



CONFEDERATED TRIBES OF THE COLVILLE RESERVATION
HUMAN RESOURCES DEPARTMENT
TRIBAL EMPLOYEE VOLUNTEER PROGRAM (TEVP)

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.

Employee: Click here to enter text.	Position: Click here to enter text.
Supervisor: Click here to enter text.	Date of hire: Click here to enter text.

- New Application
- Updated Application

TEVP is discretionary, subject to application, approval and eligibility. TEVP leave will not be awarded until the employee and supervisor complete the TEVP Leave Application.

The following criteria must be met before an employee is considered for TEVP and while the employee is using TEVP:

- Employee must be in good standing.
- Employees will receive 40 hours of TEVP, per year (*A new application must be submitted on a yearly basis*).
- TEVP leave must be approved, through PayCom, by the employee's supervisor.
- Employee must fulfill all requirements of the agency and be accepted by the agency as a volunteer.
- Employees must conduct themselves professionally, appropriately, legally, and ethically during their volunteer service.
- Employees must include the volunteer activity, including location and name of contact, on their leave request through PayCom.

I understand, that by abusing this policy (ex: are not volunteering during their approved TEVP leave) I may be subject to disciplinary action, up to and including termination.

Employee Signature: _____

Date: _____

- Approve
- Disapprove

Employee Supervisor Signature: _____

Date: _____

Send all TEVP Requests to Benefits

Approved

Disapproved

Entered in Paycom