

Mille Lacs Band of Ojibwe  
Human Resources  
Staff Policies and Procedures



## Human Resource Structure

The department consists of five main functions all under the direction of the Human Resources Director.

- The Employment Coordinator is responsible for managing the flow of candidates through the recruitment process, screening, interviewing, and ensuring that the hiring process is followed. The Employment Coordinator offers technical support to the hiring managers and departments.
- The Benefit Administrator is responsible for the Band's employee benefit program, including design, selection, implementation, changes and ongoing management, providing guidance and assistance relative to policies, practices and procedures applicable to the Band's employee benefit programs.
- The Safety Risk Specialist plans, implements and manages the safety programs to ensure safe, healthy and accident-free work environment. This position also manages the workers' compensation program to control risks and losses.
- The Training & Development Specialist is responsible for design, implementation, tracking and evaluation of all trainings related to Human Resources such as Harassment & Discrimination, Orientation, Progressive Discipline, Grievance policy, Workmen's compensation, etc. The Training & Development Specialist will ensure all new and existing Band employees acquire the skills necessary to succeed in the workplace through the development and facilitation of trainings.
- The Labor/Employee Relations Specialist provides a range of services related to Human Resources to include liaison with Health & Human Services, suitability adjudications, identifying and resolving employee relations issues, assist in grievances and hearings.

Human Resources is supported administratively by an Administrative Assistant and HR Generalist. The department also acts as the liaison for Band travel and incoming and outgoing mail services.

## New Employee Information

After orientation, staff should complete the following items.

- Sign the Human Resources Confidentiality Form
- Be introduced to all staff
- Be given a tour of D1
- Provide a cell phone contact
- Be given Supervisor's cell phone number
- Receive training on Main Receptionist duties
- Receive training on mailroom duties

*It is the staff's responsibility to treat all employee's and visitors with kindness, respect and an attitude that finds solutions. All staff should be willing and able to assist.*

## Staff Attendance

Staff are expected to be at work on time, ready and able to work.

Each staff member must have a backup and regularly monitor and update the HR Contingency plan for unforeseen circumstances so operations can continue in their absence.

Time sheets are typically completed on Friday. Staff will be given email notification when timesheets are due early.

When staff are off work it is their responsibility to complete a time off request and notify their supervisor of the type of leave to be used.

Any staff wishing to work different hours from the regular 8 am to 5 pm must have their schedule approved by their supervisor in advance. Staff working overtime or modified hours to make time up may flex that time within the pay period with supervisor approval.

## Remote Work

With prior approval, staff may be able to work remotely but not on a regular basis.

Staff must be available by phone and email. **Failure to return a phone call, text message, or email in 2 hours will result in the employee being considered a no call/no show, and the staff will not be paid for the day. Staff will also be subject to disciplinary action.**

1. Staff must regularly check voicemails on their desktop phones and answer and respond to cellphone communication for remote work days.
2. Staff must have their department issued laptop for work at home. Staff should workout connectivity issues with Information Systems proactively so there is no issue the day scheduled to remote work.
3. Staff must have some type of internet service to use their laptop.
4. Staff must have VPN access.
5. In very rare instances, staff may be approved to work remote without technology on a project verified by their supervisor.
6. Before you can work remote, you must sign this memo to verify you understand the requirements.
7. Remote work always requires supervisor approval.

MLBO Outlook Access URL: <https://mlbmail.millelacsband.com/owa>

Laserfiche URL: <https://mlbo-laserfiche.millelacsband.com/forms/> to be able to access it from outside the network.

## Staff Training

All staff wishing to go to training must submit training information, cost to their Supervisor for review. Training must be relevant to their job. Staff are expected to return with and share relevant information and materials at the next staff meeting.

Staff are still expected to check for and respond to emergency work emails during training and meet regular work deadlines.

## Staff Purchases

All staff shopping for the department will submit purchase receipts upon completion of shopping. All other purchases are completed via Purchase Order and the Office of Management & Budget processes.

## Cell Phones

Staff required to have a cellphone may choose to have their personal cell phone or a company cell phone.

