

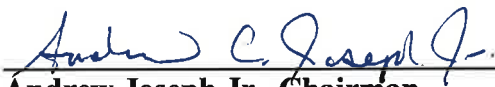
RESOLUTION

WHEREAS, it is the recommendation of the Employment & Education Committee to immediately amend Section 3.14 of the Employee Policy Manual, "Tribal Employee Volunteer Program (TEVP) Leave;" amended language attached.

THEREFORE, BE IT RESOLVED, that we, the Colville Business Council, meeting in a **SPECIAL SESSION** this **8th day of February, 2022** acting for and in behalf of the Colville Confederated Tribes, Nespalem Washington, do hereby approve the above recommendation of the Employment & Education Committee Committee.

The foregoing was duly enacted by the Colville Business Council by a vote of **10 FOR 0 AGAINST 0 ABSTAINED**, under authority contained in Article V, Section 1(a) of the Constitution of the Confederated Tribes of the Colville Reservation, ratified by the Colville Indians February 26, 1938, and approved by the Commissioner of Indian Affairs on April 19, 1938.

ATTEST:



**Andrew Joseph Jr., Chairman
Colville Business Council**

cc: Karen Condon, E&E Committee Chair
Elizabeth Gentemann, E&E Committee Secretary
Francis Somday, Executive Director
William Nicholson II, Chief Financial Officer
Dept. or Program: Shannon Thomas, ORA



Confederated Tribes of the Colville Reservation
Nespelem, Washington

TO: **COLVILLE BUSINESS COUNCIL**

DATE: **February 7, 2022**

FROM: **Employment and Education**

SUBJECT: **Amend EPM Policy; Tribal Employee Volunteer Program (TEVP) Leave**

Initiated By: **Shannon Thomas**

Program: **ORA**

Committee Recommendations: **WHEREAS it is the recommendation of the Employment & Education Committee to immediately amend Section 3.14 of the Employee Policy Manual, "Tribal Employee Volunteer Program (TEVP) Leave;" amended language attached.**

COMMITTEE MEMBERS

VOTE CAST
(YES) (NO)

COMMITTEE MEMBERS

VOTE CAST
(YES) (NO)

[Handwritten signatures]

X
X
X
X
X
X

Business Council Actions:

Seconded by:

10 FOR _____

Signed:

RF
[Signature]
Committee Chairperson

0 NAY _____

Signed:

[Signature]
CBC Chairperson

0 ABSTAINED _____

Date Enacted: 2/8/22

Amendments: _____

Emergency (10 Affirmative Signatures) Rationale: _____

Here is the current language. Here are some suggested edits:

3.14 Tribal Employee Volunteer Program (TEVP) Leave

3.14.1 Family and community service are important to the Tribes. The Tribes recognizes the benefits of investing in our youth by teaching in the areas of culture, education, and coaching sports. The employee cannot receive additional compensation for their services when on TEVP leave. The following criteria must be met before an employee is considered for TEVP:

~~(a)~~ Employee cannot receive additional compensation for services.

~~(a)~~(b) Employee must be in good standing.

~~(c)~~ Employee~~Employees will~~ must contribute eight (8) hours of their own vacation or traditional leave in order to receive up to 4032 hours of TEVP leave.

~~(b)~~(d) TEVP leave will not be awarded until the employee and supervisor complete the TEVP Leave Application.

~~(e)~~(e) Must be an approved, through PayCom, by the employee's supervisor activity.

~~(d)~~(f) Employee must fulfill all requirements of the agency and be accepted by the agency as a volunteer.

~~(g)~~ Employees must conduct themselves professionally, appropriately, legally, and ethically during their volunteer service.

~~(h)~~ Employees must include the volunteer activity, including location and name of contact in their request for leave through PayCom.

~~(e)~~(i) Employees who abuse this policy (ex: are not volunteering during their approved TEVP leave) may be subject to disciplinary action, up to and including termination.

~~(f)~~(j) TEVP Leave will expire after 12 months. Employees can be approved on a rolling year basis. Applications should be submitted to Human Resources.

3.14 Tribal Employee Volunteer Program (TEVP) Leave

3.14.1 Family and community service are important to the Tribes. The Tribes recognizes the benefits of investing in our youth by teaching in the areas of culture, education, and coaching sports. The employee cannot receive additional compensation for their services when on TEVP leave. The following criteria must be met before an employee is considered for TEVP:

- (a) Employee cannot receive additional compensation for services.
- (b) Employee must be in good standing.
- (c) Employees will receive 40 hours of TEVP, per year.
- (d) TEVP leave will not be awarded until the employee and supervisor complete the TEVP Leave Application.
- (e) TEVP leave must be approved, through PayCom, by the employee's supervisor.
- (f) Employee must fulfill all requirements of the agency and be accepted by the agency as a volunteer.
- (g) Employees must conduct themselves professionally, appropriately, legally, and ethically during their volunteer service.
- (h) Employees must include the volunteer activity, including location and name of contact, on their leave request through PayCom.
- (i) Employees who abuse this policy (ex: are not volunteering during their approved TEVP leave) may be subject to disciplinary action, up to and including termination.



Confederated Tribes of the Colville Reservation
 Colville Business Council
AGENDA APPLICATION



COMMITTEE

Committee?

E: E

TOPIC

Agenda Topic

Amend EPM TEUP Policy

Estimated Time

Hour(s)

10 Min(s)

CONTACT INFORMATION

Name

Shannon Thomas

Title

Senior staff Attorney

Program/Entity

Work Phone

Email Address

*ORA
 ex 2383*

Q&A

QUESTION

YES

NO

N/A

Discussion only?

✓

✓

Recommendation sheet?

Powerpoint presentation?

✓

Supporting documentation?

*✓
 ✓*

Administrative review complete?

Chairman's signature necessary? *(signature tabs required)*

✓

Original documents submitted?

SIGNATURE

[Handwritten Signature]

PROGRAM MANAGER OR DIVISION DIRECTOR

1-31-22

DATE

DIVISION OR EXECUTIVE DIRECTOR

DATE

COMMENTS