

Tłjchq Ndek'áowo



Tłjchq Government

# Tłjchq Government Administrative Policy and Procedures

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JULY 24, 2024



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<b>Section: Foundations</b>	<b>1.1</b>
<b>Subject: GUIDING PRINCIPLES</b>	

**While drafting the policies, the Policy Working Group was guided by the principles listed below. They are provided within this document as a reference for Tł̓ch̓q Government employees. The guiding principles were derived in part from the Tł̓ch̓q Government Constitution and with the working group’s input.**

1. Act with respect and fairness without discrimination or abuse.
2. Strive for representation from each Tł̓ch̓q community.
3. Strive for consensus.
4. Full, free expression and participation of Tł̓ch̓q citizens.
5. Protect lands, waters and resources.
6. Respect the needs and interests of other Aboriginals and non-aboriginals.
7. Protect language, culture and way of life.

**Also, when revising the policies:**

8. Focus on a solution that covers 80% of situations – rather than the exception.
9. Hold focused policy working sessions.
10. There is no *right* answer; our goal is to develop recommendations, which will be considered by Tł̓ch̓q employees and Chiefs Executive Council.
11. Honour the principles of the Tł̓ch̓q Constitution and our Elders.

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<b>Section: Foundations</b>	<b>1.2</b>
<b>Subject: CODE OF ETHICS</b>	

1. Definitions

“Code of Ethics” is a set of written guidelines issued by the Tłchq Government based on Tłchq values and commonly accepted standards of conduct that govern the behavior of employees in their relationships with others, including staff, Chiefs, Assembly Members and Tłchq citizens in and out of the workplace.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all Tłchq Government employees.

3. Purpose and Position

The purpose of this policy is to develop and hold accountable employees of the Tłchq Government to the highest standards of conduct in their relationships with the Chiefs and Assembly members, managers, colleagues, and community members. Employees are responsible by word and deed for protecting the good reputation of the Tłchq Government and to ensure that public confidence and trust in the Government is maintained through the highest standards of personal ethical conduct.

4. Requirements

The code of ethics are:

- a) I will work to serve the people of the Tłchq communities to the best of my abilities;
- b) Where I am responsible for the expenditure of Tłchq Government funds, I will ensure that they are spent wisely, economically and in the best interests of our government;
- c) I will seek to know and understand Tłchq Government policies and procedures, and will use these policies to guide my workplace actions;
- d) I will not use the Tłchq Government’s resources or programs for my own personal advantage or for the advantage of my family and friends, nor will I cause to be hired an immediate family member, other relative or close personal friend through my involvement and decision-making;
- e) I will not discuss confidential business of the Tłchq Government in my home or elsewhere in my community except with other Tłchq Government employees when it is appropriate and on a *need to know* basis;
- f) I will not talk about Tłchq Government leadership, managers, colleagues or other Tłchq Government employees behind their backs in ways that are hurtful or embarrassing;
- g) I will try to be positive and helpful in my work and avoid talking in ways that hurt our leaders, the Government, other employees and or interfere with the successful completion of the business at hand. As a worker I will ensure that my personal choices, actions, and behavior do not interfere with my ability to do my job including during participation at public meetings and during elections;

<b>Section: Foundations</b>	<b>1.2</b>
<b>Subject: CODE OF ETHICS</b>	

- h) I understand that it is important to put forward honest and respectful opinions, while recognizing that management decisions are made using multiple diverse perspectives;
- i) I will help to make the Tłchq Government workplace a safe and secure place for clients, employees and their personal property;
- j) As a Tłchq Government employee I will graciously refuse personal gifts and gratuities from members of the public, or corporations or other governments seeking to do business with the Tłchq Government;
- k) I will value my co-workers as part of the team and show appreciation for their competence;
- l) I will be respectful of racial, cultural, and religious differences among residents, employees, families, and co-workers;
- m) I will be respectful of the Tłchq Constitution and the principles of the Tłchq Government and recognize that as part of my commitment as a Tłchq Government employee, I am expected to take advantage of opportunities to learn more about Tłchq language, culture and way of life;
- n) I will not use my position as a Tłchq Government staff member to favor a political candidate; and,
- o) I will not condone or engage in discrimination against others, including community members, clients, staff and leadership based on age, culture, disability, ethnicity, race, religion/spirituality, gender, gender identity, sexual orientation, marital/partnership status, language preference, socioeconomic status, immigration status, or any basis proscribed by law.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

Department Directors and Community Directors are responsible for enforcing and monitoring this policy within their Departments.

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees must disclose to the manager potential situations in which a personal conflict of interest may arise in the performance of their duties.



<b>Section: Foundations</b>	<b>1.2</b>
<b>Subject: CODE OF ETHICS</b>	

- b) It is not wrong for employees to have a conflict of interest. Where one exists the employee will remove themselves from the decision making process and ensure there is no actual and perceived influence on the outcome of the decision.
- c) Any infractions of this policy will be carried out as per Policy 6.2 – Discipline of Employees. Specifically,
  - i) Employees who fail to disclose potential situations of personal conflict of interest in the workplace to their managers, may be subject to disciplinary action up to and including dismissal; and,
  - ii) Employees who willingly and knowingly use Tłchq Government resources for their benefit or the benefit of their immediate relatives or close friends, may be subject to disciplinary action up to and including dismissal.
- d) During orientation all employees are to be provided with a copy of this policy and must complete the Tłchq Government Code of Ethics Declaration found in Appendix F.

***Effective Date: April 28, 2021***

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<b>Section: Basic Commitments</b>	<b>2.1</b>
<b>Subject: POLICY DEVELOPMENT</b>	

**This policy has been repealed from the Tłıchǵ Government Administrative Policy & Procedures.**

**This policy has been updated and can now be found in the new Tłıchǵ Government Administrative Policy Manual titled: “Introduction and Purpose of the Tłıchǵ Government Administrative Policy Manual.”**

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*Effective Date: July 24, 2024*

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<b>Section: Basic Commitments</b>	<b>2.2</b>
<b>Subject: OFFICIAL LANGUAGES</b>	

**This policy has been repealed from the Tłıchǫ Government Administrative Policy & Procedures.**

**This policy has been updated and can now be found in the new Tłıchǫ Government Administrative Policy Manual.**

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*Effective Date: July 24, 2024*

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<b>Section: Basic Commitments</b>	<b>2.3</b>
<b>Subject: ENVIRONMENTAL STEWARDSHIP</b>	

**This policy has been repealed from the Tłı̨chǫ Government Administrative Policy & Procedures.**

**This policy has been updated and can now be found in the new Tłı̨chǫ Government Administrative Policy Manual.**

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*Effective Date: July 24, 2024*

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<b>Section: Basic Commitments</b>	<b>2.4</b>
<b>Subject: REVIEW OF DEPARTMENTS AND PROGRAMS</b>	

**This policy has been repealed from the Tłchq Government Administrative Policy & Procedures.**

**This policy has been updated and can now be found in the new Tłchq Government Administrative Policy Manual titled: “Review of Departments.”**

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*Effective Date: July 24, 2024*

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<b>Section: Governance</b>	<b>3.1</b>
<b>Subject: ESTABLISHING TŁICHQ COMMITTEES OR OTHER ENTITIES</b>	

**This policy has been repealed from Tłichq Government Administrative Policy and will only be implemented within the Tłichq Legislative Policy.**

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*Effective Date: May 3, 2010*

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<b>Section: Governance</b>	<b>3.2</b>
<b>Subject: TRAVEL EXPENSES AND HONORARIA</b>	

1. Definitions

“Travel” means to go from an employee’s place of hire or residence to another location on behalf of the Tłchq Government, in order to conduct approved business.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all Tłchq Government employees, Chiefs Executive Council, Assembly members, Elders, translators and local vendors.

3. Purpose and Position

The purpose of this policy is to outline the provisions for accurate, consistent and fair expense reimbursement of individuals required to travel on behalf of the Tłchq Government.

As travel is sometimes required to conduct business on behalf of the Tłchq Government, authorized individuals must ensure expenses incurred are economical and that reimbursement procedures are met as outlined within this policy.

4. Requirements

**Tłchq Government Employees**

The following requirements apply to all Tłchq Government employees:

Travel

Travel for Tłchq Government employees will be in accordance with the following requirements:

- a) All travel by Tłchq Government employees, except the Tłchq Executive Officer, will be subject to approval by their supervisor.
- b) Pursuant to Policy 5.10 (i) travel expenses request for travel and honorarium must be submitted a minimum of seven (7) days prior to the meeting.
- c) Travel may only be undertaken where funds are available in the travel budget and proper approvals have been obtained in advance of booking travel. Unauthorized travel may not be reimbursed.
- d) Tłchq Government employees will be reimbursed after the trip upon submission and verification of proper claim forms and supporting documentation. All employees may apply for a seventy-five percent (75%) advance of their meals and incidental expenses with submission and approval of a travel request form. The remaining twenty-five percent (25%) and all other expenses will be paid upon submission of approved expense claim forms and receipts within 30 days from date of travel.
- e) Travel time includes one hour before a scheduled flight and one hour after the flight lands.

Meals and Incidentals

<b>Section: Governance</b>	<b>3.2</b>
<b>Subject: TRAVEL EXPENSES AND HONORARIA</b>	

- f) Meal and incidental will be reimbursed based on the federal Treasury Board rates.
- g) Meals will only be reimbursed where there was a legitimate expense for meals. When meals are provided, for example when the Tłıchq Government or an airline provides meals, or if meals are paid for by another Tłıchq Government representative, reimbursement for meals is not allowed.
- h) On travel days, meals will be covered in the following cases:
- i. Outward trips:
    - Breakfast is paid if travel begins before 8 a.m.
    - Lunch is paid if travel begins before 12 p.m.
    - Supper is paid if travel begins before 6 p.m.
  - ii. Return trips:
    - Breakfast is paid if travel ends after 9 a.m.
    - Lunch is paid if travel ends after 1 p.m.
    - Supper is paid if travel ends after 7 p.m.
- i) Incidentals are paid for every night spent away.

Accommodation

- j) Tłıchq Government employees will make every effort to use preferred vendors.
- k) Where an individual billets at a private residence in the Tłıchq communities, a rate of \$175/night will be paid to the host after the billeting stay, following Policy 5.11 – Payment Procedures.
- l) Where an individual billets at a private residence in any community other than one of the Tłıchq communities, a rate of \$100/night will be paid to the host.

Vehicle Rental

- m) All vehicle rentals must be pre-approved.
- n) Vehicle rental is to be limited to the most economical practical option, depending on justifiable need and the prudent expenditure of Government funds.
- o) It is the responsibility of the traveler to ensure that they have the appropriate license to drive the rental vehicle.
- p) It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.

