolerated.
- 480.4 The employee should be asked to first complete the "Employee Exit Interview" form shown in Appendix G. The completed form can then be used by the interviewer to discuss specific details with the employee.
- 480.5 Upon completion of the exit interview, the Personnel Office is responsible for summarizing the reasons provided and informing involved department directors that copies of the interview summary are available. If, in the opinion of the Personnel Office representative, the reasons given are significant, they should be brought to the attention of the Personnel Officer for further review and, if necessary, forwarding to the attention of the Chief Administrative Officer.

## SECTION 500: EVALUATION!DISCIPLINE

### 500. Employee Appraisal System

#### Policy Statement:

500.1 As part of the FBCC's employee development program, formal evaluations of each employee's job performance will be made on an annual basis. The objectives of the employee appraisal system include, but are not limited to the following: to ensure adherence with the FBCC's wage and salary structure; to determine salary adjustments, promotions, and position reclassifications and changes; to compare the effectiveness of employees and operating departments; to identify candidates for training; and to ensure the effectiveness of human resources.

#### Procedures:

##### Responsibility

500.2 Design, development and implementation of the FBCC's employee appraisal policies are the responsibility of the Chief Administrative Officer. The delegated manager who carries out these duties on behalf of the Chief Administrative Officer is the Personnel Officer. All operations of the FBCC are expected to provide full cooperation and compliance with the policies issued.

##### Appraisal Schedule—Probationary Employees

500.3 The term *Probationary Employee* shall apply to the first three (3) months of a new employee's hiring date. A probationary employee will be carefully monitored during this time and will not be afforded use of any employee benefits, including annual or sick leave. Not later than two weeks after completion of the probationary period, supervisors will evaluate the performance of the employee to determine whether the employee:

- A. is to continue in the position.
- B. Should be considered for transfer or reassignment
- C. Should be terminated.

in the event the recommendation is for item B or C, then approval must be obtained from the department director and forwarded to the Personnel Office. The Personnel Office will, in either of those events, present the matter to the Chief Administrative Officer for final disposition. *All employees must be advised of the procedure regarding probationary status at the time of their hire.*

##### Appraisal Schedule—Annual Review

500.4 The date of hiring will be classified as the employee's anniversary date for the



purpose of performance appraisals. The Personnel Office is responsible for advising all department directors of the anniversary dates for anyone subordinate which will fall within the next thirty (30) days, as well as providing the necessary review forms. Reviews must be completed and returned to the Personnel Office not later than two weeks after conduct of the review.

#### Coordination With Employees

- 500.5 It is the responsibility of the Personnel Office to see that all employees are informed about the following as related to appraisals:
- A. That it is FBCC policy to perform appraisals of performance regardless as to whether or not any salary adjustments, increases and so on, are given.
  - B. That the employee will, as part of the appraisal process, be given the opportunity to meet with his or her supervisor and discuss the supervisor's findings.
  - C. The basis upon which performance is evaluated.
  - D. That a formal grievance procedure exists in the event that there are disputes with supervisors which cannot be reconciled.

#### Evaluation Techniques

- 500.6 Employees responsible for performance evaluation should be aware of and adhere to the following:

- \*Evaluate the performance, not the personality.
- \*Be as objective as possible.
- \*Consider overall performance over isolated incidents.
- \*Keep records of the employee's positive and negative performance throughout the year, rather than trying to reconstruct from memory at the time of evaluation.
- \*Employees should be kept aware of overall performance acceptability throughout the year. The overall evaluation at the formal appraisal should not be a surprise to the employee.

#### Special Appraisals

- 500.7 During the year, there may be circumstances when a special appraisal should be made. Reasons include: to correct an inequity in responsibility or salary, to redefine responsibility, to evaluate employees who are not filling permanent full-time positions and to recognize exemplary performance in connection with a specific task. Supervisors may perform special appraisals with the advance approval of their department director and the Personnel Office.

#### Performance Appraisal Form

- 500.8 Employee evaluations consist of two key components. The first is the "Performance Appraisal Form" (Appendix H), which evaluates the employee's job performance, compatibility to the position, ability to be supervised and other working

relationships. This form becomes the official evaluation report and remains in the employee's permanent personnel folder. The other component is the discussion between the supervisor and the employee. The supervisor's assessment of the reaction to the interview discussion should be noted on the evaluation form afterwards. The form is then routed to the department director for signature and forwarded to the Personnel Office.

#### 510. Misconduct

510.1 For the best interests of the FBCC, as well as the safety of all employees, misconduct will not be tolerated. Any employee who performs acts of misconduct will be subject to disciplinary action, including termination of employment.

#### Procedures:

510.2 Supervisors will report employees engaged in misconduct to their department director and to the Personnel Office. A representative of the Personnel Office will investigate the circumstances of the incident and prepare a report for the department director and reporting supervisor. The appropriate disciplinary action to be taken will be based upon the report, consistent with Policy No. 520. Examples of those acts which constitute misconduct are as follows:

#### Theft

510.3 Generally, employee theft will result in termination of employment. However, the FBCC recognizes there may be circumstances which might justify a lesser penalty. For that reason, considerations regarding the degree and type of disciplinary action to be taken when theft, however minor, occurs are listed below. Nothing is intended to treat theft as casual or to minimize the seriousness of intentional theft.

- A. The value of the property taken.
- B. Whether the theft was planned or impulsive.
- C. If the employee believed that the item was being borrowed, rather than stolen.
- D. If the employee has any prior record of theft.
- E. The service record of the employee prior to the theft.
- F. My other finding regarding the theft which may explain the motivation for the employee's actions and might warrant a less severe penalty.

#### Fighting

510.4 Fighting between employees will generally result in disciplinary action less severe than termination, unless it involves weapons, property damage, a previous history of same by a specific employee or similar circumstances. The following will be determined as part of the decision:

- A. The seriousness and severity of the attack.
- B. The existence if any provocation.
- C. Whether or not premeditation was involved.
- D. The identities of the persons involved.

- F. If regret and apology was shown.
- F. If the reason for the fighting has been resolved.

The above applies to fighting between employees who are not in a supervisor/subordinate role. Except for extraordinary reasons, assault upon a supervisor will result in termination.

#### Falsification of Records

510.5 This category of misconduct includes the falsification of information such as time sheets and cards, requisitions and purchase orders and official records. The FBCC will consider the following as possible reasons for mitigation of the seriousness of such misconduct.

- A. The seriousness of the action in terms of procedures.
- B. Prior service and seniority record of the employee.
- C. Whether the action was or appears to be premeditated.
- D. If there were any reasons which may have provoked the employee.

#### Pranks

510.6 While pranks and horseplay are considered to be in the area of employee misconduct, generally the disciplinary action taken will be far less severe than other categories, except where there was or could have been serious injury or similar undesirable results, even though unintended by the employee(s) involved.

#### Conduct Away From the Job

510.7 Although the personal conduct of employees outside of the work place is not the FBCC's business nor interest, disciplinary action may be warranted when such conduct:

- A. Injures the FBCC's reputation.
- B. Prevents the employee from being able to perform duties a satisfactory manner.
- C. The employee's conduct has created an unwillingness, inability or refusal by other employees to work with the employee.

#### Other Misconduct

510.8 The following examples of misconduct will also be subjected to disciplinary action. This list illustrates types of employee behavior that will not be permitted; however, it is not intended to be inclusive.

- A. Use of alcohol or drugs on tribal property, or reporting for work under the influence of alcohol or drugs.
- B. Use of profane or abusive language.
- C. Possessing firearms or other weapons on tribal property.
- D. Abuse of tribal property.

- E. Unauthorized gambling on tribal property.
- F. Unauthorized absences.
- G. Performing job duties carelessly or negligently.
- H. Causing or contributing to unsatisfactory working relationships.
- I. Violating safety regulations
- J. Use of telephone for personal call, especially long-distance calls.

## 520. Employee Discipline

### Policy Statement:

520.1 Employee discipline will be administered for misconduct and other violations of FBCC rules and requirements. The FBCC views employee discipline as the mechanism intended to provide management control so that actions which do not serve the best interests of the FBCC's objectives can be dealt with. All disciplinary actions will become part of the employee's permanent personnel folder.

### Procedures:

#### Responsibility

520.2 Each department director is directly responsible for employee discipline of the employees in his or her department. The Personnel Office is available for consultation and to provide advice and assistance, as may be required, in carrying out disciplinary procedures, supervisors must remember that these areas may be subject to revisions in law. In addition, they may be subject to specific memories when an employee is employed under a labor or consultant contract. In the event there is any question, supervisors should coordinate their actions with legal personnel.

520.3 As part of the disciplinary procedure requirements, supervisors are also responsible for seeing that employees understand why certain rules are in effect. As an example, if failure to wear a safety helmet is established as a violation which is subject to disciplinary action, employees should understand that failure to do so could result in serious injury to the employee and co-workers, possible shut down of an operation and even possible loss of life.

#### Recording of Violations

520.4 It is vital that all violations of FBCC rules by employees be reduced to writing by the supervisor involved. Depending upon the type and extent of the violation, the supervisor may retain such information in his or her own files, or forward a copy of the incident to the Personnel Office for filing. A written record of any disciplinary action taken as a result of violations, including the recording of name, date and summary of discussion between the supervisor and the employee must be placed in the employee's permanent personnel folder.

### Specific Actions

520.5 Supervisors are authorized a broad range of actions which they may choose form in the event that subordinates are considered to be in need of disciplinary action. Generally, the selection of the type of action will be based upon:

- \*where or not the violation has occurred repeatedly in the past, despite cautions to the employee to the contrary.
- \*the type of violation involved.

520.6 Based upon the above, the following actions may be required:

- A. Oral/Cautionary Warning--Used when an employee may not be aware of violations, or when the violation is not considered to be severe enough to warrant stronger action at *this time*.
- B. Employee Counseling--Used when the violation is considered significant enough to warrant a formal conference with the employee. The employee should be made aware that the results are being noted in their records (See "Employee Counseling Form" in Appendix 1).
- C. Employee Warning Notice--This is a detailed citation of the violations and is used in situations where both supervisor and employee signatures verifying the warning must be recorded (See "Employee Warning Notice" in Appendix J).

520.7 Among the type of penalties supervisors may elect are:

- A. demotion
- B. reprimand
- C. loss of privileges
- D. termination of employment
- F. transfer or reassignment
- F. suspension without pay

Recommendations for demotion or termination require approval of the department director, the Personnel Officer, and the Chief Administrative Officer. In the event in which department director is the subject of such recommendations, then the signature of the Personnel Officer and the Chief Administrative Officer shall suffice. In the event that the Personnel Officer is the subject of such recommendations, then the signature of the Chief Administrative Officer and one officer of the FBCC shall suffice. In addition, for termination of the Secretary-Treasurer, Chief Administrative officer, Chief Financial Officer, Chief Judge, and Associate Judges and the Executive Assistant to the Council can only be acted upon by the FBCC in a duly convened session.

### Termination Appeals

520.8 An employee who is terminated under this manual shall have right to appeal that action to the Fort Belknap Community Court for a de novo review thereof under the provisions of this section. This right of appeal shall be the exclusive remedy available. Review of the merits of a termination shall not be brought before the FBCC, as this process has been created to fully review and adjudicate appeals on their merit.

520.9 To be considered, an employee who wishes to have his/her termination reviewed, must file a verified petition for review of termination at the Court, together with a filing fee of one hundred (\$100.00) dollars, within ten (10) working days of the date of his/her termination letter.

521.0 In reviewing decisions, the presiding judge shall presume initially, subject to rebuttal, that the decision of the Administration was correct, and shall not substitute its findings of fact or conclusion of law for those already entered, in whatever form, unless it finds that the previous decision was arbitrary and/or capricious, erroneous as a matter of law, or insupportable, based on the record. This standard shall be applicable at each level. The Personnel Office shall be responsible for presenting the Tribal Administration's response to the appeal, utilizing the assistance of the Tribal Attorney, as necessary. After reviewing all materials relevant to the appeal, the presiding judge shall issue a decision within thirty (30) calendar days after the initial filing of the appeal.

521.1 The Court shall utilize its Rules of Civil Procedure to govern the consideration of an appeal. When reviewing an appeal, the Court shall be provided with the records developed at lower levels, together with written documentation supplied by the appellant together with application information/employee records. All decisions of the Court shall be final, provided, appeals there from may be filed with the Appellate Court within thirty (30) calendar days of a final decision, solely to review the merits of an appeal. If a termination decision is overturned, the Court shall return seventy-five (\$75.00) dollars of the original filing fee to the appellant, and the matter shall be returned to the Chief Administrative Officer, with recommendations, to implement an appropriate redress/resolution. Should the Court fail to find fault with the Administration's original termination decision, however, the entire filing fee shall be forfeit to the Court.

521.2 If the Fort Belknap Community Court recommends payment of funds by Tribal Administration to address an appeal, amounts awarded in excess of \$300.00 can only be granted by approval of the FBCC. Amounts up to \$300.00 in settlement of a dispute once heard, can be approved by the Executive Officers of the FBCC, provided funds are available. Every effort shall be made by the FBCC to honor an appellate decision. However, if the FBCC finds that there is a lack of funds to pay for a wrongful termination award, such conclusion shall be final and binding upon all parties. In any case, a record shall be made of all decisions, and the appellant informed thereof

521.3 The FBCC, in establishing this procedure, is delegating authority to provide a means for review. It is intended as a limited delegation of authority to allow for a limited review to benefit employees, balancing the restricted resources of the FBCC with the desire to provide individuals with a means to have their concerns about termination actions reviewed

## **SECTION 600: EMPLOYEE BENEFITS**

## 600. Employee Benefits

### Policy Statement:

600.1 The FBCC will provide employees with appropriate personal security benefits as part of their employment. Such benefits will be explained in benefit booklets [currently under development in consultation with tribal attorney. The responsibility for preparation and issuance of such booklets is delegated to the Personnel Office.

### Procedures:

#### Review and Issuance of Booklets

600.2 It is the responsibility of the Personnel Officer to see that benefit booklets are reviewed by legal counsel prior to issuance to ensure that nothing therein violates law or exposes the FBCC to unnecessary litigation.

600.3 Benefit booklets shall clearly state that:

\*Where a formal benefit plan is involved (as in the case of the employee IRA Plan), the descriptions within this manual are just summaries and, in the event of a conflict between anything in this manual and the official plan documents, the plan documents will be used.

\*The FBCC reserves the right to modify or discontinue any of the benefits (unless prohibited from doing so by law). In the event that a benefit is added or withdrawn, employees will be notified through written correspondence. -

\*The booklet is intended only to summarize rights and benefits under the FBCC's programs and it is not intended to be used as a guarantee or contract of employment.

600.4 Normally, booklets are provided to employees at their first day orientation/hire. However, booklets may also be given to prospective candidates in order to encourage them to join the management or staff of the FBCC.

#### Benefit Summary

600.5 In order to assist employees in understanding the benefit package which is available to them, the Personnel Office will, as part of the booklet package provided to employees, include a Summary of Benefits [currently being developed] as part of that package.

## 610. Work and Holiday Schedules

### Policy Statement:

610.1 The Personnel Office is responsible for advising all department directors and employees as to the FBCC's established policies with respect to working hours, coffee breaks, rest periods, vacations and holidays.

Procedures:

#### Holidays

610.2 All permanent and probationary employees are eligible for paid holidays. Temporary and contractual employees are *not* eligible for paid holidays.

610.3 The FBCC shall recognize the following as paid holidays:

- A. New Year's Day.....January 1
- B. President's Day.....Third Monday in February
- C. Memorial Day.....Last Monday in May
- D. Independence Day.....July 4
- E. Labor Day.....First Monday in September
- F. Native American Day.....
- G. Veteran's Day.....November 11
- H. Thanksgiving.....Fourth Thursday in November
- I. Christmas Day.....December 25

610.4 In addition, any day designated as a holiday by action of the FBCC or the President of the FBCC shall be observed.

610.5 Holidays falling on Saturday will be observed on the preceding Friday and holidays fall on a Sunday will be observed on the following Monday.

610.6 If a holiday occurs when an eligible employee is on approved leave of absence, the absence will not be charged against their accrued annual or sick leave hours.

610.7 "Non-exempt" employees who are required to work on a paid holiday will be compensated for any holidays worked.

#### Method of Communication

610.8 The Personnel Office will determine the best media for communicating information to employees regarding irregular work and holiday schedules, i.e., booklets, memoranda, posted announcements on bulletin boards and so forth.

#### Changes to Official Schedules

610.9 When work schedules dictate changes to such hours, as may be the case involving shift work, unscheduled overtime and the like, department directors have the authority to adjust schedules to fit these needs. When a deviation is required for an extended time, the department director shall bring this to the attention of the Personnel Officer. Nothing



herein is intended to create a change in the normal amount of time upon which employees are paid for each week of work. The work schedule for all full-time employees is based upon a forty (40) hour work week.

#### Overtime Work

611.0 All "non-exempt" employees who perform in excess of forty (40) hours per week shall receive compensatory time in the amount of one and one-half (1-1/2) times the additional hours required for such work. All overtime work must be approved by the employee's supervisor beforehand and the employee's use of accrued compensatory time must likewise be approved in advance. Compensatory time must be used within 30 days of its acquisition or be forfeited.

#### Bulletin Board Notices

611.1 When notices regarding official FBCC personnel policy are placed on tribal bulletin boards, these will be signed by the Personnel Officer, who is responsible for ensuring that such notices are consistent with the FBCC's personnel policies stated in this manual.

611.2 Employees may use FBCC bulletin boards for personal notices, such as the sale of automobiles, merchandise and so on. However, messages may not be posted without the prior approval of the Personnel Office. Employees are to request such approval and, if authorized, will post their notices with a posting and removal date showing. In order to provide all employees with access to bulletin boards, employee notices may not remain on bulletin boards for more than two weeks. The FBCC reserves the right to determine which notices may or may not be posted.

#### Physical Fitness Incentive

611.3 As an administrative incentive towards healthy lifestyles, employees desiring to exercise during their noon lunch hour are authorized to leave fifteen (15) minutes prior to the noon hour and return fifteen (15) minutes late provided they notify their supervisors of such intent and inform them of the location where they intend to exercise. Abuse of this privilege may result in its revocation and/or disciplinary action at the discretion of the supervisor.

#### 620. Refreshment Breaks

Policy Statement:

620.1 The time allowed for breaks for refreshments and rest is authorized and paid for by the FBCC. As such, employees should recognize that these represent a privilege and should not be abused.

#### Procedures:

##### Time

620.2 Two breaks of fifteen (15) minutes each are allowed for refreshments. These breaks are to be taken once during the first four hours of work, and once during the last four hours. The exact time for each department will be determined by the department director and all subordinates will be notified.

##### Guidelines For Supervisor

620.3 In determining the break procedures for their subordinates, department directors should keep the following guidelines in mind:

A. Time limits should be clearly spelled out and observed. While the FBCC intends to be as flexible as possible, if an employee habitually abuses the schedule, disciplinary action, including reprimand and, if necessary, termination of employment may be ordered.

B. Supervisors will be held responsible for abuse of break time by their subordinates.

C. Break time may be provided for refreshments and/or rest, depending upon type of position and the nature of work.

D Breaks should be scheduled so that not all employees are gone at the same time. This will aid in ensuring that phones will be covered.

E. Where appropriate, break times may be rotated, so that no single groups retains an unfair advantage regarding schedule.

F. To the maximum extent practical, breaks should be scheduled at midpoints, rather than at the beginning or end of the work day.

G. Coffee pots, if allowed in work areas, must be cared for so that they do not become safety or fire hazards. Hot plates are not allowed.

#### 630. Annual Leave

##### Policy Statement:

630.1 All full-time employees are eligible for paid annual leave after completing their three month probationary period. The FBCC feels that vacations are an important part of an employee's health and well-being. For this reason, the FBCC will not approve requests for extras pay in lieu of annual leave time. As a further incentive to promote the use of annual leave time, carryover time will not be allowed beyond one year after the year earned.

## Procedures:

### Supervisory Responsibility

630.3 All permanent employees accrue earned annual leave starting with their hire date. During the first three months of employment while an employee is on probationary status, no paid annual leave is available for use; however, earned accrued annual leave will be credited to the employee's account.

630.4 Annual leave accrual rates for employees during the first three (3) years of service are calculated on the basis of nineteen and one-half days (156 hours) for each year of full-time service. Each eighty (80) hours that the employee works earns its factual share of the annual amount, equivalent to six (6) hours per full-time pay period. Employees with more than three (3) years but less than ten (10) years of full-time service earn annual leave at the annual rate of twenty-six days (208 hours) for each year, equivalent to eight (8) hours per full-time pay period. Employee with ten (10) or more years of full-time service earn annual leave at the rate of twenty-nine and one-quarter day (234) per year, equivalent to nine (9) hours per full-time pay period. Permanent part-time employees accrue annual leave as above for each eight (8) hours worked, resulting in pro-rated accrual.

630.5 For the purposes of assigning employees their annual leave accrual rate, service with the FBCC need not be continuous. For example, an employee with two years service in one program, followed by three years unemployment, followed by one year's service in a second program is eligible to accrue eight (8) hours per pay period.

