

**Summit Lake Paiute Tribe  
Special Council Meeting  
Friday, May 17, 2019  
Primary Administrative Office, Sparks, Nevada**

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**CALL TO ORDER:** Chairwoman Randi DeSoto called the Special Council Meeting of Friday, May 17, 2019 to order at 5:18 pm.

**ROLL CALL:** Secretary/Treasurer Eugene Mace, Sr. called the roll: Chairwoman Randi DeSoto, present; Vice-Chairwoman Nedra Crane, present; Secretary/Treasurer Eugene Mace Sr., present; Council Member Philip Frank, present; and Council Member Steven Crane, present.

**STAFF:** Tribal Coordinator Donna Komar.

Round 2: Personnel Manual Revision, Edits and Changes: The Council reviewed and discussed the remaining chapters starting with Chapter 15

Chapter 15: Termination of Employee. Ms. Komar read the changes to the Sections Voluntary and Involuntary Terminations.

- Voluntary Termination (Resignation): Employee should give a two week notice and perform their duties until the resignation becomes effective. Resignation shall not be withdrawn after the position has been advertised.
- Involuntary Termination: The exit interview should be conducted by someone other than the supervisor issuing the termination. Documentation of progressive discipline should be kept on file. The separation form or Employee Action form should be put in the official personnel file. It was decided to call the form the Employee Action form. It will be used as part of the exit interview. It was also discussed that when someone calls asking about a former employee the information given should only be the dates of employment.

Chapter 16: Leave Policies.

Authorized types of Leave: annual, sick, bereavement, jury, maternity, education, and leave without pay

- Annual Leave: All regular employees can accrue annual leave time based on percentage of time worked in a pay period, but not to exceed 4 hours per pay period. Employee should make their request for leave to program director, supervisor or Tribal Chair a minimum of five day notice, two weeks preferred, prior to requested leave. There was a discussion regarding authorizing leave with six months prior notice. The manager and employee should work together to accommodate the both the work schedule and the leave time.
- Payment of Annual Leave Reserved: There was a discussion of the meaning of this. This is to reserve the accrued annual (and sick) leave funds. This is

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currently handled by the Abila payroll system. There will be a change to state that this is handled by a computerized payroll system.

- Sick Leave: Paid absence from duty. All employees accrue sick leave from the first day they start and can use it after 30 days. Sick leave is calculated by a computerized payroll system. It is to be used for illness, preventative or corrective health matters such as doctor appointments, glasses or braces, bereavement and adoption related purposes. There needs to be supporting evidence for bereavement or adoption. For employees working in the office a doctor's notice is required for illness lasting more than three days. There is no carryover of sick leave when an employee is terminated or resigns.
- Bereavement Leave: Ms. Komar read the details of bereavement policies. Leave without pay details were read and discussed. Absence without leave: unapproved leave description was discussed.
- Maternity Leave: After all leave has been exhausted, if the employee or their domestic partner is hospitalized due to labor or complications related to child birth; the employee may take up to five days of unpaid leave.
- Education: Council may approve leave with pay not to exceed six hours per week for the employee to attend an approved education institution for such training that will benefit the employee and the Tribe. It was decided to add a contract stating the employee would need to reimburse pay given for the time used for said education if the employee fails to complete the course.
- Military Leave: Ms. Komar read the description of Military Leave based on Federal law. After the military absence is complete the employee reinstated if they apply for reinstatement within 40 days after leave from service and they must still be qualified for the job. If the former position is not available Summit Lake Tribe will provide similar status and pay when certification of satisfaction of military service is received. This is a new section and required by law.
- Domestic Violence Leave: This is a new type of leave required by law. Documentation of the need for this leave is required. All such documentation is confidential and will be placed in the member's personal file. This is based on the Nevada Domestic Violence Leave Act.

Definitions: The only change is the definition of immediate family. This now includes Grandparents, parents, spouse, domestic partner, siblings or children. Domestic partner was added.

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Chapter 17 removed. It was moved forward and reclassified.

Chapter 18: Federal laws applicable to certain employees. Nothing was changed

Staff meetings: This was changed to read “when deemed necessary by the Tribal Chairperson” instead of the administrator.

Employee Training and Development: This was removed because it was put in earlier chapters.

Chapter 22: Assessment of Personnel Needs: Every program director shall submit a report to the Tribal Chairperson and Tribal Council monthly on the actual needs on his or her programs in regards to personnel needs requested, including position description of each position requested.

- Chain of Command: Employees should communicate with Tribal officials through their program director. Before a complaint or problem of an employee regarding another employee is aired, the employee will consult with their director for permission. The following was added: If an employee has a complaint or issue with their program director, they shall seek out communication with the Tribal Chairperson.
- Section two: This was discussed. Ms. Komar finds it confusing. It was decided to leave it as it is.
- Responsibility of Program Director: Ms. Komar had a question on the part regarding if a telephone number is readily available when the director or supervisor is away unless another has been delegated the applicable duties. It was discussed as allowing the person to work from home or to be mobile.
- Monitoring Employee Activities: Ms. Komar read the section. It was added that there is no expectation of privacy of data put on electronic devices owned by the Tribe but there is an expectation of privacy to the desk of an employee.

Nepotism: Nothing has changed.

Employee Orientation: This is a one day process to communication essential Tribal information to new hires and to others. Attendance to the orientation is mandatory. Ms. Komar suggested changing wording to: “All employees hired by Summit Lake Paiute Tribe, in addition to completing all necessary forms for employment, shall be oriented with the Summit Lake philosophy, policies, benefits and department specific information.” There is no need to list everything since it changes so the list was removed.

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- Employee Internet Usage: No need for changes.
- Email Usage: This discusses that the email system provided by Summit Lake Paiute Tribe is for business use and the performance of business duties and that any personal usage be limited to occasional use. The employee has no expectation of privacy of anything created, stored or sent through the email system.
- Expected Behavior: Summit Lake prohibits the use of the email system in ways that are disruptive, offensive to others, or harmful to the Tribe.
- Computer Passwords: No change
- Time Clock/Time Sheets: There is no clock so these references will be removed. Time sheets are what are used now. Assistance will be needed to understand how the computerized payroll system works regarding grace periods.

Appendix A:

Rules for Alternative Work schedules: This is the Federal government's rules.  
Office of the Secretary documentation

This updating of the Personnel Manual has been ongoing for some time and it is good that it is being done.

Ms. Komar was asked to give a quick overview at the General Meeting on Saturday, May 18, 2019. Then a finalized manual will need to be done.

BLM Applegate will be attending the General Meeting.

Next meeting is the General Meeting on Saturday, May 18, 2019. They will meet at the Sparks Administrative Office at 5:00 am to go the Summit Lake for the meeting.

**MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Council Member Steven Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. The meeting was adjourned at 6:25 PM.**

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**CERTIFICATION**

I, **Eugene Mace, Sr.**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the May 17, 2019 Special Council Meeting were approved by the Council during a duly held meeting June 15, 2019 at which there was a quorum present, and the Council voted:

**4 - FOR 0 - AGAINST 0 -ABSTAINING**, Chairwoman Randi DeSoto did not vote because there was not a tie vote.

7-2-2019  
Date

Eugene Mace  
Eugene Mace, Sr.  
Secretary/Treasurer  
Summit Lake Tribal Council