



Hualapai Human Resources Department  
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7/17/2020

From: Travis Godwin, HR Director  
To: All Tribal Employees  
Subj: Essential Employees and Administrative Leave  
Ref: (1) Hualapai Tribal Resolution 38-2020

1. As per Hualapai Tribal Resolution No. 38-2020, Department Directors must limit the workplace to employees that are essential next Monday and Tuesday; 7/20/2020 and 7/21/2020. Departments should be operating with a bare minimum level of staffing for those two days. The lock-down expires on Wednesday morning, 7/22/2020, at which time departments can go back to their CURRENT level of staffing. This is NOT to be confused with the previously issued "Return to Work Plan/Schedule", this is just a call to tighten down the workplace again to a "skeleton crew" for those two days. **It is at the Director's discretion to determine who is and who is not essential during this time.** Lists of essential employees do not need to be forwarded to HR at this time.
2. Tribal Administration has authorized Admin Leave for all employees today, 7/17/2020, from 1:00 p.m. to 5:00 p.m. to allow for proper preparations for the lock-down described in Tribal Resolution 38-2020.

Travis Godwin

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Technician

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Director

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