Private Vehicle

- q) The Tłıchq Government will reimburse an employee who, with prior authority, uses a privately owned vehicle for necessary travel on Tłıchq Government business as per Treasury Board rates.



<b>Section: Governance</b>	<b>3.2</b>
<b>Subject: TRAVEL EXPENSES AND HONORARIA</b>	

- r) The use of privately owned vehicles shall not be authorized where total travel costs are greater than the costs of commercial transportation and the drive-time exceeds a duration that is deemed impractical. Where the use of a privately owned vehicle is authorized, the reimbursable allowances will be based on federal Treasury Board rates.
- s) Reimbursement shall be limited to the equivalent commercial cost, if the total cost of the trip (including meals, lodging and incidental expenses) exceeds the cost of the same journey by ordinary commercial means.
- t) The Tłchq Government is not responsible for any damages or maintenance incurred when employees use personal vehicles during Tłchq Government business. The Tłchq Government will not pay any costs associated with damage or maintenance to personal vehicles incurred while the employee is on Tłchq Government business.

Air Travel

- u) Tłchq Government representatives will make every effort to use preferred vendors when using air travel.
- v) Only the lowest available fares appropriate to particular itineraries, to a maximum of full economy, will be reimbursed.
- w) Reimbursement is for actual fares paid only.
- x) Flight cancellation charges incurred by the traveler for travel cancelled by the supervisor or budget authority will be reimbursed.
- y) Excess baggage fees, when warranted to carry out Tłchq Government business, are reimbursable.

Other Travel

- z) Tłchq Government representatives will make every effort to use preferred vendors when using other transportation.
- aa) Reasonable expenditures for taxis and public transportation to and from airports and between appointments, hotel locations and meeting places are reimbursable, including gratuities for service. Original receipts are required for reimbursement.

Phone and Internet Access

- bb) Tłchq Government representatives may be reimbursed for long-distance calls made and Internet access for Tłchq Government business, upon the presentation of a receipt or telephone invoice.

Child Care

<b>Section: Governance</b>	<b>3.2</b>
<b>Subject: TRAVEL EXPENSES AND HONORARIA</b>	

- cc) When an **employee** who is a sole caregiver is required to complete overnight travel, the Tłchq Government may reimburse up to \$50 per day per child for child-care expenses upon the submission of child-care receipts.
- dd) Expenses are eligible for dependent children 16 years of age or younger or a dependent child with a mental or physical infirmity.

**Local Vendors**

For local vendors, the following policy requirements apply:

- ee) Subject to any terms contained in a contract, a daily rate is paid to local vendors, such as drummers, cooks and foremen, who are not salaried employees when they attend committee, board or other entity meetings at the request of the Tłchq Government. Rates are outlined in Appendix C. The Chiefs Executive Council may change these rates at its discretion.
- ff) All honoraria are subject to deductions as required by law.
- gg) A local vendor who does not attend the committee or board meeting will not receive payment.
- hh) Travel expenses will be reimbursed according to the same rules and rates as those for Tłchq Government employees.
- ii) Payments will be issued according to Policy 5.11 – Payment Procedures.

**Assembly Members**

For Assembly members, the following policy requirements apply:

- jj) Travel arrangements and other expenses for formal sessions will be arranged by the Senior Director Governance.
- kk) An honorarium will be paid to Assembly Members as per rates established in the Tłchq Government law.
- ll) The maximum payable for one day of any type of Assembly work, including travel, and/or attendance at a meeting, conference or workshop, is one day.
- mm) For the purposes of calculating an honorarium under Tłchq Government law, where members of the Assembly are required to travel in order to attend a meeting conference or workshop, such travel shall be considered to be time spent in attendance at a meeting, conference or workshop.
- nn) Travel time will be paid at the following rates:
  - a) For periods of travel of up to 4 hours members will be paid at the rate of ½ the daily honorarium rate.
  - b) For periods of travel of greater than 4 hours members will be paid the full daily rate.
- oo) Travel time will be calculated based on the most efficient and economical travel option available.

<b>Section: Governance</b>	<b>3.2</b>
<b>Subject: TRAVEL EXPENSES AND HONORARIA</b>	

- pp) Seventy-five percent (75%) of the honoraria will be paid in advance of the meeting and twenty-five percent (25%) of the honoraria will be paid after the meeting.
- qq) Where an Assembly member misses meetings (without permission of the Assembly), the remaining honoraria will not be paid and any honoraria paid in advance will be recovered from future honoraria payments.
- rr) Any trips in addition to sessions must be approved by the Assembly and can only be paid where there is an approved budget. Where no approved budget exists, the Assembly must first approve the budget.
- ss) Travel expenses will be reimbursed according to the same rules and rates as those for Tłchq Government employees.
- tt) Assembly members will be reimbursed after the trip upon submission and verification of proper claim forms and supporting documentation. Assembly members may apply for a seventy-five percent (75%) advance of their meals and incidentals expenses with submission and approval of a travel request form. The remaining twenty-five percent (25%) of meals and incidentals and all other expenses will be paid upon submission of approved expense claim form and receipts.
- uu) Payment will be issued according to Policy 5.11 – Payment Procedures.

**Chiefs Executive Council**

For the Chiefs Executive Council, the following policy requirements apply:

- vv) The Chiefs may travel on official Tłchq Government business with the approval of the Chiefs Executive Council within the limits of the approved travel budget for the Chiefs Executive Council.
- ww) The Chiefs and Grand Chief must attend a meeting or be on official Tłchq Government business in order to claim travel expenses.
- xx) Given that salary is already paid, no additional honoraria will be paid.
- yy) Travel expenses will be reimbursed according to the same rules and rates as Tłchq Government employees.
- zz) Chiefs Executive Council will be reimbursed after the trip upon submission and verification of proper claim forms and supporting documentation. Chiefs Executive Council members may apply for a seventy-five percent (75%) advance of their meals and incidentals expenses with submission of a travel request form. The remaining twenty-five percent (25%) of meals and incidentals and all other expenses will be paid upon submission of an approved expense claim form and receipts.
- aaa) Payments will be issued according to Policy 5.11 – Payment Procedures.

**Elders and Translators**

<b>Section: Governance</b>	<b>3.2</b>
<b>Subject: TRAVEL EXPENSES AND HONORARIA</b>	

For Elders and translators, the following policy requirements apply:

- bbb) Travel arrangements and other expenses for formal sessions will be arranged by the Senior Director Governance.
  - ccc) Travel arrangements for all other events are to be arranged by the budget authority.
  - ddd) An honorarium will be paid to Elders as per rates established in Appendix D.
  - eee) An honorarium will be paid to translators as per rates established in Appendix D.
  - fff) All honoraria are subject to deductions as required by law.
  - ggg) Elders may request one hundred percent (100%) of the honoraria in advance of the meeting.
  - hhh) Contract translators may receive seventy-five percent (75%) of the honoraria in advance of the meeting and twenty-five percent (25%) of the honoraria after the meeting.
  - iii) Where an Elder or translator misses a meeting, the remaining honoraria will not be paid and any honoraria paid in advance will be recovered from future honoraria payments.
  - jjj) Travel expenses will be reimbursed according to the same rules and rates as Tłchq Government employees.
  - kkk) Upon completion of the trip and submission and approval of the proper claim forms and supporting documentation, Elders and translators will be reimbursed outstanding amounts. If an Elder has received one hundred percent (100%) of the honoraria prior to the meeting, the claim form and supporting documentation are still required. If the claim form and supporting documentation are not submitted, no future honoraria payments will be made until the outstanding amount is repaid.
- III) Payment will be issued according to Policy 5.11 – Payment Procedures.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Financial Services will be responsible for monitoring this policy to ensure that all Treasury Board rates are current and communicated. The Manager: Financial Services will also ensure that travel expenses are paid only where and when proper approvals, documentation, receipts and budgets exist.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

<b>Section: Governance</b>	<b>3.2</b>
<b>Subject: TRAVEL EXPENSES AND HONORARIA</b>	

The following process steps are to be used as a reference for executing the above policy:

- a) Travel authorization requests must be submitted to the appropriate budget authority and/or supervisor for approval prior to arranging travel.
- b) Travel requests must be submitted at least one week prior to travel. They will be paid as per Policy 5.11 – Payment Procedures.
- c) All Tłıchq Government employees and those travelling on behalf of the Tłıchq Government are responsible for submitting their approved expenses to the Corporate Services Department for reimbursement within 30 days after travel is completed.
- d) Original receipts must be attached to the travel expense claims, along with all related documentation, and submitted to the Corporate Services Department.
- e) As travel expense claims are subject to audit review, supporting documentation is required. Supporting documentation may include: conference agendas, airline tickets, boarding passes, and travel and meeting itineraries.
- f) The Corporate Services Department will be responsible for checking with the Treasury Board of Canada and communicating any changes in federal Treasury Board rates to Tłıchq Government employees and other individuals who conduct travel on behalf of the Tłıchq Government.
- g) Both the representative requesting travel (the Requester) and the budget authority are accountable for ensuring that claims for travel expenses are in accordance with this policy and that the expenses were incurred for Tłıchq Government business purposes only.
- h) Infractions of this policy or fraudulent claims will result in disciplinary action as per Policy 6.2 – Discipline of Employees and may result in immediate dismissal.
- i) Local vendors, Elders and translators travelling on behalf of the Tłıchq Government are responsible for any damages they cause to property during their travel.

***Effective Date: May 25, 2017***

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<b>Section: Governance</b>	<b>3.3</b>
<b>Subject: ALCOHOL, DRUG ABUSE AND ATTENDANCE AT MEETINGS</b>	

### 1. Definitions

“Alcohol, drug abuse and attendance at meetings” refers to intoxication due to the use of alcohol, cannabis, illegal drugs or prescription drugs while attending meetings on behalf of the Tłchq Government.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all instances where Tłchq Government employees, Elders, local vendors, contractors and translators are attending internal and external events as representatives of the Tłchq Government.

### 3. Purpose and Position

The purpose of this policy is to communicate the Tłchq Government’s expectations when individuals representing the Tłchq Government attend meetings.

The Tłchq Government recognizes that Elders, the general public and the youth of our communities expect employees to display positive leadership through their sober attendance at meetings. Drug and/or alcohol abuse among Tłchq representatives at meetings is a betrayal of public trust and cannot be tolerated by the Tłchq Government.

