



# **NATIVE AMERICAN RESOURCES, LLC**

*Training and Technical Assistance to Tribal Organizations  
3807 La Hacienda Dr. N.E., Albuquerque, NM 87110-6115*

## ***TRIBAL ORGANIZATIONS' EMPLOYEE HANDBOOK***

### **ATTENTION: HR Staff members:**

*You have an awesome task ahead of you.* You are charged with the responsibility of advertising, recruiting, selecting, evaluating, disciplining and proper record-keeping of a tribe's most valuable asset: Its people and workers. Most of all, you are entrusted to maintain an efficient and harmonious work force, all within many legal and ethical parameters.

To facilitate just one aspect of your numerous tasks, we have devised a "*Sample Tribal Employee Handbook*" in a format that you can alter to best fit your needs.

With the exception of a portion that addresses a brief history of the employer; i.e., the tribe, the remainder entails the various privileges and caveats that all new and existing employees need to be apprised about.

The file that we can share with you is in a simple, *Word* format that can be altered, modified and updated, as you deem necessary. *Comprising approximately 50 pages of valuable information, the Handbook has been reviewed for its sequencing, ease of understanding and legality.*

- **Our Handbook is only for Tribes and their various entities.**
- **You can make changes on the CD that suit your own Tribal policies.**
- **You don't need to waste valuable time trying to create your own Handbook; hundreds of hours have been spent to ensure the handbook's relevance.**
- **Acknowledgement of an employee's receipt of the Handbook is also included.**



***PLEASE INDICATE TO WHOM THE C-D SHOULD BE MAILED TO..***

# TABLE OF CONTENTS HIGHLIGHTS

AND MORE.....

## EMPLOYMENT

*Employment Policy*  
*Application for Employment*  
*Reference Checks and Background*  
*Investigations*  
*Drug Testing*  
*Motor Vehicle Record Inquiry*  
*Employment of Minors*  
*Employment Relationship*  
*Management's Review of Personnel Files*



## WORKING HOURS AND PAY

*Overtime*  
*Time Records*  
*Attendance*  
*Family Emergencies*  
*Tribal Meetings & Service on*  
*commissions/committees/Boards*  
*Pay on Separation from employment*

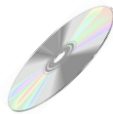


## BENEFITS, LEAVES, AND HOLIDAYS

*Vacation Eligibility*  
*Group Health Benefits (with brief description of*  
*the 2008 FMLA changes)*  
*Jury Duty Leave*  
*Funeral (Bereavement) Leave*  
*Military Leave*  
*Workers' Compensation*

## STATUS OF EMPLOYMENT

*Separation from Employment*  
*Exit Interview*  
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## WORK POLICIES AND REGULATIONS

*Personal Appearance/Clothing*  
*No Smoking Policy*  
*Safety Equipment*  
*Outside Employment*  
*Telephone Use*  
*Alcohol & Other Drug Usage*  
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## CONFLICTS OF INTEREST AND ETHICAL ISSUES

*Personal Conduct*  
*Receipt of Bribes*  
*Accepting Gifts*

## RULES TO HELP THE ENTIRE ORGANIZATION

*Counseling & Corrective Action*  
*The Grievance Process*

## SAFETY

*Hazardous wastes*  
*Reporting injuries and accidents*

## TRANSPORTATION AND TRAVEL EXPENSES

*Vehicles owned by tribe*  
*Travel and travel time*  
*Expense records*  
*Amendments to this policy & procedure handbook*

**Cost for this valuable document (in Diskette or C-D Word format) is a mere \$199.95, plus \$9.95 S/H. (If you wish for the file to be e-mailed to you, the S/H is waived.) You can place your order by:**

You can place your order by sending a check to:

*Native American Resources 3807 La Hacienda N.E., Albuquerque, NM 87110-6115*

Or faxing/calling with your Purchase Order information to the numbers listed below:

***CALL: 505-268-4120 or***

***[Email to: Natata@Peoplepc.com](mailto:Natata@Peoplepc.com)***