### Schedules and Conflicts

630.6 All annual leave time must be approved by the employee's supervisor. While the FBCC will try to accommodate employee schedules, it should be understood that the needs of the FBCC must take priority over any request. Requests for annual leave totaling two (2) days or fewer must be submitted at least one (.1) day in advance, while requests totaling more than two (2) days must be submitted at least five working days in advance.

630.7 In the event that two or more employees in the same program request the same annual leave dates, and the needs of the FBCC are such that multiple absences cannot be approved, supervisors have the authority to determine the order of priority for annual leave. This may be based upon seniority or whoever has requested the date first. Employees who have conflicting schedules are expected to try to work out a compromise before asking their supervisor for a ruling. Since employees must take annual leave within a fixed period, supervisors must give priority to a request made by any employee who otherwise stands to lose unused annual leave in advance of all other considerations.

### Loss of Benefit

630.8 All employees must take their earned annual leave time not later than one year after it is earned. Unused annual leave time remaining beyond that time period cannot be claimed and will be forfeited. Thus, the most unused annual leave any employee may accrue is equal to the number of hours allotted that employee annually (i.e., 156 hours, 208 hours or 234 hours). in exceptional cases when an employee defers annual leave because the FBCC has requested that the employee do so, the employee will not lose the days earned and may take them at a later date.

#### Termination

630.9 Program budgets allowing, employees will be paid for all earned, unused annual leave, provided that they have resigned under satisfactory conditions, or have been terminated for the reasons other than cause. Any employee terminated for cause (misconduct, including theft, etc.) forfeits all unused annual leave.

#### 640. Sick Leave

##### Policy Statement:

640.1 As protection for employees, the FBCC provides permanent employees with a paid sick leave plan that provides continuing income during periods of illness. The benefits associated with this plan are tied to length of employment. All permanent employees (both full-time and part-time) are covered by the FBCC's sick leave plan.

##### Procedures:

#### Sick Leave Plan Details

64d 2 Sick leave is available to all permanent employees when they are unable to work due to illness or injury. Sick leave begins to accumulate the first month on the job. Each permanent employee accumulates four (4) hours of paid sick leave for each eighty (80) hours that the employee works full time, up to a maximum of 1,440 hours (160 days). Any sick leave earned in excess of this amount will be forfeited. Sick leave is available only for the purposes stated. Employees may not convert sick leave to any type of payment during or upon completion of employment.

640.3 The FBCC has the right to require medical and other reports when an employee is on sick leave. Generally, it is not expected that such information will be requested unless an employee's illness extends beyond one week. Failure to request such information shall not be considered as a waiver of the FBCC's right to do so. If an employee fails to submit requested medical verification, or if the FBCC feels that the information supplied does not justify absence for illness or injury, the request for sick leave may be denied and the employee may be required to use vacation time or take unpaid leave. Any tribal employee with minor children may take sick leave of his/her child is ill, provided that he/she has the available sick leave hours and provided that when both parents are tribal employees, only one will take advantage of this procedure.

640.4 If an employee does not have sufficient earned sick leave available, then the employee will not be paid for time lost from work. However, supervisors may, when they believe that circumstances justified, authorize additional paid sick time, advanced from further earned sick leave, up to five (5) days, without further approval, and up to total of ten (10) days of sick leave to an employee, with the approval of the department director and the Personal Officer.

#### Supervisory Responsibility

640.5 Supervisors are responsible for seeing that all sick leave is properly recorded on employee time sheets. Supervisors are also responsible for seeing that employees understand that if they are unsure about any of the policies, procedures, or requirements concerning the sick leave plan, they should ask the supervisor or representatives of the Personal Office about these.

640.6 If the nature of the employee illness is serious, and appears to be of a potential long-term nature, the supervisor should notify the department director and the Personal Office. Supervisors will consider the need for employee replacement with temporary personnel, sending flowers and/or candy and visits by co-workers. The extent to which these elements may be involved are dependent upon the employee's length of service, position, and so on.

640.7 Abuse of sick leave is potential problem for any organization. Supervisors should be aware of the indicators of such abuse. They include:

- \* continued patterns of use of available time whenever sick days are earned.
- \* repeated requests to draw upon advance sick leave.
- \* repeated failure of the employee to personally call in when unable to show up work.
- \* disproportionate amount of sick days on Mondays, Fridays or the days before or after a holiday.

640.8 If a supervisor suspects that an employee is abusing the sick leave policy, he or she will take disciplinary action. This requires documenting the files with respect to what specific actions have led the supervisor to question the employee's actions, meeting with the employee to determine if there are explanations, and, if necessary, providing counseling. If the situation still continues then formal action, including notice that disciplinary action, such as suspension, leave without pay or termination of employment, may be taken. Formal steps require that supervisors notify the Personnel Office of the situation and work with that department to ensure that consistent treatment by the FBCC is being applied.

640.9 In the event that an employee does not have sufficient earned sick time to cover an illness and is not eligible for advanced sick leave payment, the supervisor will notify the accounting department so that the proper deduction is made from any paycheck for the first week of unpaid absence. Should, after one week, the employee still be absent from the job, the supervisor must place the employee on "inactive" status (leave of absence without pay), notifying the personnel and payroll groups. This action should also be brought to the attention of the supervisor's department director. The "Inactive Status Memorandum" shown in Appendix K should be used for this purpose.

#### 650. Leaves of Absence

##### Policy Statement:

650.1 The FBCC policy regarding leaves of absence encompasses both voluntary and involuntary conditions, as well as leaves with and without pay. All decisions made by the FBCC with respect to leaves of absence are done at the sole discretion of the FBCC.

##### Procedures:

#### Voluntary Leave -- Requests

650.2 Any employee desiring leave apart from or in excess of their accrued annual or sick leave, with or without pay, must request the same, in writing, from their supervisor. Requests should be made well in advance of the date that the employee would like to leave. Requests should specify the start and return dates, and describe the reason the employee has for making the request.

650.3 Leaves of absence with pay are typically granted for employee presence required by a court of law or brief military obligations not in excess of fourteen (14) calendar days. Leaves of absence without pay are typically granted not in excess of thirty (30) calendar days for parental recovery and care of a newborn, prolonged illness in excess of an employee's accrued sick leave, and occasionally, educational leave for up to one course of instruction per quarter (generally, a few hours per week). Each request will be considered on an individual basis.

Education

3 credits  
3-4 hrs  
week

650.4 The FBCC will consider employee requests for leave of absence based upon its needs. Any employee requesting and receiving an approved leave of absence should recognize that while the FBCC will make every attempt to place the employee back in the position which he or she left, no guarantee can be made that the employee will be able to resume that or any other position, since staffing levels are based upon program needs.

#### Voluntary Leave -- Special Conditions

650.5 If approved, leaves of absence are granted without pay or insurance and other employee benefits, unless specifically stated otherwise. Employees should understand that they are responsible for arranging any coverage for insurance they may require on

their own. Approved requests will not result in any loss of seniority. If an employee fails to return on the date specified, the employee's position will be considered to have been voluntarily terminated. During periods of approved absence, employees may not engage in activities which represent a conflict of interest.

#### Voluntary Leave-- Supervisor Actions

650.6 Upon receipt of requests for leave, supervisors shall indicate whether or not they concur with the request and forward the request to the department director for approval or disapproval. The decision will be routed back through the supervisor to the employee. Requests for leaves of absence in excess of fourteen (14) calendar days must be presented before the Chief Administrative Officer for final disposition.

#### Involuntary Leave

650.7 Involuntary leave of absence of an employee is used by the FBCC whenever the FBCC feels it is in its best interests to do so. Such leaves are unpaid and without benefits and may result in loss of seniority. They are frequently used in connection with disciplinary procedures and may only be accomplished with the approval of department directors, the Personnel Office, and the Chief Administrative Officer.

#### Religious Leave

650.8 Employees are authorized twenty-four (24) hours leave per fiscal year for religious reasons (e.g., participation in Sundances, Pilgrimages, etc.). Application and approval of religious leave is subject to the same procedures governing application and approval of annual leave requests (see Policy No. 630.6). Abuse of this privilege may result in its revocation and/or disciplinary action at the discretion of the supervisor.

### **SECTION 700: PAYROLL AND RECORDS**

#### 700. Time Sheets and Cards

Policy Statement:

700. 1 Accurate preparation of bi-weekly time sheets and time cards for recording labor is of the utmost importance. These time cards and time sheets are used to record costs against specific program budgets and to record time taken for illness, holidays, annual leave and so forth.

Procedures:

700.2 Supervisors will provide their subordinates with the proper time sheet identifying information for their programs and ensure that all time cards and time sheets are filed appropriately.

700.3 The recording of hours worked is to be *in ink*. Entries are to be made *only* by the employee, never by secretaries, supervisors, or other persons, unless the employee is

absent due to reasons such as sickness, leave, and so on. Incorrect entries must be crossed out and re-entered in *ink* and initialed by the employee and the supervisor.

700.4 Corrections on time cards are to be made in *ink* by crossing out the incorrect data and re-entering the correct data. The incorrect entry must remain legible and *must not be obliterated*. Erases or “white-outs” are not permitted. Corrections must be initialed in ink by the employee and the employee’s supervisor. Do not destroy cards which cannot be corrected. Return the card and secure a replacement.

700.5 Submission of time sheets and time cards along with the appropriate employee and supervisor signatures certifies that entries are accurate and represent actual time worked.

700.6 Supervisors will advise employees of time card submittal schedules and are responsible for ensuring that time cards are forwarded to payroll personnel on a timely basis.

#### 710. Payroll Change Records

##### Policy Statement:

710.1 It is vital that the accounting department be kept advised as to the proper status of employees. Supervisors are responsible for seeing that payroll change records are used to notify the Accounting Department of changes to the status of their assigned employees.  
Procedures:

710.2 Whenever an employee’s pay status changes due to reason of transfer, change in salary, promotion, demotion, reclassification, leave of absence or termination, a “Payroll Change” notice as shown in Appendix L will be prepared.

710.3 The supervisor approving the change is responsible for the timely processing of the change to the accounting department, so that all payroll records can reflect current and correct data.

710.4 In the event an employee is overpaid for any reason, overpayments will be deducted from future paychecks. Termination of employment does not relieve any employee from amounts owed the FBCC.

710.5 When *transfer* to another department is involved, the supervisor of the new department is responsible for the approval and processing of all paperwork.

#### 720. Wage Assignments (Garnishments)

##### Policy Statement:

720.1 Employees are expected to handle their personal finances without involving the FBCC in the legal procedure of wage garnishments, which is costly for the FBCC and



may also affect the organization's public image. All legitimate wage garnishments received by the FBCC against one of its employees, even if settled prior to any payroll deductions, will be formally discussed with the employee and recorded in the personnel folder. Repeated problems may result in disciplinary action being taken.

Procedures:

#### Creditor Letters

720.2 If the FBCC receives a letter from a creditor regarding assistance in debt collection against an employee, *the FBCC will not respond to such a letter*, nor shall it be retained in the personnel folder. However, the FBCC will, through the employee's supervisor, notify the employee that such a letter has been received, and advise the employee as to the actions that will be taken should an appropriate legal garnishment be filed.

#### Garnishments

720.3 Upon receipt of garnishment or any form of legal document served upon the FBCC which requires that the FBCC become liable for payment of part or all of an employee's wage: to a court of competent jurisdiction or other authorized legal body, the Accounting Department will be notified immediately, with instructions to withhold the necessary amounts from the employee's paycheck.

720.4 Employees will be given opportunity to present evidence of an error as to the validity of the garnishment if that is the case and, if proven valid, any action recorded in the personnel folder will be removed.

#### Employee Notice

720.5 Supervisors are to inform employees regarding any adverse credit action taken, with strong encouragement that the employee seek consumer credit assistance to aid in the resolution of his or her financial problems. The discussions with the employee will be formally recorded by the supervisor and signed by the employee. Use "Employee Notification Record" in Appendix M for this purpose. Matters concerning wage garnishment shall be treated as confidential and all discussions are to be held in strict confidence.

#### 730. Employee Records Retention

Policy Statement:

730.1 Employee Records shall be retained so that they are available for use during and after employment, as may be required by law, regulation, insurance programs and similar entities.

Procedures:

### Department Responsibilities

730.2 The Personnel Officer has overall responsibility for development and maintaining of employee records retention procedures. These procedures must recognize legal requirements as well as the current and future retrieval needs which the FBCC may have for employee related records.

730.3 A permanent employee record folder for each employee will be established within the Personnel Office at the time of hire of an employee. This record folder will include the initial applications, interview records, reference checks, wage and salary forms, as well as all performance records and related data during the period of employment through retirement or termination of employment. The permanent folder remains in the Personnel Office.

730.4 A "Checklist of Personnel Records" maybe referenced in Appendix N. This list contains the types of personnel records which are required by the FBCC and their periods of retention. The Personnel Officer will periodically review requirements in this area and make any revisions which are necessary.

### Employee Responsibilities

730.5 Employees are responsible for reporting new or additional personal information of interest to the FBCC to their supervisors. Supervisors receiving such information from employees shall route the information to the Personnel Office for inclusion in the employee's permanent personnel folder. Information of interest to the FBCC includes the following:

- |                    |  |
|--------------------|--|
| A. Legal name      | F. Driver's License status (if relevant) |
| B. Next of kin     | G. Exemptions of W-4 form                |
| C. Home address    | H. Change of beneficiary                 |
| P. Marital status  | I. Home telephone number                 |
| E. Military status | J. Number of dependents                  |

730.6 Since the FBCC refers to an employee's personnel folder when making decisions in connection with promotions, transfers, layoffs and recalls, it is to an employee's benefit to ensure that his or her personnel folder includes information about completion of educational or training courses, outside civic activities and areas of interest or skill that may not be part of an employee's current position.

### Disposal of Permanent Folders

730.7 Once an employee leaves the FBCC, the permanent employee records folder will be removed from active files and transferred to the inactive file. Information in the file which is no longer required for any reason may be disposed of. The balance will be retained, by classification, for the time period designated for retention by the Personnel Officer.

### 740. Access to Personnel Folders

Policy Statement:

740.1 Employees are not authorized access to their Personnel folders.

Procedures:

740.2 This policy applies to all permanent personnel folders which are maintained by the Personnel Office. Although the contents of the folder may not be shown to the employee, supervisors are authorized to respond to employee inquiries concerning whether a specific item or items are contained in the folder. However, the supervisor should not discuss recommendations affecting the employee.

740.3 Should the employee request a copy of any interview or other file documents which the employee has previously signed, it is permissible to give the employee a copy.

750. Release of Employee Related Information

Policy Statement:

750.1 Other than an authorized Personnel Office representative, no employee may release any information concerning a current or former employee. This policy is necessary to protect the FBCC from involvement in litigation, As well as to ensure the accuracy of the proper release of information.

Procedures:

Prohibited Information

750.2 Any requests, written or oral, from any source, except governmental or legal representatives having proper authorization, for the following information, will not be honored.

- |                           |                                      |
|---------------------------|--------------------------------------|
| A. address                | P. opinion regarding job performance |
| B. home telephone number  | F. confirmation of salary            |
| C. reason for termination |                                      |

750.3 If an employee, or former employee, desires to have such information released, the FBCC will do so provided that the employee has precisely described what may be released in writing to the FBCC. This written notice will be maintained will be maintained in the Personnel folder for one (1) year, after which time the authorization must be renewed by the employee if he or she still desires that it be released. if there is no extension by the employee, the release of information by the FBCC will cease.

Routing of Requests

750.4 All requests for information regarding current or former employees are to be

forwarded to the Personnel Officer. Inquiries from lending authorities, social security forms, and similar types of information which an employee may require for purposes such as purchase of an automobile and so on, should be handled expeditiously, so as not to delay the employee's effort.

### **Section 800: Miscellaneous Policy**

#### 800. Grievances

##### Policy Statement:

800.1 The FBCC has established a formal policy whereby any employee who believes that he or she has been treated unfairly is able to express that position to management without fear of retaliation for doing so.

##### Procedures:

#### Filing a Grievance -- Step 1: Informal Discussion

800.2 As a first step, the FBCC urges employees and their supervisors to meet and explore misunderstandings or grievances. This gives both parties an opportunity to understand each other's positions and advances the potential for settlement. Experience has shown that the earlier misunderstandings and complaints are addressed, the greater the opportunity for amicable resolution. Accordingly, employees are encouraged to bring grievances to the attention of their supervisors within two weeks from the time the grievance has arisen, and the supervisors should try to meet with the employee no later than one week from the time the employee has contacted the supervisor.

800.3 Normally the involvement of a representative from the Personnel Office at this stage should only be done when either the employee or the supervisor has requested such involvement.

#### Filing a Grievance -- Step 2: Formal Filing

800.4 When informal procedures do not result in resolution of satisfaction, the employee is entitled to file a "Grievance Review Request" as shown in Appendix 0, which is to be forwarded to the attention of the Personnel Officer, with a copy to the employee's supervisor. This form should be filed within one week following the supervisor's final response in Step I.

#### Filing a Grievance -- Step 3: Formal Response

800.5 Within one week following receipt of the employee request, the Personnel Office shall meet with the employee for the purpose of reviewing the matter. Upon completion, the Personnel Office will investigate as necessary, meet with the employee's supervisor

as well as the involved department director and issue a written finding to the employee, signed by the Chief Administrative Officer, representing the administration's position. The Personnel Office representative should make every attempt to issue the finding as promptly as possible, but, in no event, later than three weeks from the time the employee has met with the Personnel Office.

#### Filing a Grievance -- Step 4: Higher Level Review

800.6 If an employee has filed a formal review and is still dissatisfied, the employee may request a higher level review. This is done by filing the same review request with the Personnel Committee, if it seems necessary, may meet with the employee and, following such meeting, provide the employee with a response within 30 days from receipt of the employee's request. Alternatively, the Personnel Committee, upon reviewing the employee's request, may choose not to meet with the employee, in which case the decision of the Personnel Office and the Chief Administrative Officer shall stand. Since the Personnel Committee is the highest authority in such matters, either of these responses shall constitute the final verdict regarding the employee's grievance.

#### Guidelines for Supervisor~ and Reviewers

800.7 The FBCC desires a fair hearing for employees and amicable resolution wherever possible. All supervisors and other personnel who are responsible for providing an employee with the FBCC's position in a grievance shall adhere to the following guidelines in the handling of an employee request:

- A. Do not prejudge or otherwise form an opinion in advance of the employee presenting his or her side.
- B. Separate facts from opinions and impressions. Draw upon letters, records and other written documents.
- C. Analyze and decide upon what might be done. There will often be more than one solution to a grievance.
- P. Consider if the decision is precedent setting. Are other programs of the FBCC affected and does the decision make sense for them?
- F. Deliver the decision whether favorable or unfavorable, the to the employee. Avoid having good news and bad news delivered by separate units, such as immediate supervisor and personnel representative.
- F. Follow-up to see if the decision has truly resulted in resolution. Try to determine if the decision was made without a full attempt to determine all of the facts involved, or if more analysis might be necessary. Watch for settlements which trigger new grievances. It is useful for the future to learn if better ways to handle the grievance could have been developed.

### Appealing a Grievance Verdict

800.8 An employee who is dissatisfied with the administration's decision regarding his/her grievance shall have the right to appeal that decision to the Fort Belknap Community Court for a de novo review thereof under the provisions of this section. This right of appeal shall be the exclusive remedy available. Review of the merits of a grievance appeal shall not be brought before the FBCC, as this process has been created to fully review and adjudicate appeals on their merit.

800.9 To be considered, an employee who wishes to appeal an administrative grievance decision, must file a verified petition for review of a grievance decision at the Court, together with a filing fee of one hundred (\$100.00) dollars, within ten (10) working days of the date of his/her final administrative grievance verdict, as is set forth on the official correspondence regarding the verdict.

801.0 In reviewing decisions, the presiding judge shall presume initially, subject to rebuttal, that the decision of the Administration was correct, and shall not substitute its findings of fact or conclusions of law for those already entered, in whatever form, unless it finds that the previous decision was arbitrary and/or capricious, erroneous as a matter of law, or insupportable, based on the record. This standard shall be applicable at each level. The Personnel Office shall be responsible for presenting the Tribal Administration's response to the appeal, utilizing the assistance of the Tribal Attorney, as necessary. After reviewing all materials relevant to the appeal, the presiding judge shall issue a decision within thirty (30) calendar days after the initial filing of the appeal.



801.1 The Court shall utilize its Rules of Civil Procedure to govern the consideration of an appeal. When reviewing an appeal, the Court shall be provided with the records developed at lower levels, together with written documentation supplied by the appellant together with application information/employee records. All decisions of the Court shall be final, provided, appeals therefrom may be filed with the Appellate Court within thirty (30) calendar days of a final decision, solely to review the merits of an appeal. If an administrative grievance decision is overturned, the Court shall return seventy-five (~75.00) dollars of the original filing fee to the appellant, and the matter shall be returned to the Chief Administrative Officer, with the recommendations, to implement an appropriate redress/resolution. Should the Court fail to find fault with the Administration's original grievance decision, however, the filing fee shall be forfeit to the Court.