### 4. Requirements

- a) All Tłchq Government representatives invited to meetings must attend all sessions of the meeting unless excused by their supervisor, their Department Director/Community Director or the Tłchq Executive Officer.
- b) When a representative of the Tłchq Government has abused their responsibilities, the supervisor, their Department Director/Community Director or the Tłchq Executive Officer shall:
  - i. require that a representative who appears at a meeting under the influence of alcohol or drugs leave the meeting immediately;
  - ii. authorize the withholding of payment of the person’s honoraria, accommodation and meal expenses;
  - iii. ensure the person’s prepaid honoraria and meal expenses are recovered; and
  - iv. ensure that the incident is recorded in the employee’s personnel file and that the employee is disciplined in accordance with Policy 6.1 – Employee Conduct, Policy 6.2 – Discipline of Employees and Policy 6.13 – Personnel Files.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

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<b>Subject: ALCOHOL, DRUG ABUSE AND ATTENDANCE AT MEETINGS</b>	

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) If an employee suspects that another employee is under the influence of drugs or alcohol at a meeting, event or any situation in which the latter is representing the Tłchq Government, the employee with concerns should take appropriate action to ensure the safety of all attendees and, if necessary, seek assistance to remove the disruptive employee from the immediate environment.
- b) If an employee suspects that a fellow employee is under the influence of drugs or alcohol at a meeting, event or any situation in which the latter is representing the Tłchq Government, the employee with concerns should immediately notify the disruptive employee's supervisor or Department Director/Community Director or the Tłchq Executive Officer.
- c) The individual who is taking corrective steps (the Tłchq Executive Officer, Department Director/Community Director or supervisor) will write a report detailing the circumstances and particulars of the incident. At an appropriate time, the report will be shared with the offending employee. The report and corrective actions taken will be recorded on the employee's personnel file.
- d) Employees found to be in violation of this policy will be subject to the disciplinary process described in Policy 6.2 – Discipline of Employees.

***Effective Date: January 17, 2019***

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<b>Section: Governance</b>	<b>3.4</b>
<b>Subject: PUNCTUALITY AT MEETINGS</b>	

### 1. Definitions

“Punctuality at meetings” refers to Tłchq Government employees or delegates arriving on time for meetings or events.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to any meetings attended by Tłchq Government employees or delegates.

### 3. Purpose and Position

The purpose of this policy is to articulate the expectations of Tłchq Government employees and delegates when they attend meetings and to set out the consequences when they are not punctual.

The Tłchq Government recognizes that Tłchq Government employees and delegates are brought to meetings at Tłchq Government expense to represent the interests of the Tłchq people. As such, employees and delegates have a responsibility to the Tłchq Government and their communities to be punctual and arrive at meetings at the agreed-upon start/end times.

### 4. Requirements

- a) Employees who arrive during a meeting but more than an hour after the beginning of the meeting will have a proportionate amount of their wages and meals deducted for that day. Additionally, their lateness will be reported and recorded in their personnel files. The exception to this requirement will be where the absence has been excused by their supervisor.
- b) Travel on official Tłchq Government business must be approved in accordance with Policy 3.2 – Travel Expenses and Honoraria.
- c) Employees travelling for official meetings are expected to act in accordance with Policy 6.1 – Employee Conduct.
- d) Failure to attend official meetings will result in an employee being considered absent without leave as per Policy 6.16 – Absent Without Leave and may result in disciplinary action in accordance with Policy 6.2 – Discipline of Employees.
- e) All infractions of this policy will be tracked and recorded in an employee’s file in accordance with Policy 6.2 – Discipline of Employees.
- f) Where an employee is absent for more than fifty percent (50%) of the meeting duration, the employee will not be eligible for travel expense reimbursement. The exception to this requirement will be where the employee’s absence has been excused as per requirement 4(a) in this policy.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.



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<b>Subject: PUNCTUALITY AT MEETINGS</b>	

All supervisors are responsible for enforcing this policy

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Where an employee knows they will be late, they are responsible for notifying their supervisor in advance. If an employee is late due to extenuating circumstances, they should voluntarily discuss their lateness with their supervisor. Chronic lateness may be reported and recorded in their personnel files.
- b) Supervisors are responsible for monitoring attendance at meetings.
- c) In the event that an employee is late for a meeting, a memo will be forwarded both to the Corporate Services Department by the employee's supervisor. The Compensation Clerk will ensure that absences are noted on the employee's time sheet or their time card in Timeforce. The Manager: Human Resource Services will ensure appropriate disciplinary measures are taken. The Sr. Payroll Clerk will ensure that any additional costs (i.e., travel expenses) are deducted and/or recovered.

***Effective Date: September 3, 2012***

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<b>Section: Governance</b>	<b>3.5</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES</b>	

### 1. Statement of Policy

The Ṭḥcḥq̣ Government will establish a department called the Department of Corporate Services, under the direction of the Ṭḥcḥq̣ Executive Officer.

### 2. Mandate

As directed by the Chief’s Executive Council, the Ṭḥcḥq̣ Executive Officer and the Department of Corporate Services shall be responsible for providing leadership and direction in all areas of financial, human resource management, and other corporate support services to the Ṭḥcḥq̣ Government including office and facilities management, vehicle operations, records management, Information Technology (“IT”) and other services.

### 3. Principles

The Ṭḥcḥq̣ Government will adhere to the following principles when implementing this Policy:

- (3.1) The guiding principles that emerge from the Ṭḥcḥq̣ gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- (3.2) The language, culture and way of life of the Ṭḥcḥq̣ people must be valued and serve as the foundation for the development and delivery of Ṭḥcḥq̣ Government programs and services.
- (3.3) The interests, desires and aspirations of Ṭḥcḥq̣ citizens, as well as changing circumstances in the region should be reflected in the provision of Finance and Human Resources services.
- (3.4) Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
- (3.5) Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- (3.6) Ṭḥcḥq̣ citizens deserve demonstrable accountability for the conduct of government.
- (3.7) Employment practices and staff development should achieve the goals of the Ṭḥcḥq̣ Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

### 4. Scope

This policy applies to all employees of the Ṭḥcḥq̣ Government.

### 5. Definitions

In this establishment policy,

“Ṭḥcḥq̣ Government” means the Ṭḥcḥq̣ Government and its institutions as defined in the Ṭḥcḥq̣ Constitution.

“Chief’s Executive Council” has the same meaning as in the Ṭḥcḥq̣ Constitution.

“Department” means the Department of Corporate Services established under this policy.

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<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES</b>	

“Tłchq Executive Officer” means the senior or chief executive officer who reports to the Chief’s Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Tłchq Government.

“Director of Corporate Services” means the person hired to administer the activities of the department and to supervise and administer the financial and human resources administration of the Tłchq Government under a Departmental Establishment Policy.

“Employee” means a person employed by Tłchq Government.

## 6. Authority and Accountability

6.1 General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this Policy rests with the Chiefs Executive Council (CEC). Authority and accountability is further defined as follows:

- (a) Tłchq Executive Officer: The Tłchq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this Policy.
  - (b) Director of Corporate Services: The Director of Corporate Services is accountable to the Tłchq Executive Officer for implementing this Policy.
- 6.2 Specific:
- (a) Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Corporate Services.
  - (b) Tłchq Executive Officer (: The Tłchq Executive Officer (TEO) is responsible to the CEC for carrying out the mandate of the Department of Corporate Services, and shall preside over the operation of the Department. The Tłchq Executive Officer (TEO) is authorized to ensure the carrying out of the duties described in this Policy in a manner the Tłchq Executive Officer (TEO) deems appropriate for the efficient and effective fulfillment of the Department’s mandate.
  - (c) Director of Corporate Services: The Director of Corporate Services is responsible for the management of the Department of Corporate Services including the planning, administration and other functions necessary to further the Department’s mandate; and accountable to the Tłchq Executive Officer (TEO) for the proper conduct of the business of the Department. The Director of Corporate Services is responsible and accountable to the Tłchq Executive Officer (TEO).
  - (d) Manager Human Resources & Manager Financial Services: The Manager Human Resources is responsible for the day to day operational administration and management of Human Resources and Records Management. The Manager Financial Services is responsible for the day to day operational administration and management of department affairs related to Financial Services. The Manager Human Resources and the Manager Financial Services are responsible and accountable to the Director of Corporate Services. The Director of Corporate Services is responsible for the statutory responsibilities set out for the Director in the *Tłchq Finance and Human Resources Law*.

## 7. Provisions

7.1 Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Tłchq Executive Officer and the Department of Corporate Services as directed by the Chief’s Executive Council is established in this Policy.

7.2 Duties of the Tłchq Executive Officer: The Tłchq Executive Officer shall delegate the development and implementation of programs and services in the Department as may be appropriate to fulfill the mandate of the TEO and the Department.  
The Tłchq Executive Officer shall have charge of and be responsible for:

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<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES</b>	

- (a) Ensuring that the Department of Corporate Services operates in a manner consistent with Tłchq Government legislation, policy, priorities and strategies, and in their absence, using generally accepted accounting principles (GAAP) and commonly accepted standard operating procedures.
- (b) The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by Tłchq Government Departments to achieve effective control, monitoring and enforcement of Tłchq Government legislation and policies.  
The Director of Corporate Services shall have charge of and be responsible for:  
Finance
- (c) The management and control of revenue, disbursements and assets of the Tłchq Government including the coordination of the development of annual budgets, the design and coordination of all related processes and documents, managing and administering the Tłchq Government's external audit, internal audits, tax, insurance, banking and investment programs.
- (d) The provision of accurate and timely financial reports providing information and advice to leadership and senior managers required for sound financial management decision-making relative to the allocation, management and control of the resources of the Tłchq Government;
- (e) ensure the proper collection, receipt, recording and disposition of Tłchq monies and ensure that proper authority exists for disbursement of Tłchq monies;
- (f) establish the method by which the accounts of the Tłchq Government shall be kept and the method by which any employee shall account for Tłchq monies which come into his or her hands;
- (g) maintain the accounts of the Tłchq Government;
- (h) evaluate the accounting and financial management systems of the Tłchq Government and, as necessary, recommend improvements to the Chief's Executive Council;
- (i) Prepare any financial statements and reports required by the Chief's Executive Council or the Assembly.  
Human Resources and Records Management
- (j) The provision of human resources support to Department Directors, Community Directors and staff of the Tłchq Government, including development of the terms and conditions of employment, job evaluation and classification of positions, payroll and human resources management issues not limited to but including planning, discipline, recruitment, retention, benefits administration and training for Tłchq Government staff.
- (k) The provision of support for the delivery of all Tłchq Government Departments programs and services through corporate support services such as financial information, human resources, office and facilities management, records management, the provision of IT services and others as appropriate and required.
- (l) The development of standards, policies and guidelines for the management of government records to ensure they are available throughout their prescribed lifecycle.
- (m) Evaluation of the activities of departmental supervisors and staff.

