



NATIVE AMERICAN RESOURCES, LLC

*Training and Technical Assistance to Tribal Organizations
514 Monroe SE Albuquerque, NM 87108-3504*

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 CD SHOULD BE MAILED.

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

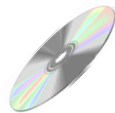


BENEFITS, LEAVES, AND HOLIDAYS

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
Reduction in Workforce



WORK POLICIES AND REGULATIONS

Personal Appearance/Clothing
No Smoking Policy
Safety Equipment
Outside Employment
Telephone Use
Alcohol & Other Drug Usage
Policy on Harassment

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:

CALL: 505-268-4120 or
E-MAIL TO: Natata@peoplepc.com