



Hualapai Human Resources Department  
P.O. Box 179 941 Hualapai Way  
Memorandum No. 20-20  
Peach Springs, AZ 86434  
(P) 928-769-2216 (F) 928-769-1191

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3/17/20

From: Travis Godwin, Director  
To: Department Directors  
Subj: Administrative Leave due to Coronavirus (COVID-19)  
Ref: (1) Hualapai Tribal Council Resolution No. 19-2020  
(2) Hualapai Personnel, Policies & Procedures Manual, Ch. 12.8.

- 1. Leave Period:** As per Hualapai Tribal Council Resolution No. 19-2020 non-essential Hualapai Tribal Employees will be on Paid Administrative Leave from **3/18/2020 through 3/31/2020** with the first day back to work being 4/1/2020. This period covers 14 calendar days. However, the paid number of days will coincide with the number of days that would have been normally worked had this leave period not been granted. **This period of administrative leave is in an effort to limit the potential spread of and exposure to the Coronavirus (COVID-19).**
- 2. Paid Administrative Leave is limited to non-essential personnel only:** It is up to each Department Director to determine exactly who in your respective departments is considered non-essential. It is the intent of the resolution to limit employees coming to work to the maximum extent possible. Determine your absolute essential functions and then determine the bare minimum staff necessary to carry out those functions. Keep in mind that your department may not have any essential functions or personnel. Once you have determined which employees are considered non-essential and essential you must forward those names and position titles to the Human Resources office (myself & Sonja Crozier) and the Finance Director (Wanda Easter) via email. [tgodwin@hualapai-nsn.gov](mailto:tgodwin@hualapai-nsn.gov) [scrozier@hualapai-nsn.gov](mailto:scrozier@hualapai-nsn.gov) & [weaster@hualapai-nsn.gov](mailto:weaster@hualapai-nsn.gov).
- 3. Travel:** It is the intent of the Paid Administrative Leave period and the resolution to limit the potential spread of and exposure to the Coronavirus (COVIC-19). With this in mind; during this period, any personal travel that is beyond a reasonable distance which goes

Coleen Mahone  
Technician

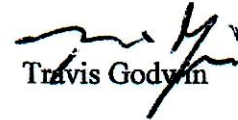
Travis Godwin  
Director

Sonja Crozier  
Assistant

Veronica Cabrera  
Process Data Collector

against the intent of the resolution may be charged as personal leave and may be accompanied by disciplinary measures.

4. **Budgeting:** It is recommended that you review your budget and do your best to make wise financial decisions during this period. If it is determined that self-isolation for our non-essential employees must continue past 3/31/2020 there is no guarantee that another Paid Administrative Leave period will be granted.
5. **Pay Period 6:** Your timesheets have already been tuned in, employees that receive Direct Deposit will continue to do so. Employees that need to pick up a paper check can come to the Tribal Admin Building, **Payroll Office** Thursday morning on 3/19/2020 to pick up your check. Come to exterior door on the West side of the building, there will be a sign on the door. If you need to have someone else pick up your check for you, ensure that they have a signed statement from you granting that specific person permission to pick up your check.
6. **Pay Period 7:** Timesheets will not be necessary for non-essential Tribal Employees. You will be paid as per your regularly scheduled work week/pay period. Direct Deposit will happen on schedule for this period. Paper checks will be made available on 4/2/2020 in the same manner as Pay Period 6.
7. **Tribal Website:** Ensure that you check the Tribal Website at <https://hualapai-nsn.gov/> for up to date information and notices.



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