



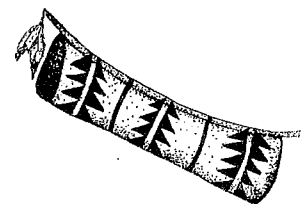
# HOOPA VALLEY TRIBAL COUNCIL

## Hoopa Valley Tribe

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Chairman Joe Davis

### MEMORANDUM

# RECEIVED

**Date:** Friday, October 21, 2022

OCT 27 2022

**To:** All Tribal Departments and Employees

K'IMA:W MEDICAL CENTER

**From:** Joe Davis, Chairman

Jo

**RE:** Hours of Work

I would like to remind every Tribal Employee of the hours of work for the Hoopa Valley Tribe. I am asking that each Manager also complete a review of Title 30 and keep copies available at your workstations for employees at all times. I have been troubled by the lack of adherence to our time procedures lately. From this point on, my office will be monitoring the situation more closely. Keep in mind that our wages are paid by the Tribal Membership and we are here to serve our Tribal Members. They are depending on us to be here and serve them to the best of our abilities. In order to maximize productivity, it's important that all employees be here on time and stay in compliance with our policy.

### Hours of Work according to Title 30

The normal work week of full-time classified employees is 40 hours (Monday through Friday) and the normal work day is 8 hours. Normal work hours for employees working at the HVT begin at 8:00 a.m. with an ending time of 5:00 pm, except where otherwise scheduled, and one hour allocated for lunch during the mid-point of the day.

A temporary flex-time schedule may be approved for an employee by the Tribal Chairman, providing all flex-time is fully justified and approved in advance.

A temporary flex-time schedule may be approved for all employees by the Tribal Chairman in emergency situations such as adverse weather conditions.

### Overtime and Compensation Time

It is expected that, from time to time, managers and other salaried personnel may be required to work hours more than the normal work schedule. Program managers and other salaried personnel are not-eligible to receive overtime or compensation time.

### TIME CARD PROCEDURES

The Program manager is responsible for certifying the accuracy of payroll documentation. Neglect of responsibility for certifying payroll documentation shall be reflected in the manager's evaluation.

Every employee of the Hoopa Valley Tribal Council shall utilize the time card procedures with the exception of management employees. Time cards will not be accepted or approved if they do not follow the procedures below:

- a) Time cards with time written in by hand, typed, or any other non-conformance are not acceptable. When an employee fails to punch in or out, the Immediate Supervisor must verify that the employee worked by initialing the time card.
- b) Time cards will be punched at the start of each work day, at the beginning and end of lunch periods and at the end of the workday.
- c) Absolutely no one may punch a time card in or out for another employee under any circumstances. Violation of this policy may be grounds for dismissal.
- d) Time punched in early at the beginning of the workday and punched out late at the end of the workday will not be allowed to be used towards compensatory time or overtime, unless prior written approval is obtained.
- e) Employees may not use annual, sick or compensatory leave to compensate for tardiness.
- f) No employee shall work through their lunch period and add it to hours worked without prior written approval from the program manager in each occurrence.
- g) Employees who punch more than five minutes past their scheduled work time will be docked one-quarter of an hour of pay. Example if scheduled work time is 8:00am: No Dock, 8:06 Dock 15minutes, 8:16 Dock 30minutes, 8:31 Dock 45minutes, 8:46 Dock 1hour, 9:01 Considered A.W.O.L. (Absence Without Official Leave).

Employees shall not take more than the allocated time for lunch period.  
Employees will be docked when late.

- i) Employees punching out early will be paid only the actual time worked.
- j) Employees are not allowed to carry time cards with them.

### **Schedule Flexibility for Events**

Employees and supervisors may agree to one-time shift in hours during the work week as needed for event coverage as long as the shift in hours is within the 40 hours/week or 8 hours/day limits – i.e., an employee may come in at 7:00am (one hour early) to set up for a workshop, and then leave one hour early on the same day. These agreements should be made in writing (email is acceptable) at least seven days in advance.

### **Leave**

- e) Payment of sick is dependent upon the employee notifying the immediate supervisor in the morning, within one hour of the employee's scheduled start time, on the first work day of illness. Medical certification from a doctor is required should the start period of illness exceed three (3) days.
- h) Sick leave not exceeding ninety (90) calendar days may be approved by the program manager. If the employee is a program manager, the leave must be approved by the Tribal Chairman. The following conditions must apply.
  - Written request submitted by employee or representative.
  - A Doctor's excuse must be submitted.
  - May or may not be in excess of accrued sick leave.