801.2 If the Fort Belknap Community Court recommends payment of funds by Tribal Administration to address an appeal, amounts awarded in excess of ~300.00 can only be granted by approval of the FBCC. Amounts up to ~300.00 in settlement of a dispute once heard, can be approved by the Executive Officers of the FBCC, provided funds are available. Every effort shall be made by the FBCC to honor an appellate decision. However, if the FBCC finds that there is a lack of funds to pay for a grievance award, such conclusion shall be made of all decisions, and the appellant informed thereof.

801.3 The FBCC, in establishing this procedure, is delegating authority to provide means for review. It is intended as a limited delegation of authority to allow for a limited review to benefit employees, balancing the restricted resources of the FBCC with the desire to provide individuals with a means to have their concerns about administrative decisions reviewed.

#### 810. Serious Emergencies or Deaths

##### Policy Statement:

810.1 In the event that an employee on the job must be notified of a serious family emergency or death of an immediate family member, it should be done in a manner which demonstrates sensitivity and concern by those delivering the message.

##### Procedures:

##### Notification

810.2 Supervisors should try to use a fellow employee with whom the employee has developed a close working and personal friendship to inform about serious emergencies or deaths. If no such person is available, the supervisor should assume that responsibility. Consideration should be given to having the employee driven to their home or hospital, as maybe the case.

##### Sympathy Condolence

810.3 In the event of death of an employee or immediate family member, the FBCC will, through the Personnel Office, arrange for an expression of condolence to the family, to include, as appropriate, flowers or a contribution to charity in the name of the deceased.

##### Time Off

810.4 In cases of serious emergency or death in an employee's immediate family, the employee shall be given an emergency leave of absence with pay not to exceed three (3) working days to attend to the emergency or funeral or any other arrangements connected with such activities. For the purposes of this Procedure, "immediate family" is defined as follows: spouse (legal or common-law), child, parent, grandparent, sibling, aunt or uncle, niece or nephew, first cousin, and any other individual residing in the same household as the employee.

#### 820. Accidents and Injuries

##### Policy Statement:

820.1 Regardless as to how minor an accident or injury may appear to be, all accidents

and injuries must be reported to supervisors as soon as it is possible to do so.

#### Procedures:

820.2 Employees who are involved in an accident, are injured, or both, while performing job duties, whether at their usual working area or elsewhere, including on FBCC travel, are responsible for notifying their supervisors immediately. In the event that any injury requires immediate treatment, supervisors will also notify the Personnel Office and ensure that the proper information is recorded as required to comply with the law and for the purposes of arranging medical, insurance and other benefits.

820.3 In the event of disabling injury which prevents the employee from continuing on the job, the Personnel Office is responsible for arranging for a representative of the Fort Belknap Insurance Company to contact the employee and provide the employee with the information concerning 'workman's compensation and other benefits.

### 830. OSHA Inspections

#### Policy Statement:

830.1 Inspections by Federal inspectors are permitted provided the inspector presents valid credentials and that the inspections can be made expeditiously and at reasonable times.

#### Procedures:

#### Inspection Criteria

830.2 The Occupational Safety and Health Act (OSHA) authorizes the Federal government to establish plans with respect to verifying that organizations are meeting safety and health requirements as required by OSRA.

830.3 The FBCC will arrange for such inspections by authorized officials. However, reasons to deny an inspection are valid under certain conditions, such as at a time when the FBCC is involved in an emergency situation requiring attention by the FBCC and its employees in order to correct the situation.

830.4 The Personnel Office will be the contact point for such inspections. It is responsible for coordinating with legal counsel, so that any changes in the law are reflected in the FBCC's procedures.

#### Media Coverage

830.5 The decision to allow or deny media coverage of an OSHA inspection or investigation is the prerogative of the employer. OSHA neither encourages or discourages media coverage. It is the policy of the FBCC to deny requests from media to



accompany an OSHA inspection officer.

# APPENDICES

Employee Confidentiality Agreement  
AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_ by and between the FORT  
BELKNAP COMMUNITY COUNCIL, hereinafter referred to as the "Council" and  
\_\_\_\_\_, hereinafter referred to as the "Employee."

In consideration of the employment or continuance of employment (as the case may be)  
of the Employee by the Council, it is hereby agreed as follows:

1. CONFIDENTIAL INFORMATION: During the period of employment, the  
Council may disclose or cause to be disclosed to the Employee, confidential  
information relating to the business recognized by the Employee to be the  
property of the Council and the Employee agrees to hold such information in trust  
and solely for the Council's benefit and not to disclose such information to others,  
either during or after employment, without the written consent of an officer of the  
Council.

2. SUBSEQUENT EMPLOYMENT AND TERMINATION OF EMPLOYMENT:  
This agreement shall continue in any subsequent employment of the Employee by  
the Council, and extend to the Council's successors or assigns.

Upon leaving the Council's employ, the Employee shall not take with him or her,  
without first obtaining the written consent of an officer of the Council, any  
drawing or other document, whether an original or reproduction, or any tangible  
evidence of confidential information or data belonging to or under the control of  
the Council.

3. FORMER OBLIGATIONS: The Employee will strictly adhere to any obligations  
which he or she may have to former employers insofar as the use or disclosure of  
confidential information is concerned.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Witness

Acknowledgement of Substance Abuse Policy

I hereby acknowledge having received and read the FORT BELKNAP COMMUNITY COUNCIL'S substance abuse policy. I am aware that if I have any questions concerning this policy that I am to advise my supervisor and, that if I fail to comply with the policy, I may be subject to disciplinary action, which can include suspension or termination of employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Cc: Personnel Folder Employee

Part I

Acknowledgement of Receipt of Personnel Policies Manual

I have received and read issue # \_\_\_\_\_ of the FORT BELKINAP COMMUNITY COUNCIL'S Personnel Policies Manual. I understand that I will be responsible for the custody and control of this manual and that it must be surrendered should I leave the employment of the Council.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Part 2

Acknowledgement of Instructions -- Personnel Policies Manual

I have reviewed the FORT BELKINAF COMMUNITY COUNCIL's Personnel Policies Manual, which has been made available through my supervisor. I understand that the Council expects its employees to be familiar with and comply with these policies and procedures and, if I have any questions concerning the manual, I should address these to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## Appendix C

### SEMINAR ATTENDANCE APPROVAL REQUEST

(To aid in understanding how this form is filled out, we have provided a completed sample.)

Requested By: Mary Smith

Department: Purchasing

Course Description: Effective Purchasing Techniques

Seminar Sponsor: Caldwell Consulting Associates

Length of Seminar: Three Days

Location: Richmond, Virginia

#### Estimated Costs:

Seminar Fee	5300
Air Fare	225
Hotel	150
Meals	75

#### Relationship of Seminar To Job:

Improve understanding of purchase order terms and conditions, development of short and long range purchasing strategies and orientation to requirements of Uniform Commercial Code.

#### APPROVALS

Supervisor:	Date:
Department Head:	Date:
Director of Training:	Date:
Vice President:	Date:

(Note — Unlike tuition requests, providing reasons for disapproval are optional.)

Appendix D  
INSTRUCTOR

COURSE TITLE

DATE OF COURSE

COURSE APPRAISAL AREAS

Please enter a checkmark (i). In the boxes representing your estimate of items referred to

POOR FAIR GOOD VERY GOOD  
EXCELENT

How well was the course material organized?

NOT AT ALL

How would you rate the course overall? \_\_\_\_\_

## TRANSFER REQUEST

Date:

To: (Name of selected employee's supervisor)

From: (Name of department head or Vice President of new department)

This is to advise that we propose the transfer of (insert employee name and payroll number) to our department as of (insert effective date.)

The position to be assumed is (insert position title and grade level.)

The starting salary shall be (insert dollar amount.)

In accordance with Company procedures, we are required to obtain your agreement to the transfer of an employee from your department. -Please indicate your approval in the space provided below. If you are unable to release the employee, the procedure requires that the reasons for same be given.

Approved By

Date

---

(Manager Vice President)

If approval is not authorized,  
reason: -

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Approved requests shall be routed to the Personnel department. Rejected requests shall be routed to the Office of the President. Please retain a copy of this request for your file.



## Appendix F

### Employee Exit Interview

Your response to this form is voluntary, as is your participation in the exit interview itself. The information you provide will assist the FORT BELKNAP COMMUNITY COUNCIL in its -employee relations. Please use the weighing system to reflect how much importance you would place on the reasons shown for your decision to resign and insert that number in the space provided.

#### Evaluation Criteria

- 5) One of the key reasons prompting my decision to resign.
- 4) Very significant factor in my decision.
- 3) One of the factors in my decision.
- 2) Had little involvement in my decision.
- 1) Did not have anything to do with my decision.

\_\_\_\_\_ Salary level.  
\_\_\_\_\_ Challenge.  
\_\_\_\_\_ Working relationship with my supervisor. \_  
\_\_\_\_\_ Benefits program.  
\_\_\_\_\_ Actions of management.  
\_\_\_\_\_ Promotion and career opportunities.  
\_\_\_\_\_ Job location.  
\_\_\_\_\_ Work load.  
\_\_\_\_\_ Hours of work.  
\_\_\_\_\_ Job responsibilities as related to qualifications.  
\_\_\_\_\_ Other

Title: \_\_\_\_\_

Dept: \_\_\_\_\_

Salary Grade: \_\_\_\_\_ Years Employed: \_\_\_\_\_

Time in Present Position: \_\_\_\_\_

Appendix G  
PERFORMANCE APPRAISAL FORM

Employee:	Payroll #:	Department:	Date of
Position:	Start Date:	Last Review Date	this Review

Does Not Meet Requirements	Partially Meets Requirements	Meets Requirements	Exceeds Requirements
-------------------------------	---------------------------------	-----------------------	-------------------------

1. QUALITY OF WORK:  
Accurate, Thorough, Complete
2. RESPONSIBILITY:  
Demonstrates Initiative, Able to Follow Instructions, Works In Safe Manner,  
Punctual, completes Assignments On Time, Dependable.
3. PRODUCTIVITY:  
Is Productive, Able To Deal With Rush Assignments.
4. ATTITUDE:  
Open to Constructive Criticism, Cooperative, Works Well With Others, Complies  
With Company Rules

**COMMENTS:**

Department Head \_\_\_\_\_ Personnel  
Department

Employee Counseling Form \_\_ Supervisory Desk Note

Employee's

Name: \_\_\_\_\_

Counseling Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Position

Title: \_\_\_\_\_

Nature of Condition, Inquiry, or Incident:

(Describe the incident/issue in detail to allow for ready interpretation by other concerned parties. Cite subject of counseling, time, and date.)

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Conclusion/ Action to Be Taken:

(Describe what remedy was requested of the employee to improve performance or change behavior BE SPECIFIC.)

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Employee Warning Notice

EMPLOYEE NAME: \_\_\_\_\_ Social Security  
Number: \_\_\_\_\_  
Date of  
Warning: \_\_\_\_\_  
POSITION TITLE: \_\_\_\_\_

TYPE OF VIOLATION ☐ Tardiness ☐ Quality of Work ☐ Carelessness  
☐ Absenteeism ☐ Quantity of Work ☐ Safety  
☐ Insubordination ☐ Neatness ☐ Intoxication or Drinking  
☐ Other: \_\_\_\_\_

VIOLATION: Date  
VIOLATION: Time  
PLACE VIOLATION OCCURRED: \_\_\_\_\_

WARNING ☐ First Date: \_\_\_\_\_  
NOTICE: ☐ Second Date: \_\_\_\_\_  
☐ Final

COMPANY STATEMENT

1. Describe in detail what the employee has done.
2. Cite how this interferes with work environment, employee performance, business operations or the well being of other employees.
3. Cite verbatim the rule, policy, law, standard or regulation that was violated.

WARNING DECISION

1. Explain in detail what employee must do to improve performance or change behavior.
2. Cite date that improvements are to be required.
3. Cite consequences if improvements are not achieved by date specified.

APPROVED BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

ATTACH SEPARATE PAGE IF NEEDED FOR MORE DETAILED EXPLANATIONS

EMPLOYEE COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix J

Sample "Inactive Status" Memorandum

MEMORKNDUM

June 20, 199

FROM: Mary Smith, Purchasing Supervisor  
TO: John Brown, Personnel Department  
Subject: Notice of INACTIVE STATUS

This is to advise that Frack Acme, payroll number 1234, is to be placed on inactive status, effective June 22, 1 99.

The employee is classified as a Jr. Buyer, assigned to the Purchasing Department.

The last day worked prior to illness was June 3, 199. At this time, it appears that the employee will be unable to report back to work for several weeks. We have targeted July 26, 199 as the return date.

The employee has been notified that a doctor's report stating that the employee can return to his position on an unrestricted full time basis will be required prior to resumption of work.

A copy of this memorandum is being furnished to the payroll section for the purpose of removing the employee from payroll distribution until such time as the employee returns to the job.

Cc: Payroll Section  
Local File — Frank Acme  
Ms. W.W. Wright, Manager-Purchasing

Appendix K

Payroll Change

TO: Fort Belknap Finance Office

THE FOLLOWING CHANGES ARE TO BE MADE AS OF \_\_\_\_\_, 200\_\_.

Employee: \_\_\_\_\_ Vendor #: \_\_\_\_\_

Social sec. #: \_\_\_\_\_ Dept: \_\_\_\_\_

Reason (s) For Change: (Check all that apply) -

☐ Transfer

☐ Reclassification

☐ Promotion

☐ Leave of Absence

☐ Demotion

☐ Termination

☐ Other (Specify): \_\_\_\_\_

Salary Information:

Current Amount:

New Amount:

The above is : ☐ temporary

☐ permanent

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
PERSONNEL OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Appendix L

Employee Notification Record (Confidential)

Employee: \_\_\_\_\_ Position: \_\_\_\_\_  
Dept: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_  
Date Employed: \_\_\_\_\_ Interview Date: \_\_\_\_\_

This is a non-disciplinary notification.

The FORT BELKNAP COMMUNITY COUNCIL has received a garnishment against your salary in the amount of \$ \_\_\_\_\_. It was received from \_\_\_\_\_ on \_\_\_\_\_. This notification is being made to advise you that garnishments and other legal collection actions against employees are costly to the Council, as we are required to spend time and money to comply with the garnishment.

In addition, garnishments may reflect upon the Council's business image through our employees. We urge you to try to solve your financial problems and, if necessary, to seek professional help through legitimate consumer counseling.

Delivered by:

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand this notification.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

cc: Original - Personnel Office  
Employee

Appendix M  
Checklist of Personnel Records

<b>Type of Record</b>	<b>Retain For (in Years)</b>
* Applications For Employment	10
* Attendance Records, Time Cards	5
* Appraisals	2
* Accident & Injury Reports	15
* Bonds	5
* Employment Contract	5
* Employee Activities	2
* Employee Insurance Records	15
* Grievances	10
* Job Descriptions	5
* Notices and Acknowledgements	2
* Resignations and Termination Data	10
* Salary Garnishments	7
* Training Certificates and Data	2



## EMPLOYEE ACKNOWLEDGEMENT FORM

EMPLOYEE \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

TITLE \_\_\_\_\_ PROGRAM \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_ TYPE \_\_\_\_\_

- I. The normal work week consists of five consecutive work days beginning Monday at 8.00 a.m. and ending Friday) at 5:00 p.m. The work week and hourly schedule are subject to authorized change when in benefit to either the service population and/or the employer. I understand that I have been assigned to work hours per day \_\_\_\_\_ through \_\_\_\_\_. I further understand that my work day begins at and concludes at --- with a lunch break offered from to \_\_\_\_\_.
- II. I understand my entry level wage for this position has been established at ~ per hour and I may expect a biweekly distribution of payroll.
- III. My service entry date for this position is acknowledged to be on \_\_\_\_\_. I understand my new employee probationary status will begin on \_\_\_\_\_ and end at close-of-business on \_\_\_\_\_.
- IV. A full description of available leave benefits has been made to me and it is my understanding that I am eligible to accrue \_\_\_\_\_ hours of annual leave and \_\_\_\_\_ hours of sick leave during each pay-period and as governed by policy.
- V. A description of my participation and eligibility for benefits through an Individual Retirement Account program has been provided- It is my understanding that contributions will be upon my successful completion of the ninety day probation period.
- VI. I have been advised of my employer's compliance intent with provisions of the Drug Free Workplace Act and fully understand my obligations as an employee.
- VII. I have participated in a New Employee Orientation session presented on this date and by my signature, acknowledge and agree with all material and information provided to me.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PERSONNEL MANAGER

\_\_\_\_\_  
DATE

cc: OPF

U.S. Department of Justice  
Immigration and Naturalization Service

0148 INS 1175-0176  
Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. **ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.


**Section 1. Employee Information and Verification.** To be completed and signed by employee at the time employment begins.

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A Lawful Permanent Resident (Alien # A- ) <input type="checkbox"/> An alien authorized to work until / / (Alien # or Admission # )	
Employee's Signature			Date (month/day/year)

**Preparer and/or Translator Certification.** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): / /		/ /		/ /
Document #: _____		_____		_____
Expiration Date (if any): / /				

**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) / / and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name		Date (month/day/year)
Address (Street Name and Number, City, State, Zip Code)		

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name (if applicable)	B. Date of rehire (month/day/year) (if applicable)
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.	
Document Title: _____	Document #: _____
Expiration Date (if any): / /	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.	
Signature of Employer or Authorized Representative	Date (month/day/year)

# FORT BELKNAP COMMUNITY COUNCIL

(406) 353-2205  
R.R. 1 Box 66  
Fort Belknap Agency  
Harlem, Montana 59526



Fort Belknap Indian Community  
(United Govt.)  
Fort Belknap Indian Community  
(Elected to administer the affairs of the community &  
to represent the Reservation and the Crow, Nez Perce  
Tribes of the Fort Belknap Indian Reservation)

## Grievance Review Request

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dept: \_\_\_\_\_

( ) Original Request ( ) Appeal from Prior Decision

I hereby request that the following grievance be reviewed.

Description of Grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This grievance was discussed with my supervisor on \_\_\_\_\_

My supervisor's decision was \_\_\_\_\_  
\_\_\_\_\_

I do not agree with this decision for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe that a fair way to resolve this is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Records and witnesses which support my grievance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Submitted

Comments	Points
----------	--------

## II. Performance Expectations

List and comment on four major performance expectations you had for the employee during the current review period. Specify how well the employee supported/reached your expectations. Consider quality, quantity and impact on department objectives and operating results

1. Performance Expectations: \_\_\_\_\_

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Supervisor Comments: \_\_\_\_\_

Points \_\_\_\_\_

2. Performance Expectations: \_\_\_\_\_

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Supervisor Comments: \_\_\_\_\_

Points \_\_\_\_\_

3. Performance Expectations: \_\_\_\_\_

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Supervisor Comments: \_\_\_\_\_

Points \_\_\_\_\_

4. Performance Expectations: \_\_\_\_\_

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Supervisor Comments: \_\_\_\_\_

Points \_\_\_\_\_

## III. Rate Overall Performance

Total Points \_\_\_\_\_ + Number of Factors Rated = \_\_\_\_\_ Overall Rating

☐ Outstanding 100-90

☐ Very Good 89-80

☐ Good 79-70

☐ Improvement  
needed 69-60

☐ Unsatisfactory Below 60

## Performance Objectives

PLEASE PRINT

Employee Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
For Period Covering \_\_\_\_\_ To Be Reviewed \_\_\_\_\_  
Established on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_

List (in order of importance) five specific and measurable objectives you would like the employee to complete by the next review date. Describe in detail the action needed to reach desired goals.

1. Objective: \_\_\_\_\_  
\_\_\_\_\_

Action plan to reach objective: \_\_\_\_\_  
\_\_\_\_\_

2. Objective: \_\_\_\_\_  
\_\_\_\_\_

Action plan to reach objective: \_\_\_\_\_  
\_\_\_\_\_

Action plan to reach objective: \_\_\_\_\_  
\_\_\_\_\_

3. Objective: \_\_\_\_\_  
\_\_\_\_\_

Action plan to reach objective: \_\_\_\_\_  
\_\_\_\_\_

4. Objective: \_\_\_\_\_  
\_\_\_\_\_

Action plan to reach objective: \_\_\_\_\_  
\_\_\_\_\_

5. Objective: \_\_\_\_\_  
\_\_\_\_\_

Action plan to reach objective: \_\_\_\_\_  
\_\_\_\_\_

B. Interactive Skills

1. **Interpersonal Relationships:** Willingness and demonstrates ability to cooperate, work and communicate with coworkers, supervisors, subordinates or outside contacts.

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Comments \_\_\_\_\_

Points \_\_\_\_\_

2. **Communication:** Effectiveness of expression in individual and group situations. Ability to convey ideas clearly and concisely.

O 100-90 ☐

V 89-90 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Comments \_\_\_\_\_

Points \_\_\_\_\_

C. Administrative Skills

1. **Coordination:** Ability to work with others as a team and express individual viewpoints while considering and learning from the input of others.

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Comments \_\_\_\_\_

Points \_\_\_\_\_

2. **Planning and Organizations:** Establishes appropriate course of action for self and subordinates to accomplish goals; makes proper assignments of personnel appropriate use of resources; sets realistic target dates.

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Comments \_\_\_\_\_

Points \_\_\_\_\_

3. **Adherence to Policies and Procedures:** Properly interprets and supplies company, division and/or department policies/procedure to job responsibilities.