## 8. Administration

The Department of Corporate Services shall be administered in such a manner as to ensure that Tłchq Government requirements as expressed in Tłchq laws, regulations agreements, policies and directives are satisfied.

## 9. Prerogative of the Chiefs Executive Council

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<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES</b>	

Nothing in this Policy shall in any way be construed to limit the prerogative of the Chief's Executive Council to make decisions or take action respecting the Department of Corporate Services outside the provisions of this Policy.

*Effective Date: April 17, 2013*

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<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CULTURE &amp; LANDS PROTECTION</b>	

### 1. Statement of Policy

The Ṭ̀cḥ̀ Government will establish a department called the Department of Culture and Lands Protection, under the direction of the Ṭ̀cḥ̀ Executive Officer.

### 2. Mandate

Under Ṭ̀cḥ̀ Law, the Chief's Executive Council (CEC) is the authority responsible for the management and protection of Ṭ̀cḥ̀ Lands and the interest of the Ṭ̀cḥ̀ throughout Ṃ̀ẉ̀ḥ̀ Gogha Ḍ̀ Ṇ̀ṭ̀ḷ̀èè (s.3, Ṭ̀cḥ̀ Lands Protection Law). As directed by the Chief's Executive Council, the Ṭ̀cḥ̀ Executive Officer and the Department of Culture and Lands Protection shall be responsible for providing leadership and direction in all areas of lands protection, cultural practices, research, monitoring and the Ṭ̀cḥ̀ Research and Training Institute.

### 3. Principles

The Ṭ̀cḥ̀ Government will adhere to the following principles when implementing this Policy:

- (3.1) The guiding principles that emerge from the Ṭ̀cḥ̀ gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- (3.2) The language, culture and way of life of the Ṭ̀cḥ̀ people must be valued and serve as the foundation for the development and delivery of Ṭ̀cḥ̀ Government programs and services.
- (3.3) The interests, desires and aspirations of Ṭ̀cḥ̀ citizens, as well as changing circumstances in the region should be reflected in the provision of the programs and services of the Department of Culture & Lands Protection.
- (3.4) Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
- (3.5) Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- (3.6) Ṭ̀cḥ̀ citizens deserve demonstrable accountability for the conduct of government.
- (3.7) Employment practices and staff development should achieve the goals of the Ṭ̀cḥ̀ Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

### 4. Scope

This policy applies to all employees of the Ṭ̀cḥ̀ Government.

### 5. Definitions

In this establishment policy, "Ṭ̀cḥ̀ Government" means the Ṭ̀cḥ̀ Government and its institutions as defined in the Ṭ̀cḥ̀ Constitution.

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“Tłıchq Intergovernmental Services Agreement” means the intergovernmental services agreement as referred to in 7.10 of the Tłıchq Agreement and signed on August 25<sup>th</sup>, 2003 by the Tłıchq Government, the Government of the NWT, and the Government of Canada.

“Chief’s Executive Council” has the same meaning as in the Tłıchq Constitution.

“Department” means the Department of Culture and Lands Protection established under this policy.

“Tłıchq Executive Officer” means the senior or chief executive officer who reports to the Chief’s Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Tłıchq Government.

“Director of the Department Culture & Lands Protection” means the person hired to administer the activities of the department, and to supervise and administer the programs and services delivered by the Department of Culture and Lands Protection under a Departmental Establishment Policy.

“Cultural Coordinator” means the person appointed under section 8 of the Tłıchq Intergovernmental Services Agreement by the Chief’s Executive Council and the other parties to the Agreement.

“Employee” means a person employed by Tłıchq Government.

## 6. Authority and Accountability

6.1 General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this Policy rests with the CEC. Authority and accountability is further defined as follows:

- (a) Tłıchq Executive Officer: The Tłıchq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this Policy.
- (b) Director of the Department of Culture & Lands Protection: Director of the Department of Culture & Lands Protection is accountable to the Tłıchq Executive Officer with the responsibility to monitor and enforce this Policy.
- (c) The Manager Lands Protection & Renewable Resources: Manager Lands Regulation: Manager Research Operations & Training: Manager Cultural Practices: The Manager Lands Protection & Renewable Resources: Manager Lands Regulation: Manager Research Operations & Training: Manager Cultural Practices is accountable to the Director of the Department of Culture & Lands Protection for implementing this Policy.
- (d) Cultural Coordinator: The Cultural Coordinator is responsible to the Director of the Department of Culture and Lands Protection to implement section 8.4 through 8.8 of the Tłıchq Intergovernmental Services Agreement.

### 6.2 Specific:

- (a) Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Culture and Lands Protection.
- (b) Tłıchq Executive Officer (TEO): The Tłıchq Executive Officer is responsible to the CEC for carrying out the mandate of the Department of Culture and Lands Protection, and shall preside over the operation of the Department. The Tłıchq Executive Officer is authorized to carry out the duties described in this Policy in a manner the Tłıchq Executive Officer deems appropriate for the efficient and effective fulfillment of the Department’s mandate.
- (c) Director of the Department of Culture and Lands Protection (Director DCLP) The Director DCLP is responsible for the management of the Department of Culture and Lands Protection including the planning, administration and other functions necessary to further the Department’s mandate; and accountable to the Tłıchq Executive Officer for the proper conduct of the business of the Department. The Director DCLP is responsible and accountable to the Tłıchq Executive Officer.

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- (d) The Manager Lands Protection & Renewable Resources; Manager: Lands Regulation, Manager Cultural Practices, Manager Research Operations & Training: The Managers are responsible for the day to day operational administration and management of the Department of Culture and Lands Protection. The Managers are responsible and accountable to the Director DCLP.
- (e) Cultural Coordinator: The Cultural Coordinator is responsible to advise the parties to the Tłıchǰ Intergovernmental Services Agreement on how to use their respective powers in ways that respect and promote Tłıchǰ language and the culture and the way of life of the Tłıchǰ First Nation. The Cultural Coordinator is responsible and accountable to the Director DCLP

## 7. Provisions

- 7.1 Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Tłıchǰ Executive Officer and the Department of Culture and Lands Protection as directed by the Chief's Executive Council is established in this Policy.
- 7.2 Duties of the Tłıchǰ Executive Officer: The Tłıchǰ Executive Officer shall delegate the development and implementation of programs and services in the Department as may be appropriate to fulfill the mandate of the Tłıchǰ Executive Officer and the Department.

- The Tłıchǰ Executive Officer shall have charge of and be responsible for:
- (a) Ensuring that the Department of Culture and Lands Protection operates in a manner consistent with Tłıchǰ Government legislation, policy, priorities and strategies, and in their absence, using commonly accepted standard operating procedures.
  - (b) The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by Tłıchǰ Government Departments to achieve effective control, monitoring and enforcement of Tłıchǰ Government legislation and policies.
- 7.3 Duties of the Director of the Department of Culture & Lands Protection: The Director of the Department of Culture and Lands Protection shall direct and implement the development, with elders, leaders and staff, of strategies that sustain our Tłıchǰ lands, language, culture and way of life through their protection and preservation, and the promotion of our cultural practices. The Department of Culture and Lands Protection has three primary functions.  
The Director DCLP shall have charge of and be responsible for:
- (a) Lands Protection Lands Protection includes land administration, mapping and GIS Information, Renewable Resources Management, Intergovernmental and agency relationships and liaison with the Kwe Beh Working Group.
    - (i) Land Administration - The Tłıchǰ Land Use Plan Law has established the Tłıchǰ Land Use Plan (TLUP). The Department of Culture and Lands Protection is the lead department in the implementation of the TLUP, and assisting the CEC in its role and requirements under the TLUP. The Department of Culture and Lands Protection will receive and process applications for use of Tłıchǰ lands as well as liaise with applicants and the Tłıchǰ public on issues relating to the TLUP and its implementation, including the processing of requests and applications. Generally, Culture and Lands Protection is responsible for the administration of Tłıchǰ lands, including the administration of "dispositions" of Tłıchǰ land under the Tłıchǰ Lands Protection Law made before May 31, 2013, and for the orderly consideration, negotiation and administration of any tenure instruments (leases, permits, licenses, access agreements, etc.)
    - (ii) Mapping and GIS Information – The lands protection function of the Department of Culture and Lands Protection provides advice and resources to the CEC, Tłıchǰ Government Departments,



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working groups, and where appropriate, Tłıchǰ citizens about Tłıchǰ lands by: storing and sharing maps; developing and maintaining information about Tłıchǰ land in general, and specifically about important sites and areas; developing and maintaining a Geographical Information System (GIS) about Tłıchǰ land that captures, stores, analyses, manages and presents data with reference to geographic location data.

(iii) Renewable Resources Management - The lands protection function of the Department of Culture and Lands Protection provides support and advice to Tłıchǰ Government departments on issues of renewable resource management including caribou and other wildlife management, plant harvesting and forest management on Tłıchǰ lands. Culture and Lands Protection also works in collaboration with other Governments and Agencies in co-management of the above-mentioned renewable resources. The Department makes recommendations on policies and procedures and is the main point of contact for intergovernmental arrangements.

(iv) Inter-Governmental & Agency Relationships - The lands protection function of the Department of Culture and Lands Protection will advise the CEC on consultations, initiatives and proposals in regards to any federal initiatives related to the operations of environmental boards and agencies in the NWT, as well as the devolution of authorities over Crown lands from Canada to the GNWT, and the impact on Mǫwhì Gogha Dè Nı̀tlèè. Culture and Lands Protection is the working contact for Governments for issues, including but not limited to, access requests under Chapter 19 of the Tłıchǰ Agreement, Tłıchǰ heritage resources (Chapter 17), protected areas (Chapter 16), expropriation (chapter 20). Culture and Lands Protection is the primary point of contact for the environmental boards in dealing with applications by developers or other proponents relating to Tłıchǰ lands, Wek' èzhii and Mǫwhì Gogha Dè Nı̀tlèè. Culture and Lands Protection receives notices and ensures requests are processed by the proper Tłıchǰ Government institution, department or working group. Culture and Lands Protection maintains a list of Tłıchǰ representatives on environmental boards and agencies and ensures Tłıchǰ representation is maintained.

(v) Liaison with the Kwe Beh Working Group - The lands protection function of the Department of Culture and Lands Protection is the primary liaison with the Tłıchǰ Government Kwe Beh Working Group which was created to build capacity of the Tłıchǰ Government to manage mining files. Overlapping interests occur specifically in the regulatory process of environmental assessment for any files.

