

The Great Spirit created Man and Woman in his own image. In doing so, both were created as equals. Both depending on each other in order to survive. Great respect was shown for each other; in doing so, happiness and contentment was achieved then, as it should be now.

The connecting of the Hair makes them one person; for happiness or contentment cannot be achieved without each other.

The Canyons are represented by the purples in the middle ground, where the people were created. These canyons are Sacred, and should be so treated at all times.

The Reservation is pictured to represent the land that is ours, treat it well.



The Reservation is our heritage and the heritage of our children yet unborn. Be good to our land and it will continue to be good to us.

The Sun is the symbol of life, without it nothing is possible – plants don't grow – there will be no life – nothing. The Sun also represents the dawn of the Hualapai people. Through hard work, determination and education, everything is possible and we are assured bigger and brighter days ahead.

The Tracks in the middle represent the coyote and other animals which were here before us.

The Green around the symbol are pine trees, representing our name Hualapai – PEOPLE OF THE TALL PINES –

OFFICE OF HUMAN RESOURCES

P.O. Box 179/941 Hualapai Way, Peach Springs, Arizona 86434

P (928) 769-2216 F (928) 769-1191

Greetings,

Welcome to the Human Resources Department of the Hualapai Tribe. It gives me great pleasure to provide for you a function and the authorities of the Human Resources Policies.

We employ 368 staff members for the Hualapai Tribal Departments while providing benefits and additional employment services in conjunction with the various departments. We provide a self funded insurance program and work directly with the Tribal Clinic for tribal members and other enrolled natives.

If you have any questions pertaining to the Department please feel free to contact the Human Resources Office at (928) 769-2216 ext. 115.

Rudy Clark Sr., Director

The Hualapai Tribe is an Equal Opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Sonja Crozier, Assistant

AUTHORITY AND ADMINISTRATION OF THE PERSONNEL SYSTEM

Tribal Council

The Council shall have the authority to develop, enact and implement Policies for the Hualapai Tribe. In addition, the Council shall have the authority to modify, change or amend the Manual. Such changes shall be made in consultation with the Human Resources Director and Personnel Committee.

Personnel Committee

Selection: The Personnel Committee shall be composed of seven (7) members who are appointed by the Council. The Chairperson of the Committee shall be selected by a majority vote of its members. Every effort shall be made to select members representing a broad cross-section of the community. The Human Resources Director may be utilized in an advisory capacity when necessary and requested by the Personnel Committee.

Duties and Responsibilities:

Review the Policies and recommend changes to the Council according to the process established in this Manual.

Screen qualified applicants for Director positions and for any other selection requested by the Council, Directors or Program Managers.

Make decisions on any grievances or appeals in accordance with the procedures outlined in this Manual.

Present recommendations on proposed changes to the Hualapai Tribe's Personnel Management System and Policies (including Tribal organizational chart) to the Council for approval. Proposed changes may originate from the Human Resources Director, other Directors, Program Managers, Supervisors, or employees. All proposed changes shall be reviewed and evaluated by the Personnel Committee for recommendations to the Council.

Any matters relating to personnel shall be referred to the Personnel Committee Chairperson who will then set a meeting date within ten (10) working days of the date of receipt.

Operations:

The Personnel Committee shall require at least four (4) members be present at any and all meetings to constitute a quorum in order to conduct official business.

The Personnel Committee shall conduct itself in accordance with the Personnel Committee's Bylaws as approved by the Council.

Accurate written minutes shall be kept of all official Personnel Committee meetings.

Committee members with direct personal or job related conflicts of interest in any matter requiring a committee decision shall remove themselves from voting on that decision. The Personnel Committee may review, evaluate and make decisions regarding conflict of interest of its members.

The Personnel Committee shall have sufficient authority to initiate appropriate remedial action on decisions rendered in Chapters 17 – Grievance Procedures and Chapter 18 – Appeal Procedures of this Manual.

Human Resources Director

Selection: The Council shall appoint a Human Resources Director to manage, oversee, and administer the Hualapai Tribe's Personnel Management System.

Duties and Responsibilities: The Human Resources Director will work under the general direction of the Hualapai Tribal Chairperson, Vice-Chairperson, or designee. The Human Resources Director will be delegated sufficient authority to relieve the governing body of as many personnel management activities as possible. Such delegation shall include authority to:

Coordinate policies and programs covering:

Employment

Wage and Salary Administration

Orientation and Training

Safety, Health, Benefits and Employee Services

Establish and maintain a centrally located repository for the personnel files of all Tribal employees. The personnel files contain, but are not limited to, a record of the employees' employment history that include employment application(s), appointment letters, performance evaluations, commendations, corrective actions and correspondence.

Originate activities which will provide a balanced program of personnel administration and training throughout the Tribal organization in compliance with all applicable federal, state and tribal laws and this Manual.

Monitor and finalize all personnel actions, with the approval of the Tribal Chairperson or Vice-Chairperson, where applicable.

Provide advisement and consultation on the Hualapai Personnel Policies and Procedures for the Council, Department Directors, Program Managers and all Tribal employees. The Council retains the authority to interpret these Policies.

Develop appropriate forms and administrative procedures for implementation of the Personnel Management System.

Recommend changes in the Tribe's Personnel Management System for evaluation by the Personnel Committee.