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Comments \_\_\_\_\_

Points \_\_\_\_\_

4. **Orientation Toward Results:** Ability to initiate projects, anticipate changes or needs, set new priorities, follow through and meet deadlines.

O 100-90 ☐

V 89-80 ☐

G 79-70 ☐

I 69-60 ☐

U Below 60 ☐

Comments \_\_\_\_\_

**IV. Programmatic Accomplishments and Contributions**

Describe the programmatic accomplishments and contributions the employee made during the review period in areas other than those covered by specific objectives.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**V. Major Strengths Optional**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**VI. Areas Needing Improvement**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**VII. Training and Development**

What training or development activities should be considered during the new review period?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Discussed with employee on \_\_\_\_\_

Follow-up requested/desired: ☐ YES ☐ NO Follow-up Date: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Addition Employee Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*If necessary, additional sheet may be attached.**

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Fort Belknap Indian Community

## TIME SHEET

Program: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ S.S. No.: \_\_\_\_\_

Payperiod No.: \_\_\_\_\_

Payperiod Dates: \_\_\_\_\_ to \_\_\_\_\_

LEAVE	ANNUAL	SICK	COMP. TIME
Forward			
Accrued			
Used			
Balance			

Rate of Pay : \_\_\_\_\_ x \_\_\_\_\_ Hrs.

Gross : \_\_\_\_\_

F.I.C.A. : \_\_\_\_\_

Fed. Taxes : \_\_\_\_\_

State Taxes : \_\_\_\_\_

Other Deduction : \_\_\_\_\_

" " : \_\_\_\_\_

Total Deductions : \_\_\_\_\_

Net Pay : \_\_\_\_\_

I Certify that time has been rendered and is true and correct to the best of my knowledge. Check Number : \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Approval of Supervisor: \_\_\_\_\_

DATES	M	T	W	T	F		M	T	W	T	F	

# Fort Belknap Indian Community

## LEAVE FORM

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Types of Leave: A.L.—Annual Leave

S.L.—Sick Leave

C.T.—Comp. Time

L.W.O.P.—Leave Without Pay

E.L.—Emergency Leave

Adm.L.—Administrative Leave

Type of Leave Taken: \_\_\_\_\_

Dates of Leave Taken: \_\_\_\_\_ to \_\_\_\_\_

Available Hours of Leave that is being taken: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

RETIREMENT PLAN  
SUPPLEMENTAL INSTRUCTIONS FOR DESIGNATING OR CHANGING BENEFICIARY

SPOUSAL CONSENT REQUIREMENT

The beneficiary designation form contains a spousal consent statement. If you are married and your spouse is not the sole primary beneficiary, then your spouse must consent to your designation of beneficiaries. A plan representative or a notary public must witness your spouse's consent or the consent will not be valid. If the signature is not witnessed or if your spouse does not consent to your designated beneficiaries, then your designation will not be effective as to all or a portion of your accrued benefit under the plan.

GENERAL INSTRUCTIONS

The balance of these instructions will assist you in properly completing this beneficiary designation form.

1. To designate one person, insert the name and relationship in the spaces provided. If your beneficiary is not related to you, show relationship as "Friend".
2. If you wish to name your estate, insert "Estate" in the blank space.
3. Show a member of a religious order in this manner:

Mary L. Jones, niece, known in religious life as Sister Mary Agnes.

4. It is inadvisable to name a beneficiary who is a permanent resident of a foreign country. If you name a person who is a permanent resident of a foreign country, furnish full address.
5. If you wish to designate a trust, insert the name of the trustee and trust in the blank space using language substantially as follows:

To X Bank as Trustee, or its successor Trustee, of the Bruce E. Roberts Trust dated the 26th day of May, 1984, including any amendments to the Trust.

6. More than one beneficiary - here are the most common examples:

Three or more beneficiaries      James O. Smith, brother; Peter I. Smith, brother; and Martha N. Smith, sister

Unnamed children      My children living at my death

One contingent beneficiary      Lois P. Smith, wife, if living; otherwise, Herbert I. Smith, son

More than one contingent beneficiary      Lois P. Smith, wife, if living; otherwise, Herbert I. Smith, son  
Alice B. Smith, daughter; and Ann Y. Smith, daughter

Unnamed children as contingent beneficiaries      Lois P. Smith, wife, if living; otherwise, my children living at my death

If one of the above examples fits your wishes, insert your designation in the blank space, using the language of the selected example.

7. If none of the above are suitable, please attach an explanation.

NOTE: Unless you provide otherwise in completing the beneficiary designation, the trustee will pay all sums payable to more than one beneficiary equally to the named beneficiaries.

RETIREMENT PLAN  
PARTICIPANT ENROLLMENT FORM

INSTRUCTIONS

1. This form is to be used to (a) enroll in the Tribe's retirement plan thereby authorizing contributions to the plan, (b) change certain information listed in the Tribe's files with respect to your account and (c) direct the investment of your contributions within the selection of funds available.
2. All information requested on this form MUST be furnished for an employee to become a plan participant. A new form MUST be completed whenever any change occurs in the *Part B* information.
3. Please PRINT the required information, sign and date the form, and then return it to the Tribe's administrative office.

New participant ☐ Change of record ☐  
Married ☐ Not married ☐

Part A: EMPLOYEE INFORMATION

Mr./Mrs./Miss \_\_\_\_\_  
Last Name First Name Middle Initial  
\_\_\_\_\_  
Street Address City, State Zip Code  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth Date of Employment Social Security Number

Part B: CONTRIBUTION AUTHORIZATION

1. Salary reduction contributions per pay period (up to 15%) \_\_\_\_\_ %
2. I do not wish to put any contributions into the plan at this time. Check here ☐

Part C: INVESTMENT DIRECTIONS

Name of Fund	Applicable to future contributions	Applicable to existing contributions
<i>Aim Funds:</i>		
Money Market Fund	_____ %	_____ %
The Money Market Fund is the default fund if no investment choice is indicated.		
Balanced Fund	_____ %	_____ %
Blue Chip Fund	_____ %	_____ %
Constellation Fund	_____ %	_____ %
Income Fund	_____ %	_____ %
International Fund	_____ %	_____ %
Value Fund	_____ %	_____ %

Participant's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

RETIREMENT PLAN  
BENEFICIARY DESIGNATION FORM

INSTRUCTIONS

1. This form is to be used to designate a primary and a secondary beneficiary for your retirement plan. You may choose multiple primary or multiple secondary beneficiaries if you so desire.
2. Acceptance of this form by the employer after completion by the employee automatically revokes any previous beneficiary designations.
3. It is strongly recommended that all information requested on this form be furnished to the plan administrator.
4. Please PRINT the required information, sign and date the form, and then return it to the Tribe's administrative office.

\_\_\_\_\_, 20\_\_\_\_  
Participant's Signature Date Signed

Part A: PRIMARY BENEFICIARY DESIGNATION

Name \_\_\_\_\_ SS \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Relationship Share  
Name \_\_\_\_\_ SS \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Relationship Share  
Name \_\_\_\_\_ SS \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Relationship Share

Part B: SECONDARY BENEFICIARY DESIGNATION

Name \_\_\_\_\_ SS \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Relationship Share  
Name \_\_\_\_\_ SS \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Relationship Share  
Name \_\_\_\_\_ SS \_\_\_\_/\_\_\_\_/\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Relationship Share

Part C: CONSENT AND ACKNOWLEDGMENT BY PARTICIPANT'S SPOUSE (If spouse is not the primary beneficiary)

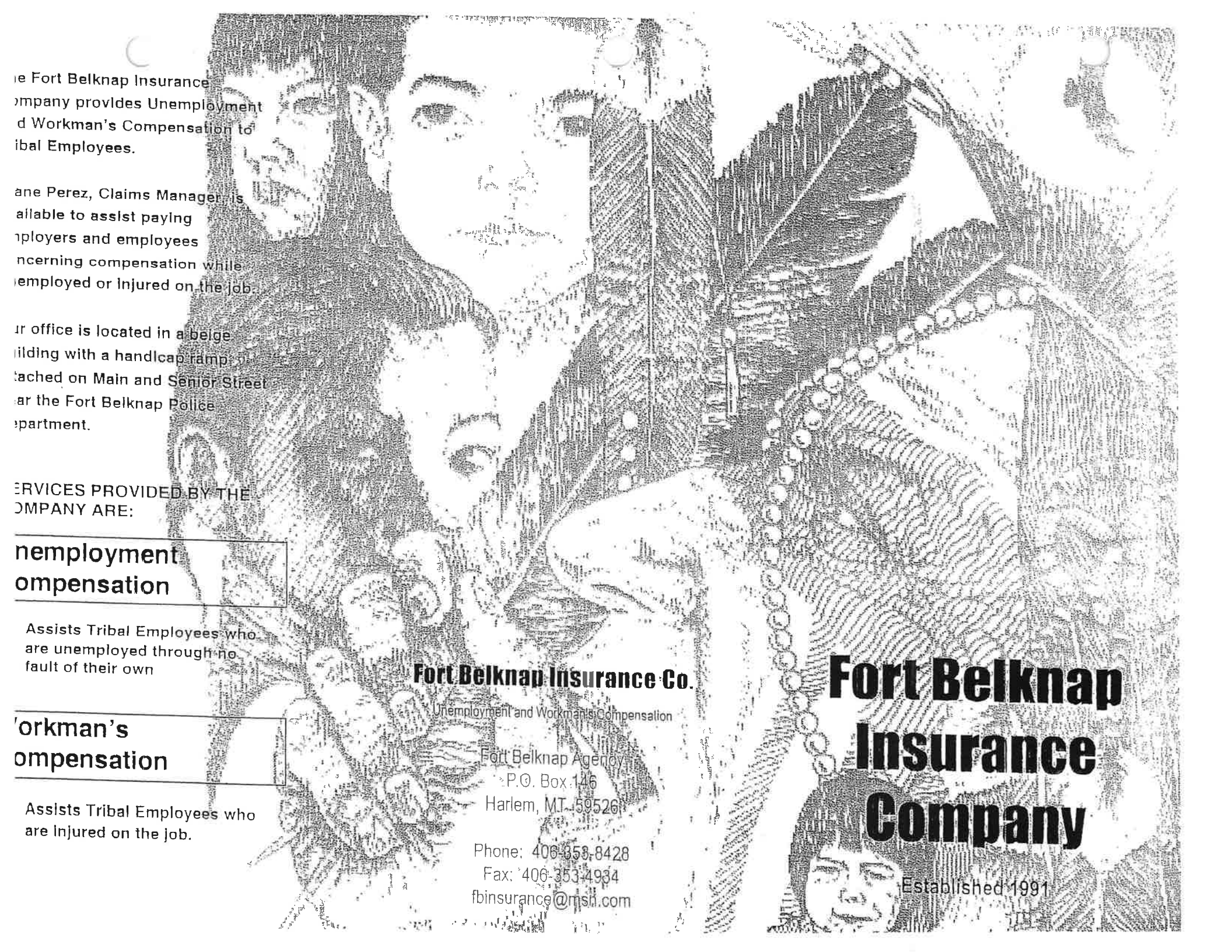
I consent to this (and only this) beneficiary designation. My consent is not revocable - I cannot take it back. I know that this beneficiary designation controls payment of the entire death benefit. Because I have consented to this beneficiary designation, I may receive no death benefit at all from the Plan. I understand that the Participant is free to change this beneficiary designation without further notice to or consent by me. If the Participant changes this beneficiary designation and dies while married to me, however, I will have the right to receive his or her entire death benefit unless I, in a writing witnessed by a notary public, have consented to and acknowledged the changed beneficiary designation.

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_

\_\_\_\_\_  
Notary Public or Plan Representative

\_\_\_\_\_  
Signature of Participant's Spouse

\_\_\_\_\_  
Date Signed



Fort Belknap Insurance Company provides Unemployment and Workman's Compensation to Tribal Employees.

Patricia Perez, Claims Manager, is available to assist paying employers and employees concerning compensation while unemployed or injured on the job.

Our office is located in a beige building with a handicap ramp attached on Main and Senior Street near the Fort Belknap Police Department.

SERVICES PROVIDED BY THE COMPANY ARE:

### Unemployment Compensation

Assists Tribal Employees who are unemployed through no fault of their own

### Workman's Compensation

Assists Tribal Employees who are injured on the job.

## Fort Belknap Insurance Co.

Unemployment and Workman's Compensation

Fort Belknap Agency

P.O. Box 146

Harlem, MT 59526

Phone: 406-353-8428

Fax: 406-353-4934

[fbinsurance@msn.com](mailto:fbinsurance@msn.com)

# Fort Belknap Insurance Company

Established 1991

# ***CODE OF ETHICS***

**FORT BELKNAP COMMUNITY COUNCIL**

**TRIBAL GOVERNMENT**

**CODE OF ETHICS**

# Fort Belknap Community Council

(406) 353-2205

R.R. 1 Box 66

Fort Belknap Agency

Harlem, Montana 59526



Fort Belknap Indian Community

(Tribal Govt.)

Fort Belknap Indian Community

(Elected to administer the affairs of the community and to represent the Assiniboine and the Gros Ventre Tribes of the Fort Belknap Indian Reservation)

**TO: All Officials and Employees of the  
Fort Belknap Community Council**

**FR: Harlan Mount, President, Fort Belknap Community Council**

**RE: Code of Ethics**

**DA: April 4, 1994**

Please take notice that the Council today passed the attached Code of Ethics. You will note that this Code of Ethics applies to all officials and employees of the Fort Belknap Community Council. This Code was developed, reviewed, and presented for public comment in the last several months. After considering input, the Council approved this Code.

It is important that everyone familiarize themselves with this Code. If you believe that you may be involved in conduct that is prohibited by this Code, you should immediately review the matter with an immediate supervisor. If you are uncertain whether current conduct or contemplated conduct falls within the provisions of this Code, you should also consult with an immediate supervisor.

Resolution No. 228-94

## Fort Belknap Community Council

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13th day of December, 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Indian Community Council is responsible for managing, supervising and directing the economic and governmental affairs of the Community, and

WHEREAS, the Council deems it necessary and appropriate to amend the Code of Ethics as set forth herein, and this amendment shall not rescind Resolution #75-94,

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Community Council does hereby adopt, amend and approve the following language amending Section 102. Purpose by inserting a new sentence; adding a new Section 104. Enforcement; and changing 104. Review to 105. Review which shall read as follows respectively:


It is the intent of this Code of Ethics, to provide that the ethical standards set forth herein are to supplement the Fort Belknap Personnel Policies and Procedures to determine employee conduct: and for defining cause as set forth in Article VIII-Removal From Office, Section 2. Impeachment.

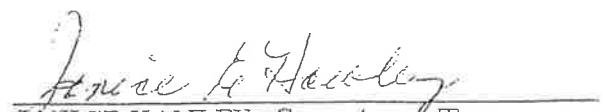
### Section 104. Enforcement

The Tribal Council shall have the sole discretion to determine any violations of the Code of Ethics by any elected official. Further, the Tribal Council shall determine the extent and severity of any disciplinary action, including impeachment, dependent upon the circumstances in each individual case.

BE IT FINALLY RESOLVED, that the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

  
HARLAN MOUNT, President

  
JANICE HAWLEY, Secretary-Treasurer



CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 6 members of whom 4 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 19 day of October, 1994; and that the foregoing Resolution of the Fort Belknap Community Council was fully adopted and approved by the affirmative vote of 4 for; 0 opposed; 0 not voting; 0 temporary absent; 0 absent; 2 excused absence; and that the said Resolution has not been rescinded in any way.

DATE: 10/19/94

Janice E. Hawley  
JANICE HAWLEY, Secretary-Treasurer

## Fort Belknap Community Council

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13th day of December, 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

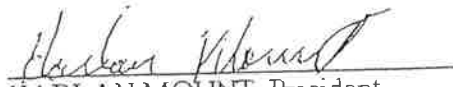
WHEREAS, the Fort Belknap Community Council is responsible for managing the affairs of the Community, and

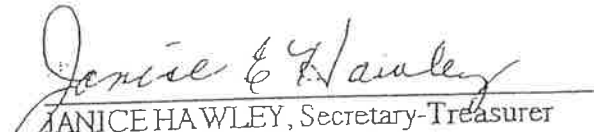
WHEREAS, the Council has considered the necessity for a Code of Ethics, and has reviewed the attached draft, finding it necessary and appropriate,

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Community Council does hereby adopt and approve the attached Code of Ethics, effective April 4, 1994, and

BE IT FINALLY RESOLVED, that the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

  
HARLAN MOUNT, President  
Fort Belknap Community Council

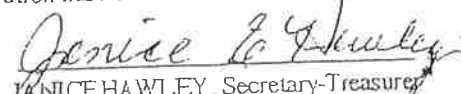
  
JANICE HAWLEY, Secretary-Treasurer  
Fort Belknap Community Council

### CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 6 members, of whom 4 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 4 day of April, 1994; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 4 for, 0 opposed; 0 not voting; 0 temporary absent; 1 absent; and that the said Resolution has not been rescinded in any way. 1 exc. abs.

DATE:

4-5-94

  
JANICE HAWLEY, Secretary-Treasurer  
Fort Belknap Community Council

*Approved 4/4/94*

## **Purpose**

The purpose of this Code is to provide standards of fairness and integrity for all officials and employees of the Fort Belknap Indian Community Council while conducting the business of the council for employees and officials representing the Council in their respective capacities.

It shall be recognized that officials and employees are in positions of trust on behalf of the Council and must endeavor to exercise the highest qualities of conduct, integrity and confidence on behalf of the Council and its citizenry. Also, it is the individual responsibility of each employee and official to conduct themselves in a polite and courteous manner with respect and consideration for others.

The standards established herein are not to be considered in lieu of ethical standards imposed by Federal Law, other Tribal Laws, Personnel Policies and Procedures of the Council.

## **102. Definitions**

1. 'Coerce~ means under influence or intimidation of using official capacity as leverage for or against another person.
2. "Conflict of Interest" means matters and issues for which a person may have an unfair advantage by virtue of their position and would receive more than significant value in money or items of worth by participating in the decisions of such matters and issues.
3. "Employee" means any person engaged for their services to the Council part of full time and who receives compensation from the council for their services.
4. "Official" means any person serving the Council by appointment or certified election.
5. "Significant Value" means things or money which would amount to more than reasonable costs or expenses incurred for conducting business.

## **103. Ethical Standards**

Every official and employee of the Fort Belknap Community Council should endeavor to:

1. Put loyalty to the highest moral principles and to the Fort Belknap

Community Council above loyalty to other persons, parties or governmental entities;

2. Uphold the Constitution, Laws and regulations of the Eon Belknap Community Council and never be a party to their evasion;

3. Give a full day's labor for a full days pay; giving earnest effort and best thoughts to performance of duties;

4. Seek to find and employ more efficient and economical ways of setting tasks accomplished;

5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not and never sell influence to gain special favors for any person, business or governmental entity;

6 Never accept. for himself or herself or family members favors or benefits under circumstances which may be construed by reasonable persons as influencing the performance of Tribal duties.

7. Make no private promises of any kind, binding upon the duties of office, since a Tribal employee has no private word which can be binding on public duty;

8. Engage in no business with the Tribe, either directly or indirectly, which is inconsistent with the conscientious performance of Tribal duties and further make every effort in his or her private work to avoid conflicts of interest; unless participation in the conduct of the business, personal and Tribal is deemed to be of no substantial effect on his or her integrity and any other interests are deemed insignificant.

9. Never use any information gained confidentially in the performance of Tribal duties as a means of making private profits to the detriments of the Fort Belknap Community Council.

10. Never use his or her position in any way to coerce or give the appearance of coercing anyone to provide a financial benefit to himself or herself or another person.

11. Expose corruption whenever discovered.

#### 104. Review

Nothing contained herein shall be construed as a waiver of the Council's immunity from suit. A plaintiff may be liable for administrative costs and defendant attorney fees, should it be determined an action for review was frivolous, unreasonable,

without foundation, brought in bad faith or in contravention of the Council's immunity from suit.

### PERSONAL AND PROFESSIONAL ETHICS

Most people that are employed or seeking employment do so for a variety of reasons. These are

- |                |   |  |
|----------------|---|--|
| Economics      | - | money is important to maintain normal living standards -                         |
| Physiological  | - | it is a normal and healthy function to want to work                              |
| Achievement    | - | to get and hold a job is a measure of success.                                   |
| Accomplishment | - | to do well in providing the services, to finish a project. even if it is hanging |
| Physical       | - | to be able to work is important in the performance of your assigned duties.      |
| Social         | - | working with other people fulfills a need for satisfaction and companionship~    |

If any one of these reasons are missing, the result is an unhappy and unproductive employee, and solutions must be sought~ The Personnel Officer will help the employee seek these solutions and involve the supervisor where there is concern in the matter (s)

Personal appearance has not been a prevalent issue and the dress code is an informal one. This matter is left up to the employee and his personal judgment- Some areas of employment may require special clothing such as uniforms, hard hats, hard-toed shoes, coveralls, etc. However, these would be clearly outlined by the employer.