(b) Research and Monitoring & the Tłıchǰ Research & Training Institute Research & Monitoring includes research, training for capacity building and educational activities:

(i) Research Promotion – The research and monitoring function of the Department of Culture and Lands Protection promotes research of value to the Tłıchǰ communities and Tłıchǰ Government, especially inquiry which studies the traditional knowledge of our elders concerning our lands, language, culture and way of life;

(ii) The use of Tłıchǰ Traditional Knowledge – The research and monitoring function of the Department Culture and Lands Protection gathers TK information on traditional names for places, historical and cultural use of areas as well as information about the location and importance of specific sites like gravesites on Tłıchǰ lands, or in the entire Mǫwhì Gogha Dè Nı̀tlèè area. This function works with the Lands Protection function to coordinate and oversee all lands related TK research in Mǫwhì Gogha Dè Nı̀tlèè;

(iii) Promotion of Indigenous Research Design – Culture and Lands Protection promotes the development and use of indigenous research design and appropriate community methodologies such as narrative and participatory action research;

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- (iv) Development & Training of Tłchq Researchers - The research and monitoring function of the Department Culture and Lands Protection promotes research that supports the development and training of Tłchq researchers who can design and lead research projects across Mqwhi Gogha Dè Nıttlèè on Tłchq priorities, as well as the education and training of Tłchq youth by Tłchq elders while encouraging engagement with contemporary issues related to Tłchq language, culture and way of life;
- (v) Educational activities - Educating and informing our people, and interested outsiders about significant Tłchq Traditional Knowledge through the collection, preservation, organization and presentation of information about our lands, language, culture and way of life;
- (vi) Assistance to Research - Providing support and assistance to researchers by reviewing their research, fostering communications and facilitating the use of local field resources wherever possible such as cultural informants, guides, and community infrastructure including access to offices, accommodation and related resources;
- (c) Cultural Practices Cultural practices provides opportunities for Tłchq youth and other citizens to practice our language, culture and way of life through organized activities on the land and in our communities.
  - (i) The cultural practices function of the Department of Culture and Lands Protection supports and organizes activities include harvesting activities such as hunting, trapping and fishing.
  - (ii) The activities include traditional recreation and celebrations such as drumming, dancing and hand games.
  - (iii) The activities include the creation and construction of traditional articles of clothing, artifacts and artwork,
  - (iv) The activities include travel across the land with elders and youth such as Trails of our Ancestors and Imbè as well as opportunities for language and cultural learning with elders.
- Other responsibilities of the Director DCLP include:
  - (d) The monitoring and evaluation of the program and services of the Department of Culture and Lands Protection of the Tłchq Government.
  - (e) The evaluation of the activities of departmental supervisors and staff, including the Cultural Coordinator.
- 7.4 Duties of the Cultural Coordinator: The Cultural Coordinator shall provide advice to the parties of the Tłchq Intergovernmental Services Agreement, and shall provide any advice, conduct any study and produce any report related to the Tłchq language or to the culture and way of life of the Tłchq First Nation that is requested jointly by the parties.  
The Cultural Coordinator shall have charge of and be responsible for:
  - (a) Assessment of Tłchq language vitality and measurement of trends of our cultural strengths by creating and using on a regular basis, the appropriate research and analysis tools;
  - (b) Participating with a team of Tłchq Government staff in the development and application of a Tłchq cultural framework (Tłchq Plan from ISA article 6.2 ) that will be used for the development of legislation, policy, programs & services as well as for review of outside legislation, policy and practices under the ISA.
  - (c) Research the necessary legislation, policy and practices including but not limited to intellectual and cultural property rights to protect Tłchq language, culture and way of life.
  - (d) Oversight, review, participation and intervention as necessary in legislation and policy developed by Canada/GNWT which may endanger Tłchq rights under the Tłchq Agreement, or harm Tłchq language, culture and way of life.

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<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CULTURE &amp; LANDS PROTECTION</b>	

(e) As per section 8.7 of the ISA, producing a written report to the Parties of the ISA, once every three years that includes information and recommendations concerning the state of Tł̓ch̓q language, culture and way of life.

#### 8. Administration

The Department of Culture and Lands Protection shall be administered in such a manner as to ensure that Tł̓ch̓q Government requirements as expressed in statutes, acts, agreements, regulations, policies and directives are satisfied.

#### 9. Prerogative of the Chiefs Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Chief's Executive Council to make decisions or take action respecting the Department of Culture and Lands Protection outside the provisions of this Policy.

***Effective Date: April 17, 2013***

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<b>Section: Governance</b>	<b>3.7</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CLIENT SERVICES</b>	

### 1. Statement of Policy

The Ṭḥcḥo Government will establish a department called the Department of Client Services, under the direction of the Ṭḥcḥo Executive Officer.

### 2. Mandate

As directed by the Chief’s Executive Council, the Ṭḥcḥo Executive Officer and the Department of Client Services shall be responsible for providing leadership and direction in all areas of programing aimed at improving the standard of living and quality of life for Ṭḥcḥo citizens, and fostering long-term sustainability, economic prosperity and safe communities.

### 3. Principles

The Ṭḥcḥo Government will adhere to the following principles when implementing this policy:

- 3.1. The guiding principles that emerge from the Ṭḥcḥo gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- 3.2. The language, culture and way of life of the Ṭḥcḥo people must be valued and serve as the foundation for the development and delivery of Ṭḥcḥo Government programs and services.
- 3.3. The interests, desires and aspirations of Ṭḥcḥo citizens, as well as changing circumstances in the region should be reflected in the provision of programs and services of the Client Services Department.
- 3.4. Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
- 3.5. Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- 3.6. Ṭḥcḥo citizens deserve demonstrable accountability for the conduct of government.
- 3.7. Employment practices and staff development should achieve the goals of the Ṭḥcḥo Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

### 4. Scope

This policy applies to all employees of the Ṭḥcḥo Government.

### 5. Definitions

In this establishment policy,

“Ṭḥcḥo Government” means the Ṭḥcḥo Government and its institutions as defined in the Ṭḥcḥo Constitution.

“Chief’s Executive Council” has the same meaning as in the Ṭḥcḥo Constitution.

“Department” means the Department of Client Services established under this policy.

<b>Section: Governance</b>	<b>3.7</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CLIENT SERVICES</b>	

“Ṭḥcḥ Executive Officer” means the senior or chief executive officer who reports to the Chief’s Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Ṭḥcḥ Government.

“Director of Client Services” means the person hired to administer the activities of the department and to supervise and administer programs related to training, capacity development and literacy; economic development; communications, and Ṭḥcḥ enrolment under a departmental establishment policy.

“Employee” means a person employed by Ṭḥcḥ Government.

## 6. Authority and Accountability

6.1. General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this policy rests with the CEC. Authority and accountability is further defined as follows:

- 6.1.1. Ṭḥcḥ Executive Officer: The Ṭḥcḥ Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this policy.
- 6.1.2. Director of Client Services: The Director of Client Services is accountable to the Ṭḥcḥ Executive Officer for implementing this policy.

6.2. Specific:

- 6.2.1. Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Client Services.
- 6.2.2. Ṭḥcḥ Executive Officer (TEO): The TEO is responsible to the CEC for carrying out the mandate of the Department of Client Services, and shall preside over the operation of the department. The TEO is authorized to ensure the carrying out of the duties described in this policy in a manner the TEO deems appropriate for the efficient and effective fulfillment of the department’s mandate.
- 6.2.3. Director of Client Services: The Director of Client Services is responsible for directing the activities of the Department of Client Services including the planning, administration, evaluation and other functions necessary to further the department’s mandate; and is accountable to the TEO for the proper conduct of the business of the department.
- 6.2.4. Manager Career Development: The Manager Career Development is responsible for the day to day operational administration and management of department affairs related to career services and literacy programs. The Manager Career Development is responsible and accountable to the Director of Client Services.

## 7. Provisions

7.1. Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Ṭḥcḥ Executive Officer and the Department of Client Services as directed by the Chief’s Executive Council is established in this policy.

7.2. Duties of the Ṭḥcḥ Executive Officer: The TEO shall delegate the development and implementation of programs and services in the department as may be appropriate to fulfill the mandate of the TEO and the department.

The TEO shall have charge of and be responsible for:

- 7.2.1. Ensuring that the Department of Client Services operates in a manner consistent with Ṭḥcḥ Government legislation, policy, priorities and strategies, and in their absence, using commonly accepted standard operating procedures, and meeting obligations under *Access to Information and Protection of Privacy Act* (ATIPP)

<b>Section: Governance</b>	<b>3.7</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CLIENT SERVICES</b>	

- 7.2.2. The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by TG departments to achieve effective control, monitoring and enforcement of TG legislation and policies.
- 7.3. Duties of the Director of Client Services: The Director of Client Services shall be responsible for the development of a framework to guide the activities of the department to meet the priorities and objectives set forward by the Tłchq Assembly as they relate to the department mandate. The development of strategies and frameworks will be responsive to the wants and needs of Tłchq citizens and communities. The Director of Client Services shall have charge of and be responsible for:
- 7.3.1. Economic Development
- 7.3.1.1. Promoting the marketing of renewable resource products and indigenous manufactured goods through various means including the Tłchq Arts Store.
- 7.3.1.2. Strengthening the economic potential of communities by providing services on behalf of the GNWT related to business and economic training, developing commercially viable businesses and enterprises for Tłchq citizens and when required identifying possible sources of financial assistance.
- 7.3.1.3. Supporting economic development in the Tłchq region.
- 7.3.2. Career Development
- 7.3.2.1. Encouraging the employment of Tłchq citizens and furthering opportunities for Tłchq citizens to engage in sustainable, meaningful employment including major projects and developments in the public service and in public agencies by leading recruitment and career planning.
- 7.3.3. Post-Secondary Support Programs
- 7.3.3.1. Improving access to education by providing assistance to Tłchq citizens through student support programs and financial top up support for post secondary education so Tłchq citizens may effectively participate in the economic prosperity of the Tłchq Nation.
- 7.3.4. Communications
- 7.3.4.1. Informing the public about government programs, services, policies and priorities through traditional communication practices and increasingly through direct engagement and online services.
- 7.3.5. Social Economic Research
- 7.3.5.1. Coordinating socio-economic research related to the mine closure strategy, career development, training, post-secondary education, and the labor market.
- 7.3.6. Apprenticeship
- 7.3.6.1. Supporting and encouraging the recruitment and employment of Tłchq apprentices with small and medium sized employers
- 7.3.7. Justice
- 7.3.7.1. Supporting community healing by providing culturally relevant programs and services for individuals who have come into contact with the justice system as both offenders and victims
- 7.3.7.2. Supporting community harmony by elevating understanding of the needs of victims and offenders in Tłchq communities and organizing activities that support crime prevention.
- 7.3.8. Enrolment

<b>Section: Governance</b>	<b>3.7</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CLIENT SERVICES</b>	

- 7.3.8.1. Monitoring and maintaining the registry of Tłchq citizens.
- 7.3.8.2. Maintaining a repository of information on Tłchq citizens – wills, estates, government documentation, IRA for Indian Affairs – Treaty Status cards
- 7.3.8.3. Providing confirmation of Tłchq citizen status.

