

<u>COMMENT</u>	<u>NUMBER OF SIMILAR COMMENTS RECEIVED</u>	<u>OUTCOME</u>
<p>Employees should not receive extra day off work when holiday falls on a weekend.</p> <p>Fix how holidays are observed when holiday falls on weekend</p>	2	<p>Clarified language as follows: If a holiday falls on an employee's regularly scheduled day off, the holiday will be observed on the next scheduled workday.</p>
<p>Employees working 5/8's have to work day after Thanksgiving; unfair and prevents traveling, etc.</p>	3	<p>Left language as: Thanksgiving will be observed the 4th Thurs. & Fri. in November</p>
<p>Need more stringent dress code.</p>		<p>No change. EPM language provides for supervisor discretion.</p>
<p>Traditional leave back to 30 hours</p> <p>Should be work days as opposed to hours</p>	7	<p>Traditional leave was recommended to be changed back to 30 hours. Leave must be noted in hours for Paycom/leave tracking purposes and therefore cannot be awarded as number of work days.</p>
<p>Allow donated sick leave</p>	3	<p>No change. Because sick leave isn't expensed as it's accrued. Meaning you can earn sick leave this pay period (PP) and use it next year and it doesn't hit the books until it used. Vacation is expensed as it's earned so it's properly charged to the correct pp. This is important in budgeting for a few reasons. One example is if you accrue sick leave today and it's not expensed and you give it away and still work those hours then your program gets hit with your salary and the sick leave, so it double charges your program. Another example is if you work at F&W and earn it today and use it next month after your BPA contract expires then it's not expensed in the proper contract</p>

Vacation leave is inaccurate through paycom (only receiving 7.6923)		See 3.2.3 length of service/leave earned table. 7.6923 is accurate for employees with 241 months and over of service.
College interns, wex and temporary employees should receive holiday pay	3	No change. Vacation is a benefit of full time, permanent employment.
Employee should be able to give their Donated leave to who they want		The EPM addresses the request and use of donated leave by the recipient. Nothing within the EPM discusses that leave donated would be given to someone other than the intended recipient.
Employees should be able to have 1.5 hours of wellness leave instead of 1 hour Is the leave paid or unpaid?		No change. The current policy and benefit (“three, one hour breaks per week” including lunch) is adequate. Employees receive a 30 minute unpaid lunch break each day.
Definition of a family should include extended blood family and partners (BF/GF) Aunts, uncles, 1 st cousins (consistent with tribal definitions/customs/traditions)	3	Changed. Added aunts, uncles, nieces and nephews
4.10 need clarification on type of performance appraisals; long or short form.		Fixed.
6.4 (Tardy) should be 30 minutes	2	Changed tardy and AWOL to 30 minutes.
7.9.2- if using paycom for goals, need to utilize paycom for all evaluation process’ and provide training		This is currently in the works.
Develop work from home policy Allow work from home agreements when there are health issues	3	There is recognition that the work force is in fact changing to allow work from home, but currently there is not sufficient support to develop and implement a work from home policy.

Holiday's for employees working 5/8's is inequitable as compared to 4/10 employees. Staff working 4/10's receive 30 more hours of vacation per year.		Changed. Employees of programs with mandatory hours of operation 5 days a week, 8 hours per day Monday-Friday shall have 3 floating holidays. These are not available for use until after an employee's 90 day probation and cannot be cashed out.
Employees with more than 20 years of service should receive more vacation leave		No change. Awarding more vacation was discussed but it was determined that 5 weeks of vacation per year was adequate.
Employees should not be permitted to change flights on their own through the travel agent		No change. This should be addressed in a separate, standard operating procedure on travel, outside of the EPM.
Definition of AWOL to be changed to include any absence from work without approval		Changed. " Failing to report for work on time on the day of denied leave, or failing to report for work and do not call within 30 minutes hour after their shift begins, or who abandon their work station for the remainder of their shift without the approval of their immediate\ supervisor."
Cooks should receive additional day off after funeral partaicipation		No change. 3 days of funeral leave is adequate.
Change definition of summer youth (example provided).		Done
Change definition of WEX worker (example provided)		Done
Do not remove requirement for individuals to provide prescription medications if the use can impair work performance.		The was not removed from the EPM and is located in section 11.9.
Allow IHS years of service to be added to years of service for Tribal employment		No change. IHS is not CCT employment.
Vacation accrual to straight 8		No change.

Remove Indigenous Peoples day a holiday		This was a proposal of the EPM committee and will go to CBC for final approval to remove or include.
Carry over of 200 vacation hours; how will employee be notified if they are going to lose hours		Fixed; Anything over the allowable 200 hours of carry-over will be paid out at the beginning of the next calendar year. Removed the "or lose language"
Breastfeeding policy; time is not sufficient.	7	Changed. Removed any time limit and included blanket statement. (Breastfeeding employees are allowed to take reasonable breaks in order to breastfeed or express milk during their work day.)
Some employees do not have Paycom, so need to take that into consideration on language that requires utilizing paycom		No change. Understood that employees who do not use Paycom would have an alternative arrangement.
Include risk/claim manager and TOSHA when developing return to work agreements		No change. There are situations, outside of on the job injuries, where such an agreement would be created. Including these individuals would be a violation of employee confidentiality.
Fix time discrepancies for reporting injuries		There are no Discrepancies within the EPM; the discrepancies are between the EPM and law and order code; a separate process for code amendments will occur.
Require drug tests w/n 3 hours of incident		No change. Left language as "immediate" testing is to occur.
Clarify whistleblower protections		Fixed. Entire whistleblower section was edited.
Misuse of funeral leave; should be more stringent on when leave is authorized to assist with services.		No change. Current language notes that leave should not be granted if the employee's absence impacts the program from carrying out critical responsibilities.

Internships should go towards years of service		Years of service calculation is not included in the EPM; this is an internal HR policy.
LWOP should not be allowed as an alternative when all other leave is exhausted.		See 6.5. (Employees shall plan their absences responsibly by requesting leave in advance.)