8/7/20

From: Travis Godwin, Director

To: All Employees

Subj: Administrative Leave due to Coronavirus (COVID-19), cont.

Ref: (1) Hualapai Tribal Council Meeting Minutes, DTD 8/7/2020

              (2) Hualapai Personnel, Policies & Procedures Manual, Ch. 12.8.

1. **Leave Period:** As per Hualapai Tribal Council Meeting Minutes, non-essential Hualapai Tribal Employees will be on Paid Administrative Leave from **8/10/2020 through 9/30/2020**. 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 Tribal Council 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. Your list must be in an excel file.
tgodwin@hualapai-nsn.gov
scrozier@hualapai-nsn.gov & weaster@hualapai-nsn.gov.
NOTE : It will be up to the Chairman and Vice Chairman to determine whether specific Directors are considered "Non-Essential" or not. Directors are urged to contact whichever is your immediate reporting supervisor in order to make this determination.

Coleen Mahone Technician	Travis Godwin Director	Sonja Crozier Assistant	Veronica Cabrera Process Data Collector

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 and while on Paid Administrative Leave, any personal travel that is beyond a reasonable distance which goes against the intent of this leave period may be charged as personal leave and may be accompanied by disciplinary measures.
4. **Working from home & Recalled while on Admin Leave:** During this period any employee who is on paid administrative leave is subject to working from home and subject to being called to come in to the workplace on a limited basis. **Employees that refuse to comply with a Director's request to work face potential disciplinary measures.** It is up to the Director to determine whether an employee can work from home or not. Directors must work with employees to come up with schedules etc. to manage the department as effectively as possible. Schedules do not need to be sent to HR for approval. Ensure that actions and plans fall in line with limiting the potential spread of and exposure to the Coronavirus (COVID-19).
5. **Pay Periods:** Timesheets will not be necessary for non-essential Tribal Employees who don't actually conduct any work. During any pay period, if an employee works part of the time and is on admin leave part of the time, a timesheet will be required detailing the hours for each. Direct Deposit will happen on schedule for this period. Paper checks will be made available, contact Payroll if you have any questions regarding this.
6. **Workplace Precautions Plan:** Directors, Assistant Directors and Program Managers are to continue to work with the Safety Officer in order to refine and finalize your Workplace Precautions Plan and to ensure your workplaces are properly prepared for returning to work in the future.
7. **Tribal Website:** Ensure that you check the Tribal Website at https://hualapai-nsn.gov/ for up to date information and notices.

Travis Godwin

| Coleen Mahone | Travis Godwin | Sonja Crozier | Veronica Cabrera |
| Technician | Director | Assistant | Process Data Collector |