7.3.9. Other responsibilities of the Director of Client Services

- 7.3.9.1. The monitoring and evaluation of program and services of the Department of Client Services of the Tłchq Government; and,
- 7.3.9.2. The evaluation of the activities of departmental supervisors and staff.

8. Administration

The Department of Client Services shall be administered in such a manner as to ensure that Tłchq Government requirements as expressed in Tłchq laws, regulations agreements, policies and directives are satisfied.

9. Prerogative of the Chiefs Executive Council

Nothing in this policy shall in any way be construed to limit the prerogative of the Chief’s Executive Council to make decisions or take action respecting the Department of Client Services outside the provisions of this policy.

***Effective Date: November 2, 2022***

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<b>Section: Governance</b>	<b>3.8</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF DEPARTMENT OF PLANNING AND PARTNERSHIPS</b>	

1. Statement of Policy

The Tłchq Government will establish a department called the Department of Planning and Partnerships under the direction of the Tłchq Executive Officer.

2. Mandate

As directed by the Chief’s Executive Council, the Tłchq Executive Officer and the Department of Planning and Partnerships shall be responsible for providing leadership and direction for the Tłchq Government related to establishing and documenting government priorities, and fostering relationships with and influencing other orders of government and external stakeholders.

The Department of Planning and Partnerships will communicate the Government’s position on key policy issues, articulating its priorities and ensuring understanding of the Government’s vision.

3. Principles

The Tłchq Government will adhere to the following principles when implementing this Policy:

- 3.1. The guiding principles that emerge from the Tłchq gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- 3.2. The language, culture and way of life of the Tłchq people must be valued and serve as the foundation for the development and delivery of Tłchq Government programs and services.
- 3.3. The interests, desires and aspirations of Tłchq citizens, as well as changing circumstances in the region should be reflected in the provision of programs and services.
- 3.4. Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
- 3.5. Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- 3.6. Tłchq citizens deserve demonstrable accountability for the conduct of government.
- 3.7. Employment practices and staff development should achieve the goals of the Tłchq Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

4. Scope

This policy applies to all employees of the Tłchq Government.

5. Definitions

In this establishment policy,  
 “Tłchq Government” means the Tłchq Government and its institutions as defined in the Tłchq Constitution.  
 “Chief’s Executive Council” has the same meaning as in the Tłchq Constitution.



<b>Section: Governance</b>	<b>3.8</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF DEPARTMENT OF PLANNING AND PARTNERSHIPS</b>	

“Department” means the Department of Planning and Partnerships established under this policy.

“Ṭḥcḥq Executive Officer” means the senior or chief executive officer who reports to the Chief’s Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Ṭḥcḥq Government.

“Director of Planning, Coordination and Partnerships” means the person hired to administer the activities of the department and to supervise and implement Ṭḥcḥq Government priorities under a Departmental Establishment Policy.

“Employee” means a person employed by Ṭḥcḥq Government.

6. Authority and Accountability

6.1. General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this Policy rests with the CEC. Authority and accountability is further defined as follows:

6.1.1. Ṭḥcḥq Executive Officer: The Ṭḥcḥq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this policy.

6.1.2. Director of the Department of Planning, Coordination and Partnerships: The Director of the Department of Planning and Partnerships is accountable to the Ṭḥcḥq Executive Officer for implementing this policy.

6.2. Specific:

6.2.1. Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Planning, Coordination and Partnerships.

6.2.2. Ṭḥcḥq Executive Officer (TEO): The TEO is responsible to the CEC for carrying out the mandate of the Department of Planning, Coordination and Partnerships, and shall preside over the operation of the Department. The TEO is authorized to ensure the carrying out of the duties described in this Policy in a manner the TEO deems appropriate for the efficient and effective fulfillment of the Department’s mandate.

6.2.3. Director of Department of Planning, Coordination and Partnerships: The Director of the Department of Planning and Partnerships is responsible for the management of the Department of Planning and Partnerships including the planning, administration and other functions necessary to further the Department’s mandate; and accountable to the TEO for the proper conduct of the business of the Department. The Director of the Department of Planning and Partnerships is responsible and accountable to the TEO.

7. Provisions

7.1. Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Ṭḥcḥq Executive Officer and the Department of Planning and Partnerships as directed by the Chief’s Executive Council is established in this Policy.

7.2. Duties of the Ṭḥcḥq Executive Officer: The TEO shall delegate the development and implementation of programs and services in the Department as may be appropriate to fulfill the mandate of the TEO and the Department. The TEO shall have charge of and be responsible for:

7.2.1. Ensuring that the Department of Planning and Partnerships operates in a manner consistent with Ṭḥcḥq Government legislation, policy, priorities and strategies, and in their absence, using generally accepted accounting principles (GAAP) and commonly accepted standard operating procedures.

<b>Section: Governance</b>	<b>3.8</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF DEPARTMENT OF PLANNING AND PARTNERSHIPS</b>	

- 7.2.2. The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by TG Departments to achieve effective control, monitoring and enforcement of TG legislation and policies.
- 7.3. Duties of the Director of Planning, Coordination and Partnerships: The Director of Planning and Partnerships shall be responsible for the development of a framework to guide the activities of the department to meet the priorities and objectives set forward by the Tłchq Assembly as they relate to the department mandate. The development of strategies and frameworks will be responsive to the wants and needs of the Tłchq citizens and communities. The Director of Planning and Partnerships shall have charge of and be responsible for:
- 7.3.1. Strategic Orientation
- 7.3.1.1. Working with the Tłchq Assembly to establish the government’s vision, goals and priorities.
- 7.3.1.2. Communicating the government’s strategic intentions to government departments and external stakeholders.
- 7.3.1.3. Evaluating and reporting on the activities of the government.
- 7.3.2. Advocacy and Coordination
- 7.3.2.1. Providing corporate support, leadership and focus for implementation, intergovernmental and external relations issues and opportunities.
- 7.3.2.2. Supporting the government’s implementation and advocacy efforts aimed at other governments and key external stakeholders.
- 7.3.2.3. Coordinating committees and working groups, negotiating tables and other related forums mandated to address implementation, intergovernmental, overlap and stakeholder priorities and issues.
- 7.3.3. Relationship Support and Development
- 7.3.3.1. Coordinating and facilitating relationships and partnerships with other governments and key external stakeholders.
- 7.3.3.2. Supporting efforts to address intergovernmental and other external stakeholder priorities and issues.
- 7.3.3.3. Monitoring and reporting on key issues arising within external governments.
- 7.3.4. Research, Analysis and Policy Development
- 7.3.4.1. Monitoring and analyzing trends and issues that are of interest to the government.
- 7.3.4.2. Reviewing federal and provincial policy and legislative and program changes as they relate to the government.
- 7.3.4.3. Communicating and fostering an understanding of government issues.
- 7.3.4.4. Developing administrative and legislative policy for the government.
- 7.3.4.5. Carrying out research and making recommendations on issues of specific concern to the Tłchq Government.
- 7.3.5. Board Appointments
- 7.3.5.1. Monitoring vacancies of all Board appointments under the authority of the CEC.
- 7.3.5.2. Making policy and process recommendations on Board appointments.
- 7.3.5.3. Carrying out Board appointment processes as directed.
- 7.3.6. Other responsibilities
- 7.3.6.1. The monitoring and evaluation of activities of the Department of Planning, Coordination and Partnerships; and,
- 7.3.6.2. The evaluation of departmental supervisors and staff.

<b>Section: Governance</b>	<b>3.8</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF DEPARTMENT OF PLANNING AND PARTNERSHIPS</b>	

8. Administration

The Department of Planning and Partnerships shall be administered in such a manner as to ensure that Tłchq Government requirements as expressed in Tłchq laws, regulations agreements, policies and directives are satisfied.

9. Prerogative of the Chiefs Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Chief's Executive Council to make decisions or take action respecting the Department of Planning and Partnerships outside the provisions of this Policy.

***Effective Date: December 9, 2021***

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<b>Section: Governance</b>	<b>3.9</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF EARLY CHILDHOOD</b>	

1. Statement of Policy

The Tłıchq Government will establish a department called the Department of Early Childhood, under the direction of the Tłıchq Executive Officer.

2. Mandate

The Tłıchq Government has the power to enact laws in relations to pre-schooling and early childhood development programs for Tłıchq Citizens in the Tłıchq Communities or on Tłıchq Land, according to Tłıchq Agreement 7.4.4 (k). As authorized by the Chief’s Executive Council, the Tłıchq Executive Officer and the Department of Early Childhood shall be responsible for providing leadership and direction in all areas of programing related to early childhood educational programs, early childcare programs and family support programs.

3. Principles

The Tłıchq Government will adhere to the following principles when implementing this policy:

- 3.1. The guiding principles that emerge from the Tłıchq gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- 3.2. The language, culture and way of life of the Tłıchq people must be valued and serve as the foundation for the development and delivery of Tłıchq Government programs and services.
- 3.3. The interests, desires and aspirations of Tłıchq citizens, as well as changing circumstances in the region should be reflected in the provision of programs and services of the Early Childhood Department.
- 3.4. Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Tłıchq Government programs and services.
- 3.5. Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- 3.6. Tłıchq citizens deserve demonstrable accountability for the conduct of Tłıchq Government.
- 3.7. Employment practices and staff development should achieve the goals of the Tłıchq Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

4. Scope

This policy applies to all employees of the Tłıchq Government.

5. Definitions

In this establishment policy,

“Tłıchq Government” means the Tłıchq Government and its institutions as defined in the Tłıchq Constitution.

“Tłıchq Intergovernmental Services Agreement” means the intergovernmental services agreement as referred to in 7.10 of the Tłıchq Agreement and signed August 25<sup>th</sup>, 2003 by the Tłıchq Government, the Government of the Northwest Territories, and the Government of Canada.

<b>Section: Governance</b>	<b>3.9</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF EARLY CHILDHOOD</b>	

“Chief’s Executive Council” has the same meaning as in the Tłıchq Constitution.

“Department” means the Department of Early Childhood established under this policy.

“Tłıchq Executive Officer” means the senior or chief executive officer who reports to the Chief’s Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Tłıchq Government.

“Director of Early Childhood” means the person hired to administer the activities of the department and to supervise and administer programs related to early childhood educational programs, early childcare programs, and family support programs under a departmental establishment policy.

“Early Childhood Strategy and Framework (ECSF)” means the document that was developed in 2017 that guides the work done by the Tłıchq Government in the area of Early Childhood.