Professional-ethics is a discipline that deals with moral conduct, duty, and judgment. The inspiration for ethical behavior originates at the level of management and permeates throughout the entire business organization- Basic to ethical conduct is loyalty pride and attitude enter into this area. When several tasks are set before an employee at once, a sense of priorities is an invaluable asset- The success of an enterprise is measured greatly by the employee's efficiency in completing assigned duties. Reluctance and inconsistency denotes lack of pride and poor attitude. Self-evaluation can be important and is relative to high level performance- The employee is the first to know whether or not they are producing to full capacity. Other can only guess as to whether the performance matches the capabilities (of the employee).

Confidentiality is an important factor and must be maintained without question. All matters addressed in the daily routine are to be considered confidential and include private conferences and communications - Release and/or discussion of business related information is at the discretion of the supervisor- It is a wise habit, at the close of business every day, to leave all matters of business there.

As a new employee, you have successfully competed against others. Because of your unique qualifications you are now employed- But don't stop there- The upgrading and enrichment of your business career is dependent to your desire to do so. Self-improvement is indicative of the esteem one has both personally and professionally.

# Fort Belknap Indian Community

## Acceptable Use Policy for Computer, Network and Internet Use

### **I. Introduction**

The computing, network, and information resources of the Fort Belknap Indian Community (FBIC) are intended to support the mission of teaching, research, and service for FBIC's staff. Appropriate use of computing and networking facilities by members of FBIC's staff should always reflect honesty and good judgment in the utilization of shared resources, and observe the ethical and legal guidelines of society. This document constitutes the Fort Belknap Indian Community's policy for the proper use of all computing and network resources.

FBIC's computer and network facilities provide access to a wide variety of on and off reservation resources. This privilege of access requires individual users to act in an ethical manner and as a result imposes certain responsibilities and obligations. It is the responsibility of every user to respect the rights, privacy, and intellectual property of others; respect the integrity of the resources; and abide by all tribal and federal laws and regulations.

This document outlines the user privileges and responsibilities as well as the guidelines and procedures for the responsible use of the FBIC computer systems and networks. It is intended to allow for the proper use and management of these facilities, provide protection of users' rights, ensure reasonable access, and provide guidelines for accountability. It applies not only to FBIC computers and networks, but also to computers attached to FBIC's networks in any way.

### **II. Definitions**

To avoid ambiguity, the following definitions are supplied:

#### ***A. User***

Anyone who uses computing or network facilities.

#### ***B. Authorized Institute User***

Anyone who has followed account application procedures and has been granted access to any or all of the computing or network resources of the Fort Belknap Indian Community for reasons consistent with the mission of the Facility, and consistent with this policy.

#### ***C. Institute Computing Resources***

Any computing, network, or software system donated to or purchased by FBIC or by a grant that is resident within any tribal facilities.

#### ***D. FBIC Network***

The network of FBIC is comprised of the physical components such as cable, switches, telecommunications equipment, wireless hubs, routers, Virtual Private Network (VPN) concentrators, dial-up access points, as well as the Internet and Internet2 connection points. The FBIC network also has logical components such as IP addresses, directory services, routing, and connectivity to computing resources.

#### ***E. FBIC Network Connections***

Any computer or device using an Internet address assigned to FBIC or that is connected to a physical or wireless access point is considered to be connected to the FBIC network.

#### ***F. Personal Computing Resources***

Personal resources such as PCs, information appliances, networking equipment, etc. which have been purchased and are owned by an Authorized FBIC User and are connected to the Institute network.

#### ***G. Special Access***

Access to resources on a system that could be used to alter the behavior of the system, or to access accounts on the system, either directly or indirectly. Examples are UNIX "root" or Windows "Administrator or System".

#### ***H. System Owner***

The system owner is the person with the authority to designate or use special access account privileges.

#### ***I. System or Network Administrator***

The person responsible for maintaining the authentication used by the system or network, controlling authorized use, and maintaining system and network integrity and audit trails.

#### ***J. Secure Systems***

Any hardware or software system whose use is restricted to a subset of the community of legitimate FBIC users.

### **III. Relationship to Other FBIC Policies**

#### ***A. FBIC Policies***

Many issues addressed in this Acceptable Use Policy relate to existing Institute policies, including (but not limited to) FBIC's policies on privacy, intellectual property, and prohibition of discrimination and harassment. These policies are found in the FBIC Personnel Policies Manual. This Usage Policy is intended to supplement and clarify the guidelines laid out in those policies as they apply to use of computer systems and electronic resources, not to supersede them.



### ***B. Other Computer Use Policies***

Tribal Programs that operate their own computers or networks are encouraged to add, with the approval of the Information Technology Manager, additional guidelines that supplement, but do not lessen, the intent of this policy or other FBIC policies. In such cases, the Program will inform users within the program and will provide a copy of the program-level policy to the Information Technology Manager.

## **IV. User Privileges and Responsibilities**

### ***A. Privacy***

FBIC's "Privacy Policy" recognizes that "Individual privacy and security is highly valued by our society," but "must be balanced by the other community enumerated values and needs." Within this understanding, the Fort Belknap Indian Community is assured that the privacy of such "personal property" as "written communications intended by their creator to be private including those transmitted or preserved in paper, electronic, or other media" will be protected, although it cannot be completely guaranteed.

The "Privacy Policy" also recognizes that members of the Fort Belknap Indian Community have a responsibility to cooperate with authorized searches and seizures in emergencies and in circumstances of probable cause. In such instances, including those involving FBIC computer and network use, the search and/or seizure of personal property or personal communications will be executed, only on the authorization of an official identified in the "Privacy Policy." Cooperation with the search or seizure of one's personal property or personal communication does not of itself imply one's own misuse or abuse of FBIC computers or network; the search or seizure may be deemed necessary because of misuse or abuse elsewhere in the FBIC system or in systems to which the FBIC system is connected or affiliated. For example, scanning and pattern-matching of incoming or outgoing e-mail may be necessary to remove computer viruses, to locate the sources of spam, or to respond to legitimate internal or external requests for investigation. In all instances of investigation into personal computing and network use, individuals are protected to the extent possible by the provisions of the "Privacy Policy".

### ***B. Freedom from Harassment***

The FBIC "Policy Prohibiting Discrimination and Harassment" defines "harassment" as unwelcome "conduct, communication, or physical contact" which has the effect of either "unreasonably interfering with" another's work, activities, or participation, or of "creating an intimidating, hostile or abusive environment" for an FBIC employee or student. Employees of the Fort Belknap Indian Community are assured that electronic communications that appear to have one or more of these effects are prohibited and will be investigated. This prohibition includes all obscene, defamatory, threatening, or otherwise harassing messages.

Correspondingly, Employees of the Fort Belknap Indian Community have the

obligation not to use the FBIC computing systems and network in such a way as to be reasonably judged to produce one or another of the above effects, whether intentionally or unintentionally. Such alleged or real misuse is covered by the provisions of this Acceptable Use Policy as well as by the "Policy Prohibiting Discrimination and Harassment".

### ***C. Intellectual Property***

Where a violation of the "Intellectual Property Policy," or of the intellectual property rights of creators or owners beyond the physical bounds of FBIC, is alleged to have occurred through employee misuse of the FBIC computing systems and network, such alleged misuse will be investigated and, if proved, sanctioned.

For example, FBIC users must not distribute copyrighted or proprietary material without written consent of the copyright holder, nor violate U.S. copyright or patent laws concerning computer software, documentation, or other tangible assets. Users should assume that any software or other electronic materials or media are copyright protected, unless the author(s) explicitly states otherwise.

## **V. Responsible Use of Resources**

In exchange for the privileges associated with using the FBIC technical equipment, users assume the responsibility to use the community's resources in a responsible and professional manner. The following paragraphs (A.-G.) highlight a non-exhaustive list of specific responsibilities. Questions about the appropriateness of any use of resources should be directed to the staff of the Information Technology Department.

### ***A. Access to Secure Systems***

#### **1. Passwords and similar authorization information**

Passwords are the primary way in which users are authenticated and allowed to use computing resources. One should not disclose one's password(s) to any individual, including a fellow employee, friends, or family, unless the person is a properly authorized system administrator performing account maintenance activities for which the password is required. Similarly, one should not disclose other identifying information (e.g., PIN numbers) used to access specific system information. Authorized users are held accountable for violations of this Acceptable Use Policy involving their accounts.

#### **2. Unauthorized use of resources**

One must not allow others to make use of one's account(s) or network access privileges to gain access to resources to which they would otherwise be denied.

#### **3. Circumventing or compromising security**

Users must not utilize any hardware or software in an attempt to

compromise the security of any other system, whether internal or external to the FBIC systems and network. Examples of prohibited activities include (but are not limited to) Trojan horses, password crackers, port security probes, network snoopers, IP spoofing, and the launching or knowing transmission of viruses or worms.

#### ***B. Self-Protection***

Any employees of the Fort Belknap Indian Community who attaches a computer to the FBIC network must take measures to ensure that the computer is protected against compromise by an internal or external attack. In this context, reasonable measures include the installation and maintenance of virus detection and eradication software, care in opening e-mail message attachments, vigilance when visiting web sites and adhering to published system configuration and management standards.

#### ***C. Commercial Activity***

No employee of the Fort Belknap Indian Community may use an FBIC computing account or any communications equipment that is owned or maintained by FBIC to run a business or commercial service or to advertise for a commercial organization or endeavor. Use of FBIC's computer systems and networks for the personal promotion of commercial goods or services is strictly prohibited. FBIC's employees who are engaged in professional consulting for-a-fee relationships may use FBIC's computing and network resources to correspond with existing clients, but not to advertise or promote their consulting practice.

#### ***D. Personal Use of RIT Resources***

In general, the use of FBIC's computing and network resources to promote commercially-related activities or events that have no direct relationship to FBIC's mission is not permitted. Occasional personal use of these resources, for example, to promote a single fund-raising event or activity, to sell a used item within the Fort Belknap Indian Community, or to offer relevant assistance may be permitted at the tacit discretion of the Information Technology Manager.

#### ***E. Communication with Government Officials***

E-mail communications with government officials must abide by FBIC's guidelines for political activities as outlined in policy. Individuals wishing to address a legislative issue on behalf of the Fort Belknap Indian Community should consult with the Chief Administration Officer before sending such communications using FBIC's network.

#### ***F. Harmful Activities***

One must not use one's privileges as a member of the FBIC computing community to cause harm to any individual or to harm any software or hardware system, whether internal or external to FBIC. Examples of harmful activities, in addition to those noted elsewhere in this Policy, include:

- Intentional damage

- Disabling others' computers
- Compromising security
- Disabling or corrupting software systems
- Destroying, altering, or compromising information integrity (e.g., student records, personnel information, etc.)
- E-mail spamming
- Threatening or intimidating e-mail, newsgroup postings, or web sites.
- Denial of service attacks (e.g., making it difficult or impossible for others to use the network effectively and efficiently).

### ***G. Illegal Activities***

For the protection of the Fort Belknap Indian Community as a whole, it is imperative that all employees refrain from any conduct that is illegal. Illegal activities that are prohibited include (but are not limited to):

- Copyright infringement, including publishing copyrighted material such as papers, software, music, musical scores, movies and artistic works. It is irrelevant whether or not any profit is made from such distribution; the mere fact of providing uncontrolled access to such material is illegal.
- Divulging information that is confidential or proprietary information.
- Misrepresentation of one's identity to gain access to systems, software, or other services to which one does not have authorized access.

## **VI. FBIC Rights**

Users should be aware that their use of FBIC's computing and network resources is not completely private. However, in all FBIC operations discussed in the following paragraphs, individual rights of privacy will be preserved to the extent possible and compatible with the nature of the operation. As an institution, FBIC retains the following rights with respect to its computing and network resources:

### ***A. Allocation and Control of Access to Resources***

Those responsible for maintaining FBIC's information technologies and resources have the right to allocate resources in ways appropriate to the achievement of FBIC's overall mission. They also may control access to its information and the devices on which it is stored, manipulated and transmitted in accordance with the policies of FBIC, the laws of the Fort Belknap Indian Community and the federal laws regarding information technology.

### ***B. Usage Monitoring and Inspection of Files***

While FBIC does not routinely monitor individual usage, the normal operation and maintenance of the computing and network environment require the backup and caching of data, the logging of usage data, the monitoring of usage patterns and other such activities that are necessary for maintaining network availability and performance. FBIC system and network administrators may review this data for evidence of violation of law or policy.

When necessary to ensure network availability and performance, or to respond to an alleged violation of law or policy, system and network administrators may monitor the activities and inspect the files of specific users on their computers and networks.

#### ***C. System and Network Administration Access***

A system administrator may access others' files for the maintenance of network computer and storage systems. Similarly, for the maintenance or security of networks, a network administrator may access others' files and data on network devices or in transit.

#### ***D. Security Procedures***

Departments are responsible for educating the users of FBIC-owned desktop computers and providing a reasonable level of security for sensitive information. It is advisable that departments with their own local area networks or a significant number of desktop computers appoint a contact person and identify this person to the Information Technology Department. The contact person should be knowledgeable about the department's computing environment and about central resources and services. This position will serve:

- As the first point of contact for unit personnel seeking problem resolution, information, and other assistance regarding computing and networking , and
- To facilitate interaction between the program and Information Technology staff on security matters. As a facilitator of communication between the program and Information Technology staff on security matters, or alleged abuses or related issues.

### **VII. Reporting, Investigations, and Sanctions**

#### ***A. Reporting Violations of this Code***

For this Policy to be effective, all FBIC employees must be alert to possible violations. If an employee suspects that another employee is abusing his or her privileges or is engaged in activities forbidden by this policy, it is that member's responsibility to report this to either Information Technology personnel or the administrative staff in charge of the affected systems. In all cases, suspected violations of this Acceptable Use Policy should be reported to the electronic mail address [abuse@fortbelknapnations.org](mailto:abuse@fortbelknapnations.org). Users should retain any other information that could be helpful for investigative purposes, such as harassing e-mail messages, dates and times of unauthorized access, and header lines.

#### ***B. Investigation of Suspected Violations***

Reports of suspected violations of this Acceptable Use Policy are investigated by the designated professional staff of the Information Technology staff in consultation with the Chief Administration Officer and FBIC Administration. Confirmed violations will be brought to the attention of the violators and, where a

confirmed violation is serious or persists, a restriction may be imposed, temporarily or permanently, by FBIC. Violators of Tribal law will be turned over to appropriate authorities.

### ***C. Sanctions***

FBIC may impose a range of penalties on users who violate the policies regarding the usage of FBIC computing resources. For example, FBIC may suspend computer and network privileges of an individual for reasons relating to the safety and well-being of other employees, or relating to the preservation and integrity of FBIC property. Access will be restored when positive conditions can be reasonably assured, unless access is to remain suspended as a result of formal action imposed through the normal disciplinary processes of FBIC. Appeals will follow the normal appeal process.

## **VIII. Questions and Interpretations**

Questions about the appropriateness of any use of resources should be directed to the staff of the Information Technology Staff or to the systems personnel responsible for the resource in question.

# ***ILLEGAL DRUG SEARCHES***

# Fort Belknap Indian Community

R.R. 1, Box 66

Fort Belknap Agency

Harlem, Montana 59526

PH: (406) 353-2205

FAX: Council - (406) 353-4541

FAX: Departments - (406) 353-2797



Fort Belknap Indian Community  
(Tribal Govt.)  
Fort Belknap Indian Community  
(Elected to administer the affairs of the community and  
to represent the Assiniboin and the Gros Ventre  
tribes of the Fort Belknap Indian Reservation)

## NOTICE TO ALL EMPLOYEES and VISITORS TO TRIBAL OFFICE

March 3, 1999

The Fort Belknap Community Council has authorized and directed Tribal Administration to secure the services of a Canine Search Team for the purposes of conducting random and periodic searches of all Tribal Offices for illegal drugs and drug paraphernalia. This means that without further notice, the Council will contract with a canine search team to go through all Tribal offices, in all Reservation communities, to periodically search for illegal drugs and drug paraphernalia.

These kind of drug searches are now commonplace in a variety workplace and education settings. The purpose of the searches is obvious. The Council is seeking to deter the possession, use and/or sale of illegal drugs. Those found in possession will face disciplinary and/or criminal proceedings.

Canine searches are conducted with a dog and dog handler walking through offices, with the dog smelling desks, cabinets and other property. Any and all personal items brought into the Tribal Office, including your person, could be the subject of a search, if the dogs indicate the presence of illegal drugs and/or drug paraphernalia. Because illegal drugs and drug paraphernalia cannot be possessed legally, NOBODY should, in any way, assume they have the right to bring such items into Tribal offices, and be free from searches. There is no such right to privacy in the possession of illegal substances.

Canine search teams typically work quickly to travel through areas. The dogs used typically are highly trained, and can detect illegal drugs in well-hidden locations. Once a search is begun, no one will be allowed to leave their work area.

The Council acknowledges that the vast majority of Tribal employees have absolutely no involvement with illegal drugs. It is hoped that nothing will be actually found. However, these searches will be conducted, and everyone is encouraged to avoid possession of illegal items. Thank you in advance for your cooperation.

Joseph F. McConnell, President  
Fort Belknap Community Council



## Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Community Council is responsible for enacting appropriate legislation to govern the Community, and

WHEREAS, the Council has heretofore adopted policies to create a drug-free work place environment, and more recently, has adopted employee drug testing procedures, and

WHEREAS, the Council remains concerned that it establishes a positive example of preserving a drug-free work place, especially in light of significant growth in illegal drug activity on and near the Fort Belknap Indian Reservation, and

WHEREAS, local individuals and law enforcement have reported to the Council that there exists a significant problem with Tribal employees using, possessing and/or selling illegal drugs, and

WHEREAS, the Council is strongly opposed to illegal drugs and their detrimental effect, and remains committed to establishing a drug-free work place, and

WHEREAS, the Council has been informed of the benefits of random canine searches conducted after posted notice, and believes that such efforts will deter possible use, possession and/or sale of illegal drugs,

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Community Council does hereby direct the posting of public notice in all Tribal offices that the Council will employ, on a random, periodic basis, canine search teams to search all offices and common areas at Tribal office buildings, throughout the Reservation, for illegal drugs and/or drug

paraphernalia, with all individuals being found to be in possession of illegal drugs subject to disciplinary action and/or prosecution therefore and

**BE IT FURTHER RESOLVED**, that the Council Officers are hereby authorized and directed to secure the services, randomly and periodically, of a canine search team to search all Tribal office buildings for illegal drugs and/or drug paraphernalia, and to take action based on such searches, consistent with the Personnel Policy Manual, and

**BE IT FINALLY RESOLVED**, that the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action, including public notices consistent with the attached Notice, informing employees and the Community of the above stated action.

ATTEST:


  
JOSEPH F. McCONNELL, President  
Fort Belknap Community Council

  
CLARENA BROCKIE, Secretary/Treasurer  
Fort Belknap Community Council

### CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Indian Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Indian Community Council is composed of 6 members, of whom 05 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 05 day of March, 1999; and that the foregoing Resolution of the Fort Belknap Indian Community Council was duly adopted and approved by the affirmative vote of 05 for; -0- opposed; -0- not voting; -0- temporary absent; -0- absent; 01 excused absence; and that the said Resolution has not been rescinded in any way.

DATE: 3-16-99

  
CLARENA BROCKIE, Secretary/Treasurer

# Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboiné Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

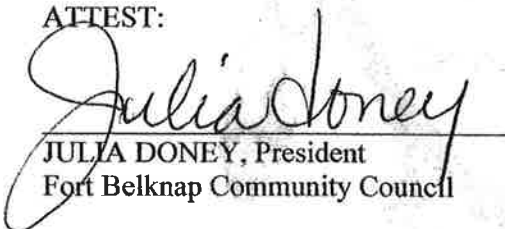
WHEREAS, the Fort Belknap Indian Community Council is charged with managing the affairs of its various programs and insuring compliance therewith for the overall good of the Community, and


WHEREAS, the Council has reviewed the recognized holiday schedule set forth in the Tribal Policies and Procedures Manual, and finds it appropriate for the Council and its programs to recognize the federal holiday "Martin Luther King, Jr. Day",

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Indian Community Council does hereby amend the Personnel Policies and Procedures Manual to include recognition of the federal holiday, "Martin Luther King, Jr. Day" as an official holiday of the Fort Belknap Indian Community and its programs, and

BE IT FINALLY RESOLVED, that the Community Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

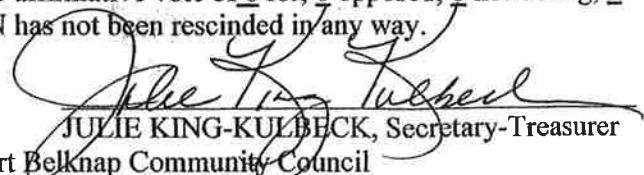
  
JULIA DONEY, President  
Fort Belknap Community Council

  
JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

## CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 9 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 7<sup>th</sup> day of February, 2006; and that the foregoing RESOLUTION of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 6 for; 0 opposed; 0 not voting; 3 temporary absent; 1 absent; and that the said RESOLUTION has not been rescinded in any way.

