

**Summit Lake Paiute Tribe
Special Council Meeting
Thursday, May 16, 2019
Primary Administrative Office, Sparks, Nevada**

CALL TO ORDER: Chairwoman Randi DeSoto called the Special Council Meeting of Thursday, May 16, 2019 to order at 5:05 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.

Personnel Manual Revision, Edits and Changes: The Council reviewed and discussed the following:

- The Personnel Manual changing its name to Employee Handbook so people will not be confused by old copies of the document.
- Addition of a welcome message from the Tribal Council
- Addition of a Mission Statement
- Addition of a "about the Summit Lake Paiute Reservation" for the manual
- Addition of Equal Opportunity Employment Statement to the manual
- Chapter One: Definitions: Changes in Definitions
 - No Tribal Executive Administrator –Done by the Chairwoman now
 - Part-Time
- Chapter Two: Employee Status (what an employee is)
 - Introductory Period-no longer probation
 - Temporary Employees
 - Exempt Salary-Management (directors)-no overtime
 - Exempt Hourly-overtime with pre-authorization
 - Regular Hourly
 - Part-Time
 - Other Employee status
- Chapter Three: Added a chapter on Notification
- Chapter Four: Changes to Dress Code
- Chapter Five: Employee Work Hours-Discussed Compensatory Time and necessary changes
- Chapter Six: Employee Code of Ethics and Morals and Discipline
 - Employee Counseling Documentation Form
 - Employee Record of Disciplinary Action Form
- Chapter 7: Confidentiality
- Chapter 8: Sexual Harassment and Hostile Workplace Policy
- Chapter 9: Tribal Holidays
- Chapter 10: Employee Compensation

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- Chapter 11: Introduction of a new Employee Performance Appraisal and Wage Review policy and Employee Evaluation form
- Chapter 12: Employee Training and Development
- Chapter 13: Termination of Employment
- Chapter 14: Leave Policy with additions of
 - Domestic Violence Leave
 - Military Leave

The remainder of the manual will be discussed at the next meeting on Friday, May 17, 2019.

The Meeting was adjourned at 7:00 pm.

CERTIFICATION

I, **Eugene Mace, Sr.**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the May 16, 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 A. Mace
Eugene Mace, Sr.
Secretary/Treasurer
Summit Lake Tribal Council