Working Remotely – return calls and answer emails within 2 hours.

Staff who have a work phone provided by the Mille Lacs Band of Ojibwe, or who are reimbursed for their personal cell phone use at work must return calls or text messages within 2 business days and have an available voicemail. Staff on vacation or using sick time will have 3 business days upon their return. Staff at a training will have 3 business days upon their return to reply to calls. Staff at a training should respond to text messages the same day.

## Human Resources Staff Responsibilities

- Will treat all employees and visitors with respect, dignity and ethical consideration.
- Will return calls/emails within three business days, unless staff is on vacation or training.
- Will keep employee data confidential and will follow the Human Resources confidentiality policy in regards to ALL items related to Human Resources matters. Internal discussion is also kept on a needs to know basis.
- Will support and expand the knowledge of fellow coworkers on their subject matter.

## Background Check Requirements

The following positions are considered safety sensitive and require a background check ranked at moderate or below.

- Human Resources Director
- Employee Labor Relations Specialist

## Automobile Usage and Maintenance

When using the HR Vehicle, employees are expected to exercise care, and follow all operating instructions safely standards and guidelines. Employees are not permitted to utilize Band Vehicles for non-business purposes. Employees are required to use a seat belt and to ensure their passengers are

using safety belts. Passengers cannot be transported without a seat belt. Children should be in approved child safety seats. Cell phones are not be used while operating an MLB vehicle.

All Human Resources staff that utilize department vehicles are expected to maintain a daily mileage log. This log will be maintained in the HR vehicle.

### Maintenance:

Employees using the HR Vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to the HR Administrative Assistant.

### Accident Reporting General Rule:

Employees must report to their supervisor any accidents, regardless of the extent of damage or lack of injuries, involving Band vehicles or a personal vehicle used on Band Business. Such reports must be made as soon as possible, but no later than the next business day after the accident. The employee's supervisor must report such incident on the next business day to the Safety Risk Specialist.

## End of Employment

### Return of Property

Employees are responsible for all Mille Lacs Band property, materials or written information issued to them or in their possession or control. All Mille Lacs Band property must be returned by employees on or before their last day of work. The Mille Lacs Band may withhold from the employee's checks, may withhold annual payout, or final paycheck to defray the cost of any items that are not returned.

Items to return as applicable include, but are not limited too.

- Office Keys
- Laptops
- Chargers
- Phone
- Phone Case
- Files and Documents
- Receipts

### Access to Building/Data Systems/Accounts

Supervisor will contact IT and any other data systems to remove access on the last day of employment for the employee. Badge access to properties will also be stopped on the last day of employment.

Places with Human Resources charge accounts should be notified when there is a change of staff, either an addition or deletion of staff that can charge.



## Mille Lacs Band of Ojibwe – Human Resources

### Non-Disclosure & Confidentiality Form

Human Resources employees (regular or temporary) are not allowed to release or discuss information relating to background checks, audits, financial data, Employee appraisals and evaluations, compensation, medical information, investigation information, internal controls or any issues relating to Human Resources, with anyone outside the department, except on a need-to-know basis and in accordance with departmental instructions.

Human Resources employees (regular or temporary) are obligated to report any relationship that could be considered or interpreted as a conflict of interest. Likewise, any Human Resources employee who is under an obligation to any Employee of Mille Lacs Band of Ojibwe (including circumstances in which he/she may owe or be owed money as the result of an agreement or debt) is to declare it to the Human Resources Director, Commissioner of Administration, or the Assistant Commissioner of Administration.

### AGREEMENT

I have read, understand and agree to abide by the above written departmental policy regarding confidentiality. I also understand that any breach of this policy is considered a serious breach of confidentiality and may result in disciplinary actions up to termination.

This agreement is necessary to ensure that information that could be considered embarrassing, confidential, private or personal is not released to anyone that is not in a need-to-know position.

By the Human Resources staff/employee signing this document he/she agrees to abide by the above agreement.

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Print HR Employee Name

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Print Title

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HR Employee Signature

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Date

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Witness (Commissioner / Director)

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Date