DATE: February 9, 2006

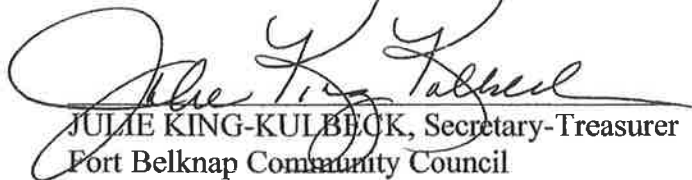
  
JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

FORT BELKNAP INDIAN COMMUNITY COUNCIL FORT BELKNAP AGENCY,  
HARLEM, MONTANA

## **CERTIFICATION**

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 9 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 7<sup>TH</sup> day of February, 2006; and that the foregoing RESOLUTION of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 5 for; 2 opposed; 0 not voting; 2 temporary absent; 1 absent; and that the said RESOLUTION has not been rescinded in any way.

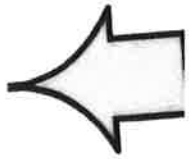
DATE: February 10, 2006



JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

FORT BELKNAP INDIAN COMMUNITY COUNCIL      FORT BELKNAP AGENCY,  
HARLEM, MONTANA

# ***DRUG/ ALCOHOL POLICY***



**SUBSTANCE ABUSE PREVENTION, DRUG/ALCOHOL FREE  
AND DRUG/ALCOHOL TESTING POLICY**

**AS ADOPTED 11/5/97**

## Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Indian Community Council is charged with managing the affairs of its various programs and insuring compliance therewith for the overall good of the Community, and

WHEREAS, the Council has reviewed various concerns regarding the length an individual is ineligible for employment, after termination for a conviction of Driving While Under the Influence or Driving While Blood Alcohol Content is above .08, and

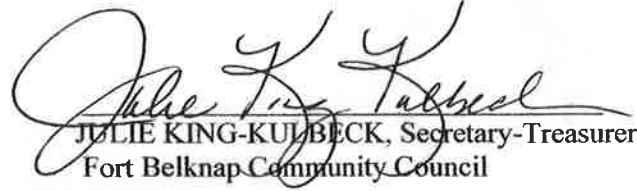
WHEREAS, the Council has considered the benefits of amending the Personnel Policies and Procedures Manual, as a part of an overall process to encourage rehabilitation,

NOW, THEREFORE BE IT RESOLVED, that the Fort Belknap Indian Community Council does hereby amend the Personnel Policies and Procedures Manual to include reduce the time an individual is ineligible for employment after conviction of Driving While Under the Influence or Driving While Blood Alcohol Content is above .08, from one (1) year to six (6) months, provided, the individual has completed requirements of their sentence, and

BE IT FINALLY RESOLVED, that the Community Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

  
JULIA DONEY, President  
Fort Belknap Community Council

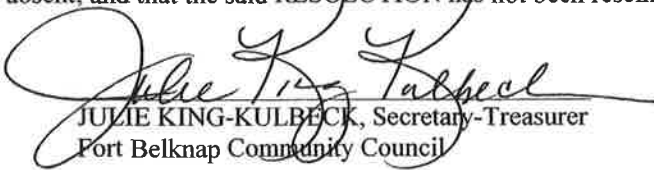
  
JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

### CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 9 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 7<sup>th</sup> day of February, 2006; and that the foregoing RESOLUTION of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 6 for; 1 opposed; 0 not voting; 2 temporary absent; 1 absent; and that the said RESOLUTION has not been rescinded in any way.

DATE:

February 9 2006

  
JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

FORT BELKNAP INDIAN COMMUNITY COUNCIL

FORT BELKNAP AGENCY,  
HARLEM, MONTANA

## Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboiné Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Indian Community Council is charged with managing the affairs of its various programs and insuring compliance therewith for the overall good of the Community, and

WHEREAS, the Council has reviewed various concerns regarding the length an individual is ineligible for employment, after termination for violation of the drug testing policy, and

WHEREAS, the Council has considered the benefits of amending the Personnel Policies and Procedures Manual, as a part of an overall process to encourage rehabilitation,

**NOW, THEREFORE BE IT RESOLVED**, that the Fort Belknap Indian Community Council does hereby amend the Personnel Policies and Procedures Manual to include the attached proposed language,

*360.5 A. 7. Any employee whose employment is terminated due to positive drug testing will not be eligible for any employment with the Tribal government for a period of **six (6) months** ~~one (1) year~~. After the **six (6) month** ~~one (1) year~~ period, to be eligible for further employment, the employee must have completed an assessment as identified above, and provide written proof of successful completion of an approved substance abuse program or proof of ongoing participation of an on-going substance abuse program.* and

**BE IT FINALLY RESOLVED**, that the Community Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

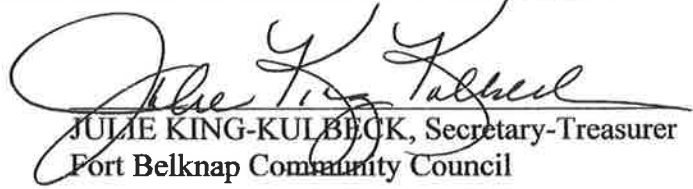
  
JULIA DONEY, President  
Fort Belknap Community Council

  
JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

## **CERTIFICATION**

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 9 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 7<sup>TH</sup> day of **February**, 2006; and that the foregoing RESOLUTION of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 5 for; 2 opposed; 0 not voting; 2 temporary absent; 1 absent; and that the said RESOLUTION has not been rescinded in any way.

DATE: February 10, 2006



JULIE KING-KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

FORT BELKNAP INDIAN COMMUNITY COUNCIL

FORT BELKNAP AGENCY,  
HARLEM, MONTANA



## Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

**Whereas**, the Fort Belknap Indian Community Council has determined that the Personnel Policies Manual requires an immediate substantive revision through legislative action since it lacks any guidance or policy in regard to employees who are convicted of the offense of driving under the influence of alcohol or drugs (DUI); and,

**Whereas**, the Fort Belknap Indian Community Council has determined that the use of alcohol and/or drugs continue to plague the Reservation Community causing numerous social problems for the Indian Community; and;

**Whereas**, as a consequence the Fort Belknap Indian Community Council has determined that the use of alcohol and/or drugs should not and will not be tolerated, especially when a tribal employee uses drugs or alcohol that results in a DUI conviction, and,

**NOW THEREFORE BE IT RESOLVED**, under the authority of Section 120.8, the Tribal Council hereby revises the Personnel Policies as follows:

510.9 If an employee receives a final conviction for DUI or "Per Se" (Driving While Blood Alcohol Content is at or over legal limit), he/she shall be immediately terminated from his/her position. The employee may reapply for any future position vacancy upon completion of all requirements of his/her sentence imposed by the sentencing Court.

**BE IT FURTHER RESOLVED**, this revision is immediately effective and the personnel director shall inform all employees of the revision and potential consequences of the revision.

**BE IT FINALLY RESOLVED**, that the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

**ATTEST:**

  
BENJAMIN SPEAKTHUNDER, President

  
JULIE KING KULBECK, Secretary/Treasurer

**CERTIFICATION**

I, the undersigned, as Secretary of the Fort Belknap Indian Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Indian Community Council is composed of 10 (ten) members of whom    members constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 7<sup>th</sup> day of April, 2004; and that the foregoing Resolution of the Fort Belknap Indian Community Council was duly adopted and approved the affirmative vote of 6 for; 1 opposed; 0 not voting; 0 temporary absent; 3 excused absent; and that the said resolution has not been rescinded in any way.

DATE: June 8, 2004

  
Julie King Kulbeck, Secretary-Treasurer

**Fort Belknap Indian Community Council**  
Tribal Government

**RR1 Box 66, Harlem, Montana 59526**  
Address

*June 8 - 2004  
ATTEST - Again*

# Fort Belknap Indian Community



R.R. 1, Box 66  
Fort Belknap Agency  
Harlem, Montana 59526  
PH: (406) 353-2205  
FAX: Council - (406) 353-4541  
FAX: Departments - (406) 353-2797

Fort Belknap Indian Community  
(Tribal Govt.)  
Fort Belknap Indian Community  
(Elected to administer the affairs of the community and  
to represent the Assiniboiné and the Gros Ventre  
Tribes of the Fort Belknap Indian Reservation)

June 14, 2004

To: All Tribal Employees

Fr: Franklin R. Perez, Personnel Manager

Re: FBCC Tribal Resolution No. 106-04; Amendment to Personnel Policies Section 510.9

On April 7, 2004 at a duly called meeting, the Fort Belknap Community Council passed Resolution Number 106-04. This resolution hereby revises the Personnel Policies as follows:

- 510.9 If an employee receives a final conviction for DUI or "Per Se" (Driving While Alcohol Content is at or over legal limit), he/she shall be immediately terminated from his/her position. The employee may reapply for any future position vacancy upon completion of all requirements of his/her sentence imposed by the sentencing Court.

All Tribal employees must understand, the DUI rule is effective immediately and the Personnel Office shall enforce this rule to its limits. So, the potential consequences an employee will lose his/her employment with the Fort Belknap Indian Community for misconduct under section 510.9.

If you have any questions call me at 353-8439.

# Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Indian Community Council is responsible for administering the various programs on the Fort Belknap Indian Reservation, and

WHEREAS, the Council has considered alternatives to deter illegal drug use, including policy amendments to the Council's Personnel Policies and Procedures Manual, and

WHEREAS, the Council has concluded that it is appropriate to clarify and amend the Drug Free Workplace policy, to strengthen it as a deterrent to illegal drug use,

**NOW, THEREFORE BE IT RESOLVED**, that the Fort Belknap Indian Community Council does hereby approve the following language as an amendment/replacement to Part 360.5 of the Council's Personnel Policies and Procedures Manual:

## **360.5.     Disciplinary Actions**

### **A. Violations of this policy shall bring about appropriate disciplinary action:**

- 1. The employee will be immediately suspended without pay for ten (10) days. This ten (10) day period will allow the employee to obtain an evaluation from an approved Chemical Dependency Center (hereinafter "C.D.C."). The Council's Chemical Dependency Program, if in place, shall be an approved provider. The employee must also obtain results of a negative drug test screen before returning to work. As available, the Council's C.D.C. may be utilized to assist in drug screening. The employee shall be responsible for paying all costs associated with any type of drug or alcohol treatment and additional screening required hereunder.*
- 2. If during the initial ten (10) day suspension period the employee does not obtain an evaluation from an approved C.D.C., termination of the employee shall take place. If a C.D.C. evaluation cannot be obtained during this time frame, the employee must be able to demonstrate, in writing, that they made contact with the C.D.C., and, through no fault of the employee, additional time is needed to complete the evaluation. Suspension without pay shall continue until a C.D.C. evaluation is obtained.*
- 3. Based on the C.D.C. evaluation, a prescribed plan of action for recovery, with explicit*

*time lines shall be recommended by the evaluator. Should the plan require in-patient treatment, the employee shall attend such treatment as soon as possible, successfully complete the program and provide proof thereof to the Personnel Office, as quickly as possible. During attendance at treatment, the employee may utilize any accumulated leave they may have. If an employee has insufficient leave accrued to cover the scheduled absence, they shall have approved leave without pay.*

*4. The employee must also execute an authorization for release of information with the C.D.C. utilized to insure that documentation can be released assuring the Personnel Department that the employee is following the prescribed plan.*

*5. Upon the employee's return to work, the employee will be placed on a ninety (90) day probationary period. If the employee is required to go to in patient treatment, the ninety (90) day probationary period shall begin after the required treatment is completed.*

*6. Each employee will be allowed only one chance to follow the above procedure for positive drug testing. Any subsequent positive drug test results, refusal to submit to testing or other violations of this policy, will result in immediate termination of employment.*

*7. Any employee whose employment is terminated due to positive drug testing will not be eligible for any employment with the Tribal government for a period of one (1) year. After the one (1) year period, to be eligible for further employment, the employee must have completed an assessment as identified above, and provide written proof of successful completion of an approved substance abuse program or proof of ongoing participation in an on-going substance abuse program.*

*8. Any employee who refuses to submit to a drug test will be immediately terminated.*

*9. When an employee is found to test positive for prohibited substances under this policy, he/she will be given the opportunity to explain the results. The employee may submit any relevant documentation, such as, but not limited to, a prescription, explanation or other related information. This information will be considered in determining whether a positive test has been satisfactorily explained. If a second test is required, the employee shall be cooperative therewith, and may be placed on suspension, without pay, until the second test results are received. If a subsequent test is refused, termination from employment is immediate. The employee shall follow the Grievance Procedures/Appeal of Terminated Employee Procedures in the Personnel Policies and Procedures Manual, if dissatisfied with the procedures utilized.*

*10. Employees who have collaborated with a physician and the Personnel Office for clarification of prescribed medication impacting the outcome of the drug test will not be suspended. It shall be the employee's responsibility to notify the Drug Tester, at the time of drug testing, of any prescribed medication the employee is taking which may impact the outcome of the drug test. Employees who test positive for a controlled substance which has not been prescribed to the individual by a physician will be treated as testing positive.*

*11. Employees who receive an inconclusive test will be re-tested. Failure to re-test shall be grounds for termination.*

*12. If, at the time of testing, the person administering the test notifies the employee of a possible inconclusive or adulterated test, the employee shall be given the opportunity to re-*

*test immediately. Failure to re-test immediately shall be treated as a positive result and grounds for termination.*

*13. An employee who has chemical dependency problems, whether or not they affect work performance, is always encouraged to seek assistance voluntarily on a confidential basis, by contacting appropriate community resources or their supervisor or the Personnel Director.*

*14. To further enhance and promote the treatment of alcoholism or drug addiction, FBCC will grant up to forty (40) hours of special leave without pay for the purpose of attending in-patient treatment and will further grant family members who are employees who participate in the family treatment process up to forty (40) hours of special leave without pay for the purpose of participating. Such leave shall be granted only after all annual and sick leave is exhausted. An employee will only be granted such special leave once.*

*15. Any employee convicted of any criminal drug statute shall notify the FBCC Personnel Director within five (5) days following such conviction.*

*16. In the case of workplace possession of controlled substances by employees, the Personnel Director shall notify in writing, any Federal grantor, within ten (10 ) days after employee notification, assurance that one of the two required actions will take place within thirty (30) days: (1) employee terminated, or (2) employee participating in a treatment /rehabilitation program.*

and

**BE IT FINALLY RESOLVED**, the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

  
BENJAMIN SPEAKTHUNDER, President  
Fort Belknap Community Council

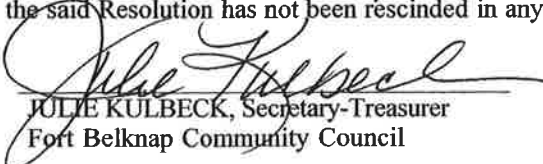
  
JULIE KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 10 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 14th day of May, 2002; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 9 for; 0 opposed; 0 not voting; 1 temporary absent; 0 absent; and that the said Resolution has not been rescinded in any way.

DATE:

May 14, 2002

  
JULIE KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

## Fort Belknap Indian Community

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboiné Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13 day of December 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Indian Community Council is responsible for administering the various programs on the Fort Belknap Indian Reservation, and

WHEREAS, the Council has considered alternatives to deter illegal drug use, including policy amendments to the Council's Personnel Policies and Procedures Manual, and

WHEREAS, the Council has concluded that it is appropriate to restrict the reemployment of individuals terminated for violations of the Drug Free Workplace policy,

**NOW, THEREFORE BE IT RESOLVED**, that the Fort Belknap Indian Community Council does hereby approve the following language as an amendment to Part 360.5(7) of the Council's Personnel Policies and Procedures Manual:


*7. Any employee whose employment is terminated due to positive drug testing will not be eligible for any employment with the Tribal government for a period of one (1) year from the date of termination. After the one (1) year period, to be eligible for further employment, the employee must have completed an assessment as identified above, and provide written proof of successful completion of an approved substance abuse program or proof of ongoing participation of an on-going substance abuse program.*

and

**BE IT FINALLY RESOLVED**, the Council Officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

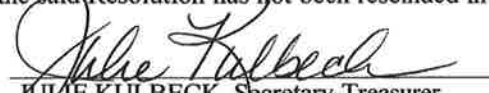
  
BENJAMIN SPEAKTHUNDER, President  
Fort Belknap Community Council

  
JULIE KULBECK, Secretary-Treasurer  
Fort Belknap Community Council

# CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 10 members, of whom 10 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 3<sup>rd</sup> day of April, 2002; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 7 for; 0 opposed; 2 not voting; 1 temporary absent; 0 absent; and that the said Resolution has not been rescinded in any way.

DATE: April 26 2002

  
JULIE KULBECK, Secretary-Treasurer  
Fort Belknap Community Council



# Fort Belknap Community Council

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13th day of December, 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Community Council has met and reviewed necessary changes to the existing Rules of Order, and

WHEREAS, it appears that certain modifications are necessary to establish the Council's strong position against illegal drugs and their negative effect on this Community, and further, to establish Tribal leadership in support of drug testing as a means to deter illegal drug use,

NOW, THEREFORE BE IT RESOLVED, that the following amendment is made to the Rules of Order and points of policy, and is hereby adopted to take effect August 7, 1998:

24 (A) All individuals serving as Council members shall submit to random drug testing procedures as arranged by the Personnel Department. Publication of the results of such testing shall be made in periodic tribal newsletters. Testing positive, as such is defined in the Personnel Manual of the Council, or failure to submit to testing at least once each year while serving in office, may be grounds for Recall action under the Recall section of the Constitution. To ensure safeguarding/anonymity of test samples, each Council member shall be tested with no less than five (5) employees, when test samples are taken. The procedures established in the Personnel Manual for the handling of samples shall control the processing of Council samples also. All forms for Council testing shall reflect the status of Councilmen as elected officials.

BE IT FINALLY RESOLVED that the Council officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:


  
JOSEPH F. McCONNELL, President  
Fort Belknap Community Council

  
CLARENA M. WERK, Secretary-Treasurer  
Fort Belknap Community Council

## CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 6 members, of whom 5 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 9 day of September, 1998; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 4 for; 0 opposed; 0 not voting; 1 temporary absent; 1 <sup>per</sup> absent, and that the said Resolution has not been rescinded in any way.

DATE: 9-14-98

  
CLARENA M. WERK, Secretary-Treasurer  
Fort Belknap Community Council

# Fort Belknap Community Council

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13th day of December, 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Community Council is responsible for overseeing and managing the affairs of the Fort Belknap Reservation, Montana, and,

WHEREAS, the Fort Belknap Community Council is concerned for the Health and Welfare of the residents of the Fort Belknap Indian Reservation, and,

WHEREAS, a Drug and Alcoholic problem on Fort Belknap Indian Reservation, and,


WHEREAS, the Fort Belknap Community Council finds it necessary to amend the Personnel Policies and Procedures, and,

NOW THEREFORE BE IT RESOLVED that the Fort Belknap Community Council does hereby approve the following amendment to the Personnel Policies and Procedures, Substance Abuse, Prevention, Drug/Alcohol Free and Drug/Alcohol Testing Policy, Section 360.5 Disciplinary Action:

"Refusal to submit to drug testing procedures and/or an unexplained absence at the time of testing shall be grounds for disciplinary action, up to and including termination"

BE IT FINALLY RESOLVED that the Council Officers are hereby authorized to execute and deliver all documents necessary to effect this action.

ATTEST:

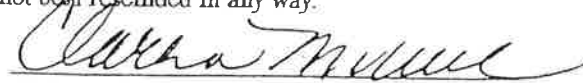
  
Joseph F. McConnell, President  
Fort Belknap Community Council

  
Clarena M. Werk, Secretary-Treasurer  
Fort Belknap Community Council

CERTIFICATION

I, the undersigned as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 6 (six) members of whom 5 members constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 4 day of August 1998, and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved the affirmative vote of 5 for, 0 opposed, 0 not voting, temporary absent, 1 absent, and that the said resolution has not been rescinded in any way.

DATE: 9-10-98

  
CLARENA M. WERK, Secretary-Treasurer  
Fort Belknap Community Council

# Fort Belknap Community Council

WHEREAS, the Fort Belknap Indian Community Council is the governing body of the Gros Ventre and Assiniboine Tribes of the Fort Belknap Indian Community, Fort Belknap Indian Reservation, Montana, by the authority of the Constitution and By-Laws of the Fort Belknap Tribes approved on the 13th day of December, 1935, and

WHEREAS, under the Constitution and By-Laws of the Fort Belknap Indian Community, the Community Council is charged with the duty of protecting the health, security and general welfare of the Fort Belknap Indian Community, and

WHEREAS, the Fort Belknap Community Council is responsible for overseeing the various programs and employees established to provide services for the Community, and

WHEREAS, the Council has heretofore established a Tribal Court and has recently reassumed Law Enforcement services on Reservation, and

WHEREAS, the Council has reviewed and discussed procedures to insure the drug free status of employees of the Council, and

WHEREAS, the Council has reviewed the importance of guaranteeing the Community that Law Enforcement and Tribal Court personnel as well as other personnel are drug free, because of their highly sensitive, safety related positions, and

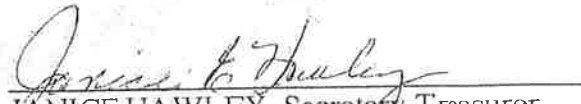
WHEREAS, the Council has developed the attached **SUBSTANCE ABUSE PREVENTION, DRUG/ALCOHOL FREE AND DRUG/ALCOHOL TESTING POLICY** Amendments to the Personnel Manual, and finds them necessary and appropriate to insure the safety of the Community,

**NOW THEREFORE BE IT RESOLVED** that the Fort Belknap Community Council does hereby adopt and approve the attached **SUBSTANCE ABUSE PREVENTION, DRUG/ALCOHOL FREE AND DRUG/ALCOHOL TESTING POLICY** as an amendment to the established Personnel Manual of the Council, and directs its immediate implementation, and

**BE IT FINALLY RESOLVED** that the Council officers are hereby delegated the authority and responsibility to sign all documents necessary to effect this action.

