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

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