“Employee” means a person employed by Tłıchq Government.

## 6. Authority and Accountability

6.1. General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this policy rests with the CEC. Authority and accountability is further defined as follows:

6.1.1. Tłıchq Executive Officer: The Tłıchq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this policy.

6.1.2. Director of Early Childhood: The Director of Early Childhood is accountable to the Tłıchq Executive Officer for implementing this policy.

6.2. Specific:

6.2.1. Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Early Childhood.

6.2.2. Tłıchq Executive Officer (TEO): The TEO is responsible to the CEC for carrying out the mandate of the Department of Early Childhood, and shall direct the operation of the department. The TEO is authorized to ensure the carrying out of the duties described in this policy in a manner the TEO deems appropriate for the efficient and effective fulfillment of the department’s mandate.

6.2.3. Director of Early Childhood: The Director of Early Childhood is responsible for directing all the activities of the Department of Early Childhood including the planning, administration, evaluation, development and other functions necessary to further the department’s mandate; and is accountable to the TEO.

6.2.4. Manager of Child Care: The Manager of the Child Care is responsible for the day-to-day operational administration and management of the regional daycares. The Manager of Child Care is responsible and accountable to the Director of Early Childhood.

6.2.5. Manager of Early Childhood Education and Family Support Programs is responsible for the day-to-day operational administration and management of all un-licensed early childhood and family programs operated by the Tłıchq Government. The Manager is responsible and accountable to the Director of Early Childhood.

## 7. Provisions

7.1. Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Tłıchq Executive Officer and the Department of Early Childhood as directed by the Chief’s Executive Council is established in this policy.

<b>Section: Governance</b>	<b>3.9</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF EARLY CHILDHOOD</b>	

- 7.2. Duties of the Tłchq Executive Officer: The TEO shall delegate the development and implementation of programs and services in the department as may be appropriate to fulfill the mandate of the TEO and the department.
- The TEO shall have charge of and be responsible for:
- 7.2.1. Ensuring that the Department of Early Childhood operates in a manner consistent with Tłchq Government law, policy, priorities and strategies, and in their absence, using commonly accepted standard operating procedures, and meeting obligations under applicable privacy laws.
- 7.2.2. The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by TG departments to achieve effective control, monitoring and enforcement of TG law and policies.
- 7.3. Duties of the Director of Early Childhood: The Director of Early Childhood shall be responsible for the implementation of the Early Childhood Strategy and Framework (2017) to guide the activities of the department to meet the priorities and objectives set forward by the Tłchq Assembly as they relate to the department mandate. The implementation of the ECSF will be responsive to the wants and needs of Tłchq citizens and communities. The Director of Early Childhood shall have charge of and be responsible for:
- 7.3.1. Daycares
- 7.3.1.1. Ensuring that all daycares are fully licensed and meet applicable laws and regulations.
- 7.3.1.2. Supporting and enhancing the physical, emotional, social, creative and cognitive development of children.
- 7.3.1.3. Ensuring a safe, healthy and enjoyable environment for children during the day.
- 7.3.1.4. Promoting Tłchq culture, language and way of life in all programs, services and partnerships.
- 7.3.1.5. Focusing on the child at the center of the program and attempts to build on each individual child's strength, developmental level, current knowledge, and interest.
- 7.3.1.6. Focusing on the philosophy that children learn through play.
- 7.3.1.7. Encouraging strong speech and language development components within each of the programs and the early childhood educators are encouraged to speak and teach both Tłchq and English Languages.
- 7.3.1.8. Developing a training plan for all staff in Daycares.
- 7.3.2. Early Childhood Education and Family Programs
- 7.3.2.1. Ensuring all programs are based in best practices in early childhood health, education and family engagement.
- 7.3.2.2. Delivering innovative early childhood programs.
- 7.3.2.3. Supporting the development of the early childhood family resource centre model in all Tłchq communities.
- 7.3.2.4. Developing resources based on Tłchq knowledge and evidence-based research for children and parents.
- 7.3.2.5. Promoting Tłchq culture, language and way of life in all programs, services and partnerships.
- 7.3.2.6. Delivering and administering all early childhood programs including but not limited to: prenatal and postnatal, oral health, speech and language, play-groups, drop-in and family programs, and Aboriginal Head Start.
- 7.3.2.7. Developing a training plan for all staff in early childhood education and family support programming.
- 7.3.3. Communications
- 7.3.3.1. Informing the public about the importance and relevance of the early years.

<b>Section: Governance</b>	<b>3.9</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF EARLY CHILDHOOD</b>	

7.3.3.2. Informing and engaging parents as key partners in all early childhood educational programs.

7.3.3.3. Informing and seeking direction from CEC about key initiatives in the department

7.3.4. Other responsibilities of the Director of Early Childhood

7.3.4.1. The monitoring and evaluation of program and services of the Department of Early Childhood of the Tłıchq Government; and,

7.3.4.2. The evaluation of the activities of departmental supervisors and staff.

8. Administration

The Department of Early Childhood shall be administered in such a manner as to ensure that Tłıchq Government requirements as expressed in Tłıchq laws, regulations, agreements, policies and directives are satisfied.

9. Prerogative of the Chiefs Executive Council

Nothing in this policy shall in any way be construed to limit the prerogative of the Chief's Executive Council to make decisions or take action respecting the Department of Early Childhood outside the provisions of this policy.

***Effective Date: October 4, 2022***

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<b>Section: Governance</b>	<b>3.10</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF INFRASTRUCTURE</b>	

### 1. Statement of Policy

The Ṭ̀cḥ̀ Government will establish a department called the Department of Infrastructure, under the direction of the Ṭ̀cḥ̀ Executive Officer.

### 2. Mandate

As directed by the Chief's Executive Council, the Ṭ̀cḥ̀ Executive Officer and the Department of Infrastructure shall be responsible for the long-term planning and development of modern, affordable and adequate infrastructure, including housing, that contributes to the social and economic well-being of Ṭ̀cḥ̀ citizens.

### 3. Principles

The Ṭ̀cḥ̀ Government will adhere to the following principles when implementing this policy:

- 3.1. The guiding principles that emerge from the Ṭ̀cḥ̀ gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- 3.2. The language, culture and way of life of the Ṭ̀cḥ̀ people must be valued and serve as the foundation for the development and delivery of Ṭ̀cḥ̀ Government programs and services.
- 3.3. The interests, desires and aspirations of Ṭ̀cḥ̀ citizens, as well as changing circumstances in the region should be reflected in the provision of programs and services of the Infrastructure Department.
- 3.4. Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
- 3.5. Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- 3.6. Ṭ̀cḥ̀ citizens deserve demonstrable accountability for the conduct of government.
- 3.7. Employment practices and staff development should achieve the goals of the Ṭ̀cḥ̀ Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

### 4. Scope

This policy applies to all employees of the Ṭ̀cḥ̀ Government.

### 5. Definitions

In this establishment policy,

“Ṭ̀cḥ̀ Government” means the Ṭ̀cḥ̀ Government and its institutions as defined in the Ṭ̀cḥ̀ Constitution.

“Chief's Executive Council” has the same meaning as in the Ṭ̀cḥ̀ Constitution.

“Department” means the Department of Infrastructure established under this policy.

“Ṭ̀cḥ̀ Executive Officer” means the senior or chief executive officer who reports to the Chief's Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Ṭ̀cḥ̀ Government.



<b>Section: Governance</b>	<b>3.10</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF INFRASTRUCTURE</b>	

“Director of Infrastructure” means the person hired to administer the activities of the department and to supervise and administer programs related to the mandate outlined in the departmental establishment policy.

“Employee” means a person employed by Tłchq Government.

## 6. Authority and Accountability

- 6.1. General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this policy rests with the CEC. Authority and accountability is further defined as follows:
  - 6.1.1. Tłchq Executive Officer: The Tłchq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this policy.
  - 6.1.2. Director of Infrastructure: The Director of Infrastructure is accountable to the Tłchq Executive Officer for implementing this policy.
- 6.2. Specific:
  - 6.2.1. Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Infrastructure.
  - 6.2.2. Tłchq Executive Officer (TEO): The TEO is responsible to the CEC for carrying out the mandate of the Department of Infrastructure, and shall preside over the operation of the department. The TEO is authorized to ensure the carrying out of the duties described in this policy in a manner the TEO deems appropriate for the efficient and effective fulfillment of the department’s mandate.
  - 6.2.3. Director of Infrastructure: The Director Infrastructure is responsible for directing the activities of the Department of Infrastructure including the planning, administration, evaluation and other functions necessary to further the department’s mandate; and is accountable to the TEO for the proper conduct of the business of the department.

## 7. Provisions

- 7.1. Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Tłchq Executive Officer and the Department of Infrastructure as directed by the Chief’s Executive Council is established in this policy.
- 7.2. Duties of the Tłchq Executive Officer: The TEO shall delegate the development and implementation of programs and services in the department as may be appropriate to fulfill the mandate of the TEO and the department.
 

The TEO shall have charge of and be responsible for:

  - 7.2.1. Ensuring that the Department of Infrastructure operates in a manner consistent with Tłchq Government legislation, policy, priorities and strategies, and in their absence, using commonly accepted standard operating procedures, and meeting obligations under *Access to Information and Protection of Privacy Act (ATIPP)*
  - 7.2.2. The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by TG departments to achieve effective control, monitoring and enforcement of TG legislation and policies.
- 7.3. Duties of the Director of Infrastructure: The Director of Infrastructure shall be responsible for the development of a framework to guide the activities of the department to meet the priorities and objectives set forward by the Tłchq Assembly as they relate to the department mandate. The development of strategies and frameworks will be responsive to the wants and needs of Tłchq

<b>Section: Governance</b>	<b>3.10</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF INFRASTRUCTURE</b>	

citizens and communities. The Director of Infrastructure shall have charge of and be responsible for:

7.3.1. Infrastructure Planning

- 7.3.1.1. Providing long-term, planning and support for the development of Tłchq Government and public infrastructure in the region, including housing, that supports the social and economic development and wellbeing of Tłchq citizens;
- 7.3.1.2. Identifying investments and funding opportunities for infrastructure and housing development;
- 7.3.1.3. Building partnerships, developing policies, delivering programs, and fostering knowledge about Tłchq Government and public infrastructure and housing and the unique needs in the Tłchq region; and,
- 7.3.1.4. Helping to address complex challenges that the Tłchq region faces from the effect of climate change on infrastructure and housing to the preservation and promotion of Tłchq language, culture and way of life through targeted infrastructure investments.
- 7.3.1.5. Provide project management and coordination for infrastructure projects.

