



NATIVE AMERICAN RESOURCES, LLC

Training and Technical Assistance to Tribal Organizations

SAMPLE TRIBAL ORGANIZATIONS' EMPLOYEE POLICY MANUAL

ATTENTION: TRIBAL HR/PERSONNEL DEPARTMENTS:

Help ensure that all of your managers and supervisors act consistently with up-to-date, legally-sound and ethical organizational policies.

Native American Resources has recently developed an extensive Policy Manual for a large tribal organization. Approved by this organization's legal department, this generic and sample Manual is now being offered to all other tribal organizations who are either developing or upgrading their Personnel Policy Manual.

All the research, cross checking, writing, editing and proofreading have been done for you. Within the CD you will find a complete model that can stand up to any legal challenge. Ready to print once some tribal specific portions are added, the sample Policy Manual will prove an

excellent tool to safeguard the organization's interests, as well as providing your employees with clear guidelines as to policies and procedures.

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

The extensive file is in a simple, *Word* format that can be altered, modified and updated, as you deem necessary.

Comprising over 75 pages of valuable information, the Manual has been reviewed for its sequencing, ease of understanding and legality.

- **Our Manual is only for Tribes and their entities. You can make changes on the CD that suits your own policies.**
- **You do not need to waste valuable time trying to create your own Employee Manual--Hundreds of hours have already been spent to create this document.**
- **Make changes whenever necessary.**

SPECIAL NOTE:

**PURCHASE THE MANUAL AND RECEIVE A FREE COPY OF THE
SAMPLE HANDBOOK
(PLEASE MENTION THIS SPECIAL OFFERING WHEN ORDERING)**

**TRIBAL ORGANIZATIONS' EMPLOYEE POLICY MANUAL
TABLE OF CONTENTS-HIGHLIGHTS**

**FUNCTIONS OF THE MANUAL;
EMPLOYEE SUPERVISION; PERSONNEL OFFICE & DIRECTOR;
EMPLOYER-EMPLOYEE RELATIONS; EMPLOYMENT-AT-WILL POLICY;
EQUAL EMPLOYMENT OPPORTUNITY (E.E.O.);
INDIAN/TRIBAL PREFERENCE POLICY;
VETERAN'S PREFERENCE POLICY (Optional);
HIRING; EMPLOYMENT AGREEMENTS (Appointed Officials and Appointed Employees);
TEMPORARY EMPLOYEES; ORIENTATION & TRAINING;
PROBATIONARY PERIOD; TRANSFER; PROMOTION; HOURS OF WORK;
AUTHORIZED (Compensated) & UNCOMPENSATED LEAVES;
OVERTIME POLICY; OUTSIDE EMPLOYMENT;
MEDICAL PROCEDURES WHEN WARRANTED;
SERIOUS DISEASES' POLICY;
FAMILY MEDICAL LEAVE ACT (FMLA POLICY with brief description of 2008 updates);
TERMINATION OF EMPLOYMENT;
LAYOFF AND RECALL;
SALARY ADMINISTRATION;
PERFORMANCE APPRAISALS;
POSITIONS' EVALUATION;
PAY PROCEDURES;
DISCLOSURE OF OTHER BENEFITS;
EDUCATIONAL ASSISTANCE;
EMPLOYEE COUNSELING (E.A.P.);
SERVICE AWARDS;
ATHLETIC & RECEREATIONAL PROGRAMS;
PARTICIPATION IN COMMUNITY AFFAIRS;
EMPLOYEE SAFETY; MAINTENANCE OF WORK AREAS;
PERSONAL PROPERTY; PARKING; SECURITY; SMOKING POLICY;
ATTENDANCE AND PUNCTUALITY; REST BREAKS; MEAL BREAKS;
BEHAVIOR OF EMPLOYEES; DISCIPLINARY PROCEDURES; GRIEVANCE PROCEDURES;
SEXUAL HARASSMENT PREVENTION POLICY;
PERSONAL APPEARANCE OF EMPLOYEES;
PERSONAL FINANCES OF EMPLOYEES;
USE OF EMPLOYER'S COMMUNICATION SYSTEMS;
CONFLICTS OF INTEREST; CONFIDENTIAL NATURE OF TRIBAL AFFAIRS;
DRUGS, NARCOTICS & ALCOHOL; PERSONNEL RECORDS; SUGGESTION PROGRAM;**

Cost for this valuable document (in C-D format) is a mere \$495.95 plus \$9.95 S/H.

**NOTE: TO ELIMINATE THE SHIPPING & HANDLING COST, YOU CAN
REQUEST FOR THE DOCUMENT TO BE E-MAILED TO YOU-**

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