ATTEST:

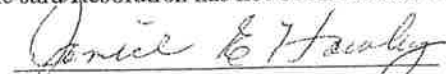
  
TRACY CHARLES KING, President  
Fort Belknap Community Council

  
JANICE HAWLEY, Secretary-Treasurer  
Fort Belknap Community Council

## CERTIFICATION

I, the undersigned, as Secretary of the Fort Belknap Community Council of the Fort Belknap Indian Reservation, Montana, do hereby certify that the Fort Belknap Community Council is composed of 6 members, of 4 members, constituting a quorum were present at a meeting thereof, duly and regularly called, noticed, convened and held this 5 day of November, 1997; and that the foregoing Resolution of the Fort Belknap Community Council was duly adopted and approved by the affirmative vote of 4 for; 0 opposed; 0 not voting; 0 temporary absent; 2 exc. absent; and that the said Resolution has not been rescinded in any way.

DATE: 11-7-97

  
JANICE HAWLEY, Secretary-Treasurer  
Fort Belknap Community Council

# SUBSTANCE ABUSE PREVENTION, DRUG/ALCOHOL FREE AND DRUG/ALCOHOL TESTING POLICY

AS ADOPTED 11/5/97

## Policy Statement:

**360.1** The FBCC is committed to a policy which provides its employees a work environment in which efficiency and safety are assured. While the FBCC has no intention of intruding into the private lives of its employees, it expects employees to understand that their use of alcohol or drugs on or off the job can have an impact on safety and performance that interferes with the FBCC's objective of providing a safe and efficient work environment. Addiction to such substances can radically impact the capabilities and work product of an employee. Consistent with this, the FBCC has established this alcohol and drug abuse policy, which, in summary, requires that employees report for work in a condition to perform their duties free from the presence and/or effects of alcohol and/or illicit drugs, and that the use of illegal drugs will be discouraged.

## Procedures:

### **360.2** Employees to be tested:

(A) As a condition for employment, all law enforcement personnel and court personnel must submit to a blood or urine test, with such test to be scheduled by responsible supervisors: (1) as a part of screening candidates for a position; (2) within two weeks of their hiring, as a condition for continued employment; (3) within forty-five (45) days of the adoption of this provision; and/or (4) at such other random times as deemed appropriate.

(B) Such testing is deemed appropriate, for these positions, because of the following observed conditions in their employment:

*7-2*  
*Review*  
(i) hazardous work environments; and/or

*head*  
(ii) jobs the primary responsibility of which is security, public safety, or fiduciary responsibility;

(C) as a condition for continuation of employment, any employee of the Council shall submit to a blood or urine test, if:

— (i) the employer has reason to believe that the employee's faculties are impaired on the job as a result of alcohol consumption or illegal drug use;

(ii) the employer has reason to believe that an employee may have contributed to a work-related accident that causes death or personal injury or property damage in excess of \$1,500; or

(iii) drug testing is being conducted at an employee's regular biennial physical for employment in jobs involving the intrastate commercial motor carrier transportation of persons or commodities.

(D) All tribally chartered entities, businesses or programs not otherwise specifically covered by this Policy Manual are hereby authorized to adopt testing procedures of this nature, upon a finding by their Board of sensitive positions defined herein.

**360.3** For purposes of this part the following definitions apply:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part, or alcohol in blood or urine tested in similar volume methods sufficient and reliable in established procedures.

Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Aliquot. A portion of a specimen used for testing.

Blind sample or blind performance test specimen. A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from employee specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

Chain of custody. Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures shall require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

Collection container. A container into which the employee urinates to provide the urine sample used for a drug test.

Collection site. A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

Collection site person. A person who instructs and assists individuals at a collection site and who receives and makes an initial examination of the urine specimen provided by those individuals.

Confirmatory test. A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

DHHS. The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

Drug or alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed above. An employer may test an individual for any or all such drugs, derivatives thereof or drugs not specifically listed herein, but deemed to be illegal under federal or tribal law.

Drug Rehabilitation - a service provider that provides confidential, program timely, and expert identification, assessment, and a resolution of employee drug abuse.



Drug Test - any chemical, biological, or physical instrumental analysis administered by a laboratory licensed by the Agency for Health Care Administration or certified by the U.S. Department of Health and Human Services, for the purpose of determining the presence or absence of a drug or its metabolites.

Employee. Any person who works for salary, wages, or other remuneration for an employer as well as an individual designated in a regulation as subject to drug urine testing and the donor of a specimen under this part. As used in this part 'employee' includes an applicant for employment. 'Employee' and 'individual' or 'individual to be tested' have the same meaning for purposes of this part.

Employee Assistance - an established program capable of providing expert Program assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work.

Employer. An entity employing one or more employees that is subject to regulations requiring compliance with this part. As used in this part, 'employer' includes an industry consortium or joint enterprise comprised of two or more employing entities, but no single employing entity is relieved of its responsibility for compliance with this part by virtue of participation in such a consortium or joint enterprise.

Initial Drug Test - a sensitive, rapid, and reliable procedure used to identify negative and positive specimens, usually using a chemical procedure or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration.

Job Applicant - a person who has applied for a position with an employer, and has been offered employment conditioned upon successfully passing a drug test, and may have begun work pending the results of the drug test.

Medical Review Officer (MRO). A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Prescription - or a drug or medication obtained pursuant to a non-prescription prescription, or a medication that is authorized medication pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

Reasonable suspicion - drug testing based on a belief that an employee is using or has used drugs or alcohol in violation of the FBCC's policy. The reasons for "reasonable suspicion" testing may include the following:

1. Observable phenomena while at work, such direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol.
2. Abnormal conduct or unpredictable behavior while at work or a significant deterioration in work performance.
3. A report of drug or alcohol use, provided by a reliable and credible source.
4. Evidence that an individual has tampered with a drug test during his

employment with the current employer.

5. Information that an employee has caused, or contributed to, or been involved in an accident while at work.

6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs or alcohol while working or while on the employer's premises or while operating the employer's vehicle machinery, or equipment.

Safety-Sensitive - with respect to the FBCC, a position in which a drug impairment constitutes an immediate and direct threat to public health or safety; or such a position that requires the employee to perform life-threatening procedures, or a position in which a momentary lapse in attention could result in injury or death to another person.

Shipping container. A container capable of being secured with a tamper proof seal that is used for transfer of one or more specimen bottle(s) and associated documentation from the collection site to the laboratory.

Specimen - tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health

Specimen bottle. The bottle which, after being labeled and sealed according to the procedures in this part, is used to transmit a urine sample to the laboratory.

**360.4** The following conduct is prohibited:

A. The use, transfer, sale or possession of illicit drugs or controlled substances on FBCC property or working sites, or engaged in any business on behalf of the FBCC is strictly prohibited.

B. Any employee found to be working under the influence of alcohol, drugs or controlled substances, or found to have detectable amounts of alcohol or illegal drugs in their body, will not be permitted to remain at work. Such employee shall also be made subject to discipline, up to and including termination from employment, as set forth in part 360.5.

C. Where appropriate, testing will be utilized to determine the presence of alcohol, drugs or controlled substances.

D. The FBCC reserves the right to conduct inspections and searches of all property found on the premises of the Council, of an employee and his or her personal belongings as a means of enforcing the provisions of this policy, when employees are on the job or other FBCC work sites. Inspections and searches may include, for example, employee personal effects, desks, purses, packages, lockers, briefcases and vehicles located on FBCC property or work sites.

E. In the event that any visitor or employee of firms doing business with the FBCC are found to be in violation of this policy, they are to be refused entry or removed for FBCC property.

**360.5.** Disciplinary Actions

A. Violations of this policy shall bring about appropriate disciplinary action.

1) Any employee determined to have consumed or possessed alcoholic



beverage or illegal drugs or FB premises or while performing any FBCC related activities will be suspended for a period of up to five, (5) days without pay.

2) During the suspension period the employee will obtain professional diagnosis for chemical dependency. If treatment is recommended based upon the diagnosis, the employee will, within thirty (30) days of receiving such notice, enroll in a treatment program as recommended.

3) A repeated violation of this policy shall be cause for termination of employment. It is the responsibility of the employee to comply with referral for diagnosis and to cooperate with properly prescribed treatment plans. When an employee refuses to accept assistance, diagnosis or treatment, or if he/she fails to respond to treatment or assistance, the Personnel Officer and/or supervisor will handle the situation as any other problem of deteriorating job performance.

4) An employee who has chemical dependency problems, whether or not they affect work performance, is encouraged to seek assistance voluntarily on a confidential basis, by contacting appropriate community resources or their supervisor or the Personnel Director.

5) To further enhance and promote the treatment of alcoholism or drug addiction, FBCC will grant up to forty (40) hours of special leave without pay for the purpose of attending in-patient treatment and will further grant family members who participate in the family treatment process up to forty (40) hours of special leave without pay for the purpose of participating. Such leave shall be granted only after all annual and sick leave is exhausted. An employee will only be granted such special leave once.

6) Any employee convicted of any criminal drug statute occurring in the workplace shall notify the FBCC Personnel Director within five (5) days following such conviction.

7) The Personnel Director shall notify in writing, any Federal grantor, within ten (10) days after employee notification, assurance that one of the two required actions will take place within thirty (30) days: (1) employee terminated, or (2) employee participating in a treatment /rehabilitation program.

**360.5** To ensure that employees have been exposed to these guidelines, a signed "Acknowledgement — Substance Abuse Policy" as shown in Appendix B will be stored in each employee's personnel folder.

### **360.6 Specimen collection procedures.**

#### **(A) Designation of collection site.**

(1) The drug testing program shall have one or more designated collection sites which have all necessary personnel, materials, equipment, facilities and supervision to provide for the collection, security, temporary storage, and shipping or transportation of urine specimens to a certified drug testing laboratory. An independent medical facility may also be utilized as a collection site provided the other applicable requirements of this part are met.

(2) A designated collection site may be any suitable location where a specimen can be collected under conditions set forth in this part, including a properly equipped mobile facility. A designated collection site shall be a location having an enclosure within which private urination can occur, a toilet for completion of urination (unless a single-use collector is used with sufficient capacity to contain the void), and a suitable

clean surface for writing. The site must also have a source of water for washing hands, which, if practicable, should be external to the enclosure where urination occurs.

**(B) Security.** The purpose of this paragraph is to prevent unauthorized access which could compromise the integrity of the collection process or the specimen.

(1) Procedures shall provide for the designated collection site to be secure. If a collection site facility is dedicated solely to urine collection, it shall be secure at all times. If a facility cannot be dedicated solely to drug testing, the portion of the facility used for testing shall be secured during drug testing.

(2) A facility normally used for other purposes, such as a public rest room or hospital examining room, may be secured by visual inspection to ensure other persons are not present and undetected access (e.g., through a rear door not in the view of the collection site person) is not possible. Security during collection may be maintained by effective restriction of access to collection materials and specimens. In the case of a public rest room, the facility must be posted against access during the entire collection procedure to avoid embarrassment to the employee or distraction of the collection site person.

(3) If it is impractical to maintain continuous physical security of a collection site from the time the specimen is presented until the sealed mailer is transferred for shipment, the following minimum procedures shall apply. The specimen shall remain under the direct control of the collection site person from delivery to its being sealed in the mailer. The mailer shall be immediately mailed, maintained in secure storage, or remain until mailed under the personal control of the collection site person.

**(C) Chain of custody.** The chain of custody block of the drug testing custody and control form shall be properly executed by authorized collection site personnel upon receipt of specimens. Handling and transportation of urine specimens from one authorized individual or place to another shall always be accomplished through chain of custody procedures. Every effort shall be made to minimize the number of persons handling specimens.

**(D) Access to authorized personnel only.** No unauthorized personnel shall be permitted in any part of the designated collection site where urine specimens are collected or stored. Only the collection site person may handle specimens prior to their securement in the mailing container or monitor or observe specimen collection (under the conditions specified in this part). In order to promote security of specimens, avoid distraction of the collection site person and ensure against any confusion in the identification of specimens, the collection site person shall have only one donor under his or her supervision at any time. For this purpose, a collection procedure is complete when the urine bottle has been sealed and initialed, the drug testing custody and control form has been executed, and the employee has departed the site (or, in the case of an employee who was unable to provide a complete specimen, has entered a waiting area).

**(E) Privacy.**

(1) Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided, as further described in this paragraph.

(2) For purposes of this part, the following circumstances are the exclusive grounds constituting a reason to believe that the individual may alter or substitute the specimen:

(i) The employee has presented a urine specimen that falls outside the normal temperature range (32.5 degrees - 37.7 degrees C / 90.5 degrees - 99.8 degrees F),

and

(a) The employee declines to provide a measurement of oral body temperature, as provided in paragraph (f)(14) of the part; or

(b) Oral body temperature varies by more than 1 degrees C/1.8 degrees F from the temperature of the specimen;

(ii) The last urine specimen provided by the employee (i.e., on a previous occasion) was determined by the laboratory to have a specific gravity of less than 1.003 and a creatinine concentration below .2g/L;

(iii) The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.); or

(iv) The employee has previously been determined to have used a controlled substance without medical authorization and the particular test was being conducted under an applicable DOT agency regulation providing for follow-up testing upon or after return to service.

(3) A higher-level supervisor of the collection site person, or a designated employer representative, shall review and concur in advance with any decision by a collection site person to obtain a specimen under the direct observation of a same gender collection site person based upon the circumstances described in subparagraph (2) of this paragraph.

**(F) Integrity and identity of specimen.** The Personnel Department shall take precautions to ensure that a urine specimen is not adulterated or diluted during the collection procedure and that information on the urine bottle and on the urine custody and control form can identify the individual from whom the specimen was collected. The following minimum precautions shall be taken to ensure that unadulterated specimens are obtained and correctly identified:

(1) ~~To deter the dilution of specimens at the collection site, toilet bluing agents shall be placed in toilet tanks wherever possible, so the reservoir of water in the toilet bowl always remains blue. Where practicable, there shall be no other source of water (e.g., shower or sink) in the enclosure where urination occurs. If there is another source of water in the enclosure it shall be effectively secured or monitored to ensure it is not used as a source for diluting the specimen.~~

(2) When an individual arrives at the collection site, the collection site person shall ensure that the individual is positively identified as the employee selected for testing (e.g., through presentation of photo identification or identification by the employer's representative). If the individual's identity cannot be established, the collection site person shall not proceed with the collection. If the employee requests, the collection site person shall show his/her identification to the employee.

(3) ~~If the individual fails to arrive at the assigned time, the collection site person shall contact the appropriate authority to obtain guidance on the action to be taken.~~

(4) The collection site person shall ask the individual to remove any unnecessary outer garments such as a coat or jacket that might conceal items or substances that could be used to tamper with or adulterate the individual's urine specimen. The collection site person shall ensure that all personal belongings such as a purse or briefcase remain with the outer garments. The individual may retain his or her wallet. If the employee requests it, the collection site personnel shall provide the employee a receipt for any

personal belongings.

(5) The individual shall be instructed to wash and dry his or her hands prior to urination.

(6) After washing hands, the individual shall remain in the presence of the collection site person and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or any other materials which could be used to adulterate the specimen.

(7) The individual may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. The collection site person shall provide the individual with a specimen bottle or collection container, if applicable, for this purpose.

~~(8) The collection site person shall note any unusual behavior or appearance on the urine custody and control form.~~

(9) In the exceptional event that an employer-designated collection site is not accessible and there is an immediate requirement for specimen collection (e.g., circumstances require a post-accident test), a public rest room may be used according to the following procedures: A collection site person of the same gender as the individual shall accompany the individual into the public rest room which shall be made secure during the collection procedure. If possible, a toilet bluing agent shall be placed in the bowl and any accessible toilet tank. The collection site person shall remain in the rest room, but outside the stall, until the specimen is collected. If no bluing agent is available to deter specimen dilution, the collection site person shall instruct the individual not to flush the toilet until the specimen is delivered to the collection site person. After the collection site person has possession of the specimen, the individual will be instructed to flush the toilet and to participate with the collection site person in completing the chain of custody procedures.

(10) (i) Upon receiving the specimen from the individual, the collection site person shall determine if it contains at least 60 milliliters of urine. If the individual is unable to provide a 60 milliliters of urine, the collection site person shall direct the individual to drink fluids and, after a reasonable time, again attempt to provide a complete sample using a fresh specimen bottle (and fresh collection container, if employed). The original specimen shall be discarded. If the employee is still unable to provide a complete specimen, the following rules apply:

(a) In the case of a post-accident test or test for reasonable cause (as defined), the employee shall remain at the collection site and continue to consume reasonable quantities of fluids until the specimen has been provided or until the expiration of a period up to 8 hours from the beginning of the collection procedure.

(b) In the case of a preemployment test, random test, periodic test or other test not for cause (as defined), the employer may elect to proceed as specified in paragraph (F)(10)(i)(a) of this section (consistent with any applicable restrictions on hours of service) or may elect to discontinue the collection and conduct a subsequent collection at a later time.

(c) If the employee cannot provide a complete sample within the up to 8-hour period or at the subsequent collection, as applicable, then the employer's MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to provide a specimen. (In preemployment

testing, if the employer does not wish to hire the individual, the MRO is not required to make such a referral.) Upon completion of the examination, the MRO shall report his or her conclusions to the employer in writing.

(ii) The employer may, but is not required to, use a 'split sample' method of collection.

(a) The donor shall urinate into a collection container, which the collection site person, in the presence of the donor, after determining specimen temperature, pours into two specimen bottles.

(b) The first bottle is to be used for the mandated test, and 60 ml of urine shall be poured into it. If there is no additional urine available for the second specimen bottle, the first specimen bottle shall nevertheless be processed for testing.

(c) Up to 60 ml of the remainder of the urine shall be poured into the second specimen bottle.

(d) All requirements of this part shall be followed with respect to both samples, including the requirement that a copy of the chain of custody form accompany each bottle processed under 'split sample' procedures.

(e) Any specimen collected under 'split sample' procedures must be stored in a secured, refrigerated environment and an appropriate entry made in the chain of custody form.

(f) If the test of the first bottle is positive, the employee may request that the MRO direct that the second bottle be tested in a DHHS-certified laboratory for presence of the drug(s) for which a positive result was obtained in the test of the first bottle. The result of this test is transmitted to the MRO without regard to the cutoff values. The MRO shall honor such a request if it is made within 72 hours of the employee's having actual notice that he or she tested positive.

(g) Action required by regulations as the result of a positive drug test (e.g., removal from performing a safety-sensitive function) is not stayed pending the result of the second test.

(h) If the result of the second test is negative, the MRO shall cancel the test.

(11) After the specimen has been provided and submitted to the collection site person, the individual shall be allowed to wash his or her hands.

(12) Immediately after the specimen is collected, the collection site person shall measure the temperature of the specimen. The temperature measuring device used must accurately reflect the temperature of the specimen and not contaminate the specimen. The time from urination to temperature measure is critical and in no case shall exceed 4 minutes.

(13) A specimen temperature outside the range of 32.5 degrees - 37.7 degrees C/90.5 degrees - 99.8 degrees F constitutes a reason to believe that the individual has altered or substituted the specimen (see paragraph (E)(2)(i) of this section). In such cases, the individual supplying the specimen may volunteer to have his or her oral temperature taken to provide evidence to counter the reason to believe the individual may have altered or substituted the specimen.

(14) Immediately after the specimen is collected, the collection site person shall also

inspect the specimen to determine its color and look for any signs of contaminants. Any unusual findings shall be noted on the urine custody and control form.

(15) All specimens suspected of being adulterated shall be forwarded to the laboratory for testing.

(16) Whenever there is reason to believe that a particular individual has altered or substituted the specimen as described in paragraph (E)(2) (i) or (iii) of this section, a second specimen shall be obtained as soon as possible under the direct observation of a same gender collection site person.

(17) Both the individual being tested and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. As provided below, the specimen shall be sealed (by placement of a tamperproof seal over the bottle cap and down the sides of the bottle) and labeled in the presence of the employee. If the specimen is transferred to a second bottle, the collection site person shall request the individual to observe the transfer of the specimen and the placement of the tamperproof seal over the bottle cap and down the sides of the bottle.

(18) The collection site person and the individual being tested shall be present at the same time during procedures outlined in paragraphs (F)(19)-(F)(22) of this section.

(19) The collection site person shall place securely on the bottle an identification label which contains the date, the individual's specimen number, and any other identifying information provided or required by the employer. If separate from the label, the tamperproof seal shall also be applied.

(20) The individual shall initial the identification label on the specimen bottle for the purpose of certifying that it is the specimen collected from him or her.

