

Pyramid Lake Paiute Tribal Council

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RESOLUTION NO.: PL 112-20

RESOLUTION OF THE TRIBAL COUNCIL OF THE PYRAMID LAKE PAIUTE TRIBE NIXON, NEVADA

WHEREAS, the Pyramid Lake Paiute Tribe is organized pursuant to the provisions of Section 16 of the Indian Reorganization Act and is federally recognized by the United States Government through the Secretary of the Interior for the Administration of programs and services for the residents of the Reservation; and

WHEREAS, the Pyramid Lake Paiute Tribal Council is the duly elected governing body of the Pyramid Lake Paiute Tribe, charged with the responsibility of establishing policy and taking action to provide administration guidelines; and

WHEREAS, the Pyramid Lake Tribal Human Resources department acknowledges the importance of protecting employees from possible exposure to the highly contagious COVID-19 coronavirus may result in modification to existing policies & processes and has submitted Section 4.19a Flexible Work Schedules (Amended); and

WHEREAS, the Pyramid Lake Paiute Tribal Council established a Tribal Personnel Committee to review the Personnel Policies and Procedures Manual, recommending revisions by resolution determined necessary for the proper management and administration of the Personnel System; and

WHEREAS, the Personnel Committee has reviewed proposed addition of Section 4.19a Flexible Work Schedules (Amended) policy) and recommends approval of amendment during the COVID-19 Pandemic period; and

WHEREAS, the Executive Team in conjunction with Tribal Chairman have reviewed the proposed addition to the Personnel Policies and Procedures Manual and recommends approval of the same.

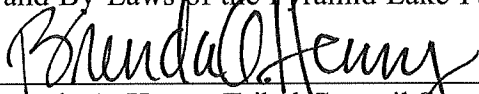
WHEREAS, all employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak. The Tribal Administration hereby incorporates provisions to address the Flexible Work Schedules during pandemic period; and

NOW, THEREFORE BE IT RESOLVED, that the Pyramid Lake Paiute Tribal Council, governing body of the Pyramid Lake Paiute Tribe, hereby accepts the recommendation of the Personnel Committee and approves the attached temporary revision to the Tribal Personnel Policies and Procedures Manual:

SECTION 4.19A FLEXIBLE WORK SCHEDULES

CERTIFICATION

It is hereby certified that the foregoing resolution of the Pyramid Lake Paiute Tribal Council, the governing body of the Pyramid Lake Paiute Tribe, composed of ten members, of whom nine (9) constituting a quorum were present at a meeting duly held on the 20th day of November 2020, was adopted by the affirmative vote of seven (7) for and zero (0) against and one (1) abstentions pursuant to the authority contained in the Constitution and By-Laws of the Pyramid Lake Paiute Tribe.



Brenda A. Henry, Tribal Council Secretary
Pyramid Lake Paiute Tribal Council

SECTION 4. PAY PLAN AND ADMINISTRATION POLICY

4.19a FLEXIBLE WORK SCHEDULES.

Pyramid Lake Paiute Tribe is committed to helping employees face the demands of juggling work, family and personal obligations by offering a number of possible flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule while allowing the Tribe to maintain a progressive and productive work environment. As the Covid-19 Pandemic has caused interruption in normal day-to-day business, the Tribe has devised an alternative so continue to provide services and conducting business. All Tribal employees will be considered for alternative work scheduling on a case-by-case basis in situations where creative work schedules have been shown to accomplish both work and personal goals, to provide coverage for individual department operations and to serve Pyramid Lake Paiute Tribe as a whole with increased productivity at no expense to quality output.

- A. Several alternative work schedule options are available to employees:
1. **Flextime:** in which an employee works eight hours per workday, but there is flexibility in an employee's set scheduled starting and ending times. Some employees, due to family or personal obligations or preferences, work very early in the morning and leave earlier in the afternoon. Other flextime employees may prefer or need to start later in the day and work into the evening.
 2. **Compressed workweek:** in which an employee works 8 hours per workday, reducing the workweek to 3 days a week while compensating the employee at a full-time salary.
 3. **Job-Sharing:** in which two part-time employees are assigned to the same job, equivalent to one full-time employee. This option must ensure the continuity of the work being done at the same workstation, with two individuals working as a team to accomplish one full-time position's duties.

The department head is responsible for identifying if any of the aforementioned staffing options are workable within the department. This may include determining if the entire department or an entire shift must convert to one or more of the above alternative scheduling options. To determine whether an employee's request for an individual alternative work schedule is appropriate, the director/manager must assess the impact and the outcome in terms of production, quality and absenteeism, and if one or a combination of the above arrangements is in the best interest of the department, the Tribe and the employee.

Upon approval of a flexible work schedule, a three-month trial period will apply to assess the impact and effectiveness of the arrangement. After successful completion of the trial period, the work arrangement will be reviewed at least annually thereafter to ensure continued success. The arrangement may be canceled for any reason by management. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from his or her supervisor. Flexible work arrangements are not appropriate for all employees or positions and are not a universal employee benefit. In order for a flexible work schedule to be approved, the employee must have an exemplary attendance record, meet all performance expectations in his or her current role and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

The following basic requirements must be met:

- An employee must have worked for the Pyramid Lake Paiute Tribe for at least one year.
- The employee must be able to carry out the same duties, assignments, and other work obligations as they do when working on PLPT's premises.
- Employees must be available to attend scheduled meetings as needed.
- The employee must abide by the PLPT Personnel Policies and Procedures, in particular Section 1-23 "Conflict of Interest/Moonlighting."

The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.