

# Pyramid Lake Paiute Tribal Council

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**RESOLUTION NO.: PL 083-23**  
*Personnel Policies & Procedures – Section 10-3. Work Time Recordation*

## **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 (25 U.S.C. § 476) and is federally recognized by the United States Government through the Secretary of the Interior and the Bureau of Indian Affairs; and

**WHEREAS,** the Pyramid Lake Paiute Tribe, is the duly elected governing body of the Pyramid Lake Paiute Tribe, charged with the responsibility of establishing policy and taking action to provide administrative guidelines; 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 reviewed the attached proposed revisions to Section 10. Attendance and Leave of the Personnel Policies & Procedures Manual modifying Section 10.3 Work Time Recordation to increase the docked minutes from 6-minute to 8-minute intervals, per the Tribe's EWS Timekeeping software; and

**WHEREAS,** the Personnel Committee has reviewed the proposed revisions to the Personnel Policies & Procedures Manual amending the Personnel Policies and Procedures and recommends approval of the same.

**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 revisions to the Tribal Personnel Policies & Procedures Manual; and

**BE IT FINALLY RESOLVED** that the Pyramid Lake Paiute Tribal Council, authorizes the Tribal Chairman or designee to implement this revision.

### **CERTIFICATION**

It is hereby certified that the foregoing resolution of the Pyramid Lake Tribal Council, governing body of the Pyramid Lake Paiute Tribe, composed of ten members, of whom ten (10), constituting a quorum were contacted for poll vote held on the 27<sup>th</sup> thru 29<sup>th</sup> day of June, 2023, was adopted by the affirmative vote of seven (7) FOR zero (0) AGAINST, with two (2) ABSTENTIONS; pursuant to the authority contained in the constitution and By-Laws of the Pyramid Lake Paiute Tribe.

  
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Brenda A. Henry, Tribal Council Secretary  
PYRAMID LAKE PAIUTE TRIBAL COUNCIL

### **10-3. WORK TIME RECORDATION**

All employees must accurately record work time on a daily basis. The time clock card is the official record-keeper for computing hours of work and pay. When an employee stops working, such as taking a lunch period or leaving the worksite, an "out" time is recorded, then "in" time upon return. Employees will not have to clock in and out for normal breaks.

Employees are allowed to record time only for themselves, not for other employees. If there are any changes on a card, the timecard must be initialed. In the event that an employee fails to use the time clock to clock in or out, time will be written in and initiated immediately adjacent to the time. However, write-ins must be kept to a minimum. When a timecard is completed for the appropriate pay period, the employee signs the timecard with their name in full. On a day of absence, write in the reason such as leave, holiday, sickness, etc. At the end of the pay period an employee is required to sign the timecard and attach to the signed timesheet.

An employee is prohibited from clocking in early or clocking out late without specific authorization in advance from the Supervisor. Make every effort to work and record no more than the scheduled hours, unless otherwise approved or directed by the Supervisor. Whenever an employee stops work, such as taking a meal period or leaving his/her job, the "out" time is recorded, then "in" time upon return. Do not punch out for "breaks." Docked time will begin at eight (8) minutes and will be penalized at fifteen (15) minute intervals. Therefore, if an employee is eight (8) minutes or more late, the employee will be docked 15 minutes. If an employee is 23 minutes or more late, the employee will be docked 30 minutes; if the employee is 38 minutes or more late, the employee will be docked 45 minutes; if the employee is 53 minutes or more late, the employee will be docked 60 minutes (1 hour). Time lost because of tardiness may not be made up.

Timecards not fully and properly filled out will be returned to the employee for completion. It is to the advantage of the employee to handle timecards properly in order to avoid any delay in payment of earned wages.

Altering, falsifying, tampering with time records, or recording time on another employee's time record can result in disciplinary action, up to and including termination of employment. It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Supervisor will review and sign the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initiating the time record.

If an employee cannot be found during regular work hours by his/her Supervisor or other staff because he/she left their designated worksite or the facility without approval during their assigned work hours, the Supervisor may take the timecard and clock him/her out for the day.

To avoid complaints that staff are not on site performing duties or not present at the designated worksite, designated work days and work hours for each staff member will be posted in a public place. Every effort will be made to keep the facility open for business during work hours.