(21) The collection site person shall enter on the drug testing custody and control form all information identifying the specimen. The collection site person shall sign the drug testing custody and control form certifying that the collection was accomplished according to the applicable Federal requirements.

(22) (i) The individual shall be asked to read and sign a statement on the drug testing custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided.

(ii) When specified by an applicable DOT agency regulation or required by the collection site (other than an employer site) or by the laboratory, the employee may be required to sign a consent or release form authorizing the collection of the specimen, analysis of the specimen for designated controlled substances, and release of the results to the employer. The employee may not be required to waive liability with respect to negligence on the part of any person participating in the collection, handling or analysis of the specimen or to indemnify any person for the negligence of others.

(23) The collection site person shall complete the chain of custody portion of the drug testing custody and control form to indicate receipt of the specimen from the employee and shall certify proper completion of the collection.

(24) The urine specimen and chain of custody form are now ready for shipment. If the specimen is not immediately prepared for shipment, the collection site person shall ensure that it is appropriately safeguarded during temporary storage.

(25) (i) While any part of the above chain of custody procedures is being



performed, it is essential that the urine specimen and custody documents be under the control of the involved collection site person. If the involved collection site person leaves his or her work station momentarily, the collection site person shall take the specimen and drug testing custody and control form with him or her or shall secure them. After the collection site person returns to the work station, the custody process will continue. If the collection site person is leaving for an extended period of time, he or she shall package the specimen for mailing before leaving the site.

(ii) The collection site person shall not leave the collection site in the interval between presentation of the specimen by the employee and securement of the sample with an identifying label bearing the employee's specimen identification number (shown on the urine custody and control form) and seal initialed by the employee. If it becomes necessary for the collection site person to leave the site during this interval, the collection shall be nullified and (at the election of the employer) a new collection begun.

**(G) Collection control.** To the maximum extent possible, collection site personnel shall keep the individual's specimen bottle within sight both before and after the individual has urinated. After the specimen is collected, it shall be properly sealed and labeled.

**(H) Transportation to laboratory.** Collection site personnel shall arrange to ship the collected specimen to the drug testing laboratory. The specimens shall be placed in shipping containers designed to minimize the possibility of damage during shipment (e.g., specimen boxes and/or padded mailers); and those containers shall be securely sealed to eliminate the possibility of undetected tampering. On the tape sealing the container, the collection site person shall sign and enter the date specimens were sealed in the shipping containers for shipment. The collection site person shall ensure that the chain of custody documentation is attached or enclosed in each container sealed for shipment to the drug testing laboratory.

**(I) Failure to cooperate.** If the employee refuses to cooperate with the collection process, the collection site person shall inform the Personnel Director and shall document the non-cooperation on the drug testing custody and control form.

**(J) Employee requiring medical attention.** If the sample is being collected from an employee in need of medical attention (e.g., as part of a post-accident test given in an emergency medical facility), necessary medical attention shall not be delayed in order to collect the specimen.

**(K) Use of chain of custody forms.** A chain of custody form (and a laboratory internal chain of custody document, where applicable) shall be used for maintaining control and accountability of each specimen from the point of collection to final disposition of the specimen. The date and purpose shall be documented on the form each time a specimen is handled or transferred and every individual in the chain shall be identified. Every effort shall be made to minimize the number of persons handling specimens.

(1) Utilization of a standard drug testing custody and control form (carbonless manifold). The form shall be a multiple-part, carbonless record form with an original (copy 1), and a 'second original' (copy 2), both of which shall accompany the specimen to the laboratory. Copies shall be provided for the Medical Review Officer (copy 3, to go directly to the MRO), the donor (copy 4), the collector (copy 5), and the employer representative (copy 6). If the Personnel Department desires to exercise the split sample option, then an additional copy of the urine custody and control form is required. This copy (copy 7) shall be the 'split specimen original,' and is to accompany the split specimen to the same lab, a second lab, or an employer storage site. There must be a positive link established between the first specimen and the split

specimen through the specimen identification number; the split specimen identification number shall be an obvious derivative of the first specimen identification number. The form should be a permanent record on which identifying data on the donor, and on the specimen collection and transfer process, is retained. The form shall be constructed to display, at a minimum, the following elements, which shall appear on its respective parts as indicated:

(A) The following information shall appear on all parts of the form:

(i) A preprinted specimen identification number, which shall be unique to the particular collection. If the split sample option is exercised, the preprinted specimen identification number for split specimen shall be an obvious derivative of the first specimen; e.g., first specimen identification number suffixed 'A,' split specimen suffixed 'B.'

(ii) A block specifying the donor's employee identification number or Social Security number, which shall be entered by the collector.

(iii) A block specifying the employer's name, address, and identification number.

(iv) A block specifying the Medical Review Officer's name and address.

(v) Specification for which drugs the specimen identified by this form will be tested.

(vi) Specification for the reason for which this test conducted (preemployment, random, etc.), which shall be entered by the collector.

(vii) A block specifying whether or not the collector read the temperature within 4 minutes, and then notation, by the collector, that the temperature of specimen just read is within the range of 32.5-37.7C/90.5-99.8F; if not within the acceptable range, an area is provided to record the actual temperature.

(viii) A chain-of-custody block providing areas to enter the following information for each transfer of possession: Purpose of change; released by (signature/print name); received by (signature/print name); date. The words 'Provide specimen for testing' and 'DONOR' shall be preprinted in the initial spaces.

(ix) Information to be completed by the collector: Collector's name; date of collection; location of the collection site; a space for remarks at which unusual circumstances may be described; notation as to whether or not the split specimen was taken in accordance with Federal requirements if the option to offer the split specimen was exercised by the employer; and a certification statement as set forth below and a signature block with date which shall be completed by the collector:

" I certify that the specimen identified on this form is the specimen presented to me by the donor providing the certification on Copy 3 of this form, that it bears the same identification number as that set forth above, and that it has been collected, labelled and sealed as in accordance with applicable Federal requirements."

(B) Information to be provided by the laboratory after analysis, which shall appear on parts 1, 2 and 7 (if applicable) of the form only: Accession number; laboratory name; address; a space for remarks; specimen results; and certification



statement as set forth below, together with spaces to enter the printed name and signature of the certifying laboratory official and date:

"I certify that the specimen identified by this accession number is the same specimen that bears the identification number set forth above, that the specimen has been examined upon receipt, handled and analyzed in accordance with applicable Federal requirements, and that the results set forth below are for that specimen."

(C) A block to be completed by the Medical Review Officer (MRO), after the review of the specimen, which shall appear on parts 1, 2 and 7 (if applicable) of the form only, provides for the MRO's name, address, and certification, to read as follows, together with spaces for signature and date:

"I have reviewed the laboratory results for the specimen identified by this form in accordance with applicable Federal requirements. My final determination/verification is:"

(D) Information to be provided by the donor, which shall appear on parts 3 through 6 of the form only: Donor name (printed); daytime phone number; date of birth; and certification statement as set forth below, together with a signature block with date which shall be completed by the donor.

"I certify that I provided my urine specimen to the collector; that the specimen bottle was sealed with a tamper-proof seal in my presence; and that the information provided on this form and on the label affixed to the specimen bottle is correct."

(E) A statement to the donor which shall appear only on parts 3 and 4 of the form, as follows:

"Should the results of the laboratory tests for the specimen identified by this form be confirmed positive, the Medical Review Officer will contact you to ask about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications as a 'memory jogger.' THIS LIST IS NOT NECESSARY. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 4 - Donor) of this form - DO NOT LIST ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE YOUR COPY WITH YOU. A form meeting the requirements of this paragraph is displayed at appendix A to this part."

(F) The drug testing custody and control form may include such additional information as may be required for billing or other legitimate purposes necessary to the collection, provided that personal identifying information on the donor (other than the social security number) may not be provided to the laboratory. Donor medical information may appear only on the copy provided to the donor.

#### **(L) Quality Assurance Requirements.**

(1) Use of a clean, single-use specimen bottle that is securely wrapped until filled with the specimen. A clean, single-use collection container (e.g., disposable cup or sterile urinal) that is securely wrapped until used may also be employed. If urination is directly into the specimen bottle, the specimen bottle shall be provided to the employee still sealed in its wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided. If a separate collection container is used for urination, the collection container shall be provided to the employee still sealed in its

wrapper or shall be unwrapped in the employee's presence immediately prior to its being provided; and the collection site person shall unwrap the specimen bottle in the presence of the employee at the time the urine specimen is presented.

(2) Use of a tamperproof sealing system, designed in a manner such to ensure against undetected opening. The specimen bottle shall be identified with a unique identifying number identical to that appearing on the urine custody and control form, and space shall be provided to initial the bottle affirming its identity. For purposes of clarity, this part assumes use of a system made up of one or more preprinted labels and seals (or a unitary label/seal), but use of other, equally effective technologies is authorized.

(3) Use of a shipping container in which the specimen and associated paperwork may be transferred and which can be sealed and initialed to prevent undetected tampering. In the split specimen option is exercised, the split specimen and associated paperwork shall be sealed in a shipping (or storage) container and initialed to prevent undetected tampering.

(4) Written procedures, instructions and training shall be provided as follows:

(a) Employer collection procedures and training shall clearly emphasize that the collection site person is responsible for maintaining the integrity of the specimen collection and transfer process, carefully ensuring the modesty and privacy of the donor, and is to avoid any conduct or remarks that might be construed as accusatorial or otherwise offensive or inappropriate.

(b) A collection site person shall have successfully completed training to carry out this function or shall be a licensed medical professional or technician who is provided instructions for collection under this part and certifies completion as required in this part

(i) A non-medical collection site person shall receive training in compliance with this part and shall demonstrate proficiency in the application of this part prior to serving as a collection site person. A medical professional, technologist or technician licensed or otherwise approved to practice in the jurisdiction in which the collection takes place is not required to receive such training if that person is provided instructions described in this part and performs collections in accordance with those instructions.

(ii) Collection site persons shall be provided with detailed, clear instructions on the collection of specimens in compliance with this part. Employer representatives and donors subject to testing shall also be provided standard written instructions setting forth their responsibilities.

(5) Unless it is impracticable for any other individual to perform this function, a direct supervisor of an employee shall not serve as the collection site person for a test of the employee.

(6) In any case where a collection is monitored by non-medical personnel or is directly observed, the collection site person shall be of the same gender as the donor. A collection is monitored for this purpose if the enclosure provides less than complete privacy for the donor (e.g., if a restroom stall is used and the collection site person remains in the restroom, or if the collection site person is expected to listen for use of unsecured sources of water.)

## PERSONNEL MANUAL AMENDMENTS:

### Additions:

Refusal to submit to drug testing procedures and/or an unexplained absence at the time of testing shall be grounds for disciplinary action, up to and including termination.

# SUBSTANCE ABUSE PREVENTION, DRUG/ALCOHOL FREE AND DRUG/ALCOHOL TESTING POLICY

AS ADOPTED 11/5/97  
(Draft Amendments 6/26/98  
*In Italics, pp 1-3*)

## Policy Statement:

360.1 The FBCC is committed to a policy which provides its employees a work environment in which efficiency and safety are assured. While the FBCC has no intention of intruding into the private lives of its employees, it expects employees to understand that their use of alcohol or drugs on or off the job can have an impact on safety and performance that interferes with the FBCC's objective of providing a safe and efficient work environment. Addiction to such substances can radically impact the capabilities and work product of an employee. Consistent with this, the FBCC has established this alcohol and drug abuse policy, which, in summary, requires that employees report for work in a condition to perform their duties free from the presence and/or effects of alcohol and/or illicit drugs, and that the use of illegal drugs will be discouraged.

*In support of these policies, the Council does now make the following findings:*

*A. That there now exists, on the Fort Belknap Indian Reservation, critical, pervasive problems of addiction to drugs and alcohol. Various Tribal programs, including our Chemical Dependency Center, the Fort Belknap Police Department and the Fort Belknap Indian Community Tribal Court, as well as programs operated by the United States Government, including the Indian Health Service and Bureau of Indian Affairs, have advised the Council that a crisis exists and is growing. This crisis has touched every family on the Fort Belknap Indian Reservation, and is largely responsible for and/or related to our high unemployment and underemployment rates (70%), high infant mortality rates, high suicide rates, high rates of automobile fatalities and low life expectancy ages.*

*B. This crisis of addiction exists in spite of longstanding efforts to treat and administer to families with addicted members. This crisis is ongoing and has severely tapped the resources of the Tribes. An inordinately large amount of health care resources and governmental resources have been used to treat the effects of these problems. These problems continue to grow.*

*C. Funds which could be utilized to treat other health problems are not available because of the crisis nature of many addiction-related illnesses. Priorities have necessarily been established to allocate limited resources, adversely affecting the quality of life of most families on the Fort Belknap Indian Reservation.*

*D. Our personnel Department has reported a growing number of suspected drug and/or alcohol-related behavior problems, absences and reports of addiction with employees in all tribal departments. It is believed that drug and/or alcohol use has adversely affected numerous individuals performance, undermining the ability of the Council to accomplish its governmental functions. Complaints from community members about breaches of confidentiality, mistrust and accusations of drug use among Tribal employees have grown also. The Council, in administering preannounced, "universal" testing of about 100 employees recently, as a part of an investigation to determine the extent of the problem, has evidence that approximately ten (10%) per cent of Tribal employees are using. This number could be much higher, as this testing process had been discussed and provided warning for at least fifteen (15) months in advance of actual testing.*

*E. Such observed problems with Tribal employees has compromised the efficiency of Tribal government at a time when resources are scarce. It also diminishes the ability of*

*Tribal government to serve the people and threatens the existence of this government and the people it serves.*

*F. Because of these extraordinary circumstances, the Fort Belknap Community Council has considered alternatives available. It has determined that an aggressive drug-testing procedure will establish a policy against drugs and/or alcohol which is needed in this time of crisis. It will enable the Council to eliminate illegal drugs and/or alcohol from government employed positions. It will not only establish a much needed Community-wide policy against such practices, but will enable Tribal government to serve people not now being served, because of increased efficiency in the government.*

**Procedures:**

**360.2 Employees to be tested:**

(A) As a condition for employment, all law enforcement personnel and court personnel must submit to a blood or urine test, with such test to be scheduled by responsible supervisors: (1) as a part of screening candidates for a position; (2) within two weeks of their hiring, as a condition for continued employment; (3) within forty-five (45) days of the adoption of this provision; and/or (4) at such other random times as deemed appropriate.

(B) Such testing is deemed appropriate, for these positions, *in addition to those reasons generally stated for all Tribal staff*, because of the following observed conditions in their employment:

(i) hazardous *and/or highly sensitive, public* work environments; and/or

(ii) these jobs include the primary responsibility of security, public safety, or fiduciary responsibility;

(C) as a condition for continuation of employment, all employees of the Council shall submit to a blood or urine test *as set forth hereafter*:

(ii) *within two weeks of their hiring, as a condition for continued employment;*

(iii) *within forty-five (45) days of the adoption of this provision;*

(iv) *at such other random times as deemed appropriate, including, but not limited to the following circumstances:*

(i) the employer has reason to believe that the employee's faculties are impaired on the job as a result of alcohol consumption or illegal drug use;

(ii) the employer has reason to believe that an employee may have contributed to a work-related accident that causes death or personal injury or property damage in excess of \$1,500; or

(iii) drug testing is being conducted at an employee's regular biennial physical for employment in jobs involving the intrastate commercial motor carrier transportation of persons or commodities.

(D) Such testing is deemed appropriate, for these positions, because of the following observed conditions in their employment:

(ii) these jobs include the primary responsibility of security, public safety,

(E) All tribally chartered entities, businesses or programs not otherwise specifically covered by this Policy Manual are hereby authorized to adopt testing procedures of this nature, upon a finding by their Board of sensitive positions defined herein.

**360.3** For purposes of this part the following definitions apply:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part, or alcohol in blood or urine tested in similar volume methods sufficient and reliable in established procedures.

Alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Aliquot A portion of a specimen used for testing.

Blind sample or blind performance test specimen. A urine specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from employee specimens, and which is spiked with known quantities of specific drugs or which is blank, containing no drugs.

Chain of custody. Procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of specimen collection to final disposition of the specimen. These procedures shall require that an appropriate drug testing custody form be used from time of collection to receipt by the laboratory and that upon receipt by the laboratory an appropriate laboratory chain of custody form(s) account(s) for the sample or sample aliquots within the laboratory.

Collection container. A container into which the employee urinates to provide the urine sample used for a drug test.

Collection site. A place designated by the employer where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs.

Collection site person. A person who instructs and assists individuals at a collection site and who receives and makes an initial examination of the urine specimen provided by those individuals.

Confirmatory test. A second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the initial test and which uses a different technique and chemical principle from that of the initial test in order to ensure reliability and accuracy. (Gas chromatography/mass spectrometry (GC/MS) is the only authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.)

DHHS. The Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

Drug or alcohol, including a distilled spirit, wine, a malt beverage, or an intoxicating liquor; an amphetamine; a cannabinoid; cocaine; phencyclidine (PCP); a hallucinogen; methaqualone; an opiate; a barbiturate; a benzodiazepine; a synthetic narcotic; a designer

drug; or                   ite of any of the substances listed :                   employer may test an individual for any or all such drugs, derivatives thereof or drugs not specifically listed herein, but deemed to be illegal under federal or tribal law.

Drug Rehabilitation - a service provider that provides confidential, program timely, and expert identification, assessment, and a resolution of employee drug abuse.

Drug Test - any chemical, biological, or physical instrumental analysis administered by a laboratory licensed by the Agency for Health Care Administration or certified by the U.S. Department of Health and Human Services, for the purpose of determining the presence or absence of a drug or its metabolites.

Employee. Any person who works for salary, wages, or other remuneration for an employer as well as an individual designated in a regulation as subject to drug urine testing and the donor of a specimen under this part. As used in this part 'employee' includes an applicant for employment. 'Employee' and 'individual' or 'individual to be tested' have the same meaning for purposes of this part.

Employee Assistance - an established program capable of providing expert Program assessment of employee personal concerns; confidential and timely identification services with regard to employee drug abuse; referrals of employees for appropriate diagnosis, treatment, and assistance; and follow-up services for employees who participate in the program or require monitoring after returning to work.

Employer. An entity employing one or more employees that is subject to regulations requiring compliance with this part. As used in this part, 'employer' includes an industry consortium or joint enterprise comprised of two or more employing entities, but no single employing entity is relieved of its responsibility for compliance with this part by virtue of participation in such a consortium or joint enterprise.

Initial Drug Test - a sensitive, rapid, and reliable procedure used to identify negative and positive specimens, usually using a chemical procedure or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration.

Job Applicant - a person who has applied for a position with an employer, and has been offered employment conditioned upon successfully passing a drug test, and may have begun work pending the results of the drug test.

Medical Review Officer (MRO). A licensed physician responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

Prescription - or a drug or medication obtained pursuant to a non-prescription prescription, or a medication that is authorized medication pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.

Reasonable suspicion - drug testing based on a belief that an employee is using or has used drugs or alcohol in violation of the FBCC's policy. The reasons for "reasonable suspicion" testing may include the following:

1. Observable phenomena while at work, such direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol.

2. A normal conduct or unpredictable behavior while at work or a significant deterioration in work performance.
3. A report of drug or alcohol use, provided by a reliable and credible source.
4. Evidence that an individual has tampered with a drug test during his employment with the current employer.
5. Information that an employee has caused, or contributed to, or been involved in an accident while at work.
6. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs or alcohol while working or while on the employer's premises or while operating the employer's vehicle machinery, or equipment.

Safety-Sensitive - with respect to the FBCC, a position in which a drug impairment constitutes an immediate and direct threat to public health or safety; or such a position that requires the employee to perform life-threatening procedures, or a position in which a momentary lapse in attention could result in injury or death to another person.

Shipping container. A container capable of being secured with a tamper proof seal that is used for transfer of one or more specimen bottle(s) and associated documentation from the collection site to the laboratory.

Specimen - tissue, hair, or a product of the human body capable of revealing the presence of drugs or their metabolites, as approved by the United States Food and Drug Administration or the Agency for Health

Specimen bottle. The bottle which, after being labeled and sealed according to the procedures in this part, is used to transmit a urine sample to the laboratory.

360.4 The following conduct is prohibited:

A. The use, transfer, sale or possession of illicit drugs or controlled substances on FBCC property or working sites, or engaged in any business on behalf of the FBCC is strictly prohibited.

B. Any employee found to be working under the influence of alcohol, drugs or controlled substances, or found to have detectable amounts of alcohol or illegal drugs in their body, will not be permitted to remain at work. Such employee shall also be made subject to discipline, up to and including termination from employment, as set forth in part 360.5.

C. Where appropriate, testing will be utilized to determine the presence of alcohol, drugs or controlled substances.

D. The FBCC reserves the right to conduct inspections and searches of all property found on the premises of the Council, of an employee and his or her personal belongings as a means of enforcing the provisions of this policy, when employees are on the job or other FBCC work sites. Inspections and searches may include, for example, employee personal effects, desks, purses, packages, lockers, briefcases and vehicles located on FBCC property or work sites.

E. In the event that any visitor or employee of firms doing business with the FBCC are found to be in violation of this policy, they are to be refused entry or