7.3.2. Housing Policy & Programs

- 7.3.2.1. Monitoring housing needs and issues and developing options and actions to address housing gaps and transition issues;
- 7.3.2.2. In coordination with other Tłchq Government departments developing and implementing training and education programs to develop the regions capacity to operate and maintain infrastructure and housing;
- 7.3.2.3. Supporting local homeowners and housing authorities through advocacy, partnerships and information sharing with corporate, administrative and legislative branches of the federal and territorial government; and,
- 7.3.2.4. Developing and implementing programs to improve housing conditions for Tłchq citizens.

7.3.3. Other responsibilities of the Director of Infrastructure

- 7.3.3.1. The monitoring and evaluation of program and services of the Department of Infrastructure of the Tłchq Government; and,
- 7.3.3.2. The evaluation of the activities of departmental supervisors and staff.

8. Administration

The Department of Infrastructure shall be administered in such a manner as to ensure that Tłchq Government requirements as expressed in Tłchq laws, regulations agreements, policies and directives are satisfied.

9. Prerogative of the Chiefs Executive Council

Nothing in this policy shall in any way be construed to limit the prerogative of the Chief's Executive Council to make decisions or take action respecting the Department of Infrastructure outside the provisions of this policy.

***Effective Date: October 4, 2022***

<b>Section: Governance</b>	<b>3.10</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF INFRASTRUCTURE</b>	

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<b>Section: Governance</b>	<b>3.11</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF HEALING AND COMMUNITY WELLNESS</b>	

1. Statement of Policy

The Tɔ̀chɔ̀ Government will establish a department called the Department of Healing and Community Wellness, under the direction of the Tɔ̀chɔ̀ Executive Officer.

2. Mandate

As directed by the Chiefs Executive Council, the Tɔ̀chɔ̀ Executive Officer and the Department of Healing and Community Wellness shall be responsible for improving the mental, emotional, spiritual and physical well-being of Tɔ̀chɔ̀ citizens and strengthening Tɔ̀chɔ̀ concepts of healing and wellness and connecting them to contemporary systems and structures.

3. Principles

The Tɔ̀chɔ̀ Government will adhere to the following principles when implementing this Policy:

1. The guiding principles that emerge from Tɔ̀chɔ̀ Gonàowòdo, describing our beliefs as a People and written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction.
2. The language, culture and way of life of the Tɔ̀chɔ̀ people must be valued and serve as the foundation for the development and delivery of Tɔ̀chɔ̀ Government programs and services.
3. The interests, desires and aspirations of Tɔ̀chɔ̀ citizens, as well as changing circumstances in the region, should be reflected in the provision of programs and services.
4. Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
5. Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
6. Tɔ̀chɔ̀ citizens deserve demonstrable accountability for the conduct of government.
7. Employment practices and staff development should achieve the goals of the Tɔ̀chɔ̀ Government through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

4. Scope

This policy applies to all employees of the Tɔ̀chɔ̀ Government.

5. Definitions

In this establishment policy,

“Tɔ̀chɔ̀ Government” means the Tɔ̀chɔ̀ Government and its institutions as defined in the Tɔ̀chɔ̀ Constitution.

“Chiefs Executive Council” has the same meaning as in the Tɔ̀chɔ̀ Constitution.

“Department” means the Department of Healing and Community Wellness established under this policy.

“Tɔ̀chɔ̀ Executive Officer” means the senior or chief executive officer who reports to the Chiefs Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Tɔ̀chɔ̀ Government.

<b>Section: Governance</b>	<b>3.11</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF HEALING AND COMMUNITY WELLNESS</b>	

“Director of Healing and Community Wellness” means the person hired to administer the activities of the department and supervise the implementation of Tłchq Government strategy, programs and services related to health, healing, mental wellness and addiction recovery under a Departmental Establishment Policy.

“Employee” means a person employed by Tłchq Government.

6. Authority and Accountability

1. General: This policy is issued under the authority of the Chiefs Executive Council. The authority to make exceptions and approve revisions to this Policy rests with the CEC. Authority and accountability is further defined as follows:
  1. Tłchq Executive Officer: The Tłchq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this policy.
  2. The Director of Healing and Community Wellness: The Director of Healing and Community Wellness is accountable to the Tłchq Executive Officer for implementing this policy.
2. Specific:
  1. Chiefs Executive Council: The Chief’s Executive Council may approve a change to the mandate of the Department of Healing and Community Wellness.
  2. Tłchq Executive Officer: The Tłchq Executive Officer is accountable to the Chiefs Executive Council for carrying out the mandate of the Department of Healing and Community Wellness and shall preside over the operation of the Department. The Tłchq Executive Officer is authorized to ensure the carrying out of the duties described in this Policy in a manner the Tłchq Executive Officer deems appropriate for the efficient and effective fulfillment of the Department’s mandate.
  3. Director of Healing and Community Wellness: The Director of Healing and Community Wellness is responsible for the strategic and operational management of the Department of Healing and Community Wellness, including all planning, administration, and other functions necessary to further the Department’s mandate. The Director of Healing and Community Wellness is responsible and accountable to the Tłchq Executive Officer for the proper conduct of the business of the Department.

7. Provisions

1. Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Tłchq Executive Officer and the Department of Healing and Community Wellness as directed by the Chiefs Executive Council is established in this Policy.
2. Duties of the Tłchq Executive Officer: The Tłchq Executive Officer shall delegate the development and implementation of programs and services in the Department as may be appropriate to fulfill the mandate of the Tłchq Executive Officer and the Department. The Tłchq Executive Officer shall have charge of and be responsible for:
  1. Ensuring that the Department of Healing and Community Wellness operates in a manner consistent with Tłchq Government legislation, policy, priorities and strategies, and in their absence, using generally accepted accounting principles (GAAP) and commonly accepted standard operating procedures.
  2. The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by Tłchq Government Departments to achieve effective control, monitoring and enforcement of Tłchq Government legislation and policies.
  3. Duties of the Director of Healing and Community Wellness: The Director of Healing and Community Wellness shall be responsible for the establishment and oversight of the Tłchq

<b>Section: Governance</b>	<b>3.11</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF HEALING AND COMMUNITY WELLNESS</b>	

Government’s approach to delivering care and support for Tɔ̀chɔ̀ citizens and communities in their healing and wellness. The Director shall nurture a supportive environment within the Department of Healing and Community Wellness in order to ensure health promotion and a system of care that addresses structural and social determinants of health in addition to emerging objectives put forward by the Tɔ̀chɔ̀ Assembly, ensuring responsiveness to the needs and priorities of Tɔ̀chɔ̀ citizens and communities. The Director shall initiate and oversee community-based participatory research and evaluation to improve Departmental performance and accountability. The Director of Healing and Community Wellness shall have charge of and be responsible for:

1. Health Promotion: the design and delivery of health promotion strategy, programs and initiatives in the Tɔ̀chɔ̀ region that help people to increase control over and improve their health, notably through communication, engagement and empowerment.
2. Clinical Care and Case Management: programs and services that improve access to person-centered, culturally safe mental wellness and addiction recovery services, including integrated case management, counselling, and support for Tɔ̀chɔ̀ citizens experiencing homelessness.
3. Community Care: planning and delivery of community capacity building and community-led mental wellness and addiction recovery support that promotes unity, youth welfare, Elder welfare, and cultural approaches to healing.
4. On-the-land Healing: the scheduling, planning and sustainable delivery of land-based healing programming for Tɔ̀chɔ̀ citizens, grounded in Gonàowòd.
5. Other responsibilities of the Director of Healing and Community Wellness:
  1. Managing human and financial resources of the Department in a manner that is effective and consistent with Tɔ̀chɔ̀ Government policies and procedures.
  2. Monitoring and evaluating all initiatives of the Department of Healing and Community Wellness.
  3. Building partnerships with senior managers and leadership within other organizations or jurisdictions, notably the Tɔ̀chɔ̀ Community Services Agency, non-profit community groups, and federal agencies.
  4. Facilitating interorganizational and interdepartmental collaboration and communication to achieve progress against goals and strategic priorities outlined in organizational strategy related to the mandate of the Department.
8. Administration

The Department of Healing and Community Wellness shall be administered in such a manner as to ensure that Tɔ̀chɔ̀ Government requirements as expressed in Tɔ̀chɔ̀ laws, regulations agreements, policies and directives are satisfied.

9. Prerogative of the Chiefs Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Chiefs Executive Council to make decisions or take action respecting the Department of Healing and Community Wellness outside the provisions of this Policy.

<b>Section: Governance</b>	<b>3.11</b>
<b>Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF HEALING AND COMMUNITY WELLNESS</b>	

*Effective Date: April 30, 2024*

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<b>Section: Administration and Management</b>	<b>4.1</b>
<b>Subject: ADMINISTRATION IN LIEU OF POLICY</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Tłchq Legislative Policy.**

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*Effective Date: May 3, 2010*

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<b>Section: Administration and Management</b>	<b>4.2</b>
<b>Subject: POLICY DISTRIBUTION</b>	

### 1. Definitions

“Policy distribution” means the distribution of administrative policies of the Tłchq Government to Tłchq Government employees and Tłchq citizens.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to policy documents of the Tłchq Government administration.

### 3. Purpose and Position

The purpose of this policy is to establish the minimum requirements for policy distribution.

The Tłchq Government’s Administrative Policy and Procedures manual affirms the standards and procedures for operating the Tłchq Government and is a tool for communicating the principles, values and goals of the Tłchq Government to supervisors, employees and Tłchq citizens. It is therefore imperative that the policy be easily accessible.

### 4. Requirements

- a) As per Policy 2.1 – Policy Development, the current official version of the policy document will be in the possession of the Tłchq Executive Officer. All other copies are uncontrolled copies and may not be current.
- b) As part of orientation, all Tłchq Government employees will be provided with a copy of the Tłchq Government Policies and Procedures Manual.
- c) Policy documents will be made available to Tłchq citizens at all Tłchq Government offices free of charge.
- d) Tłchq Government employees will be notified by email and hard copy of any updated, revised or new policies.
- e) When policies are amended which affect an employee’s terms of employment, employees will be notified in writing.
- f) All policies will be available at the Tłchq Government website.
- g) Subject to reasonable constraints, the Tłchq Government will aim to have updates and revisions published within five (5) business days of approval. Notifications will be circulated internally.

### 5. Monitoring

The Manager Policy & Communications is responsible for implementing this policy.

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

<b>Section: Administration and Management</b>	<b>4.2</b>
<b>Subject: POLICY DISTRIBUTION</b>	

The Tłıchǵ Executive Officer is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Tłıchǵ Executive Officer will ensure that the policy manual or amended policies approved by the Chiefs Executive Council are printed on official policy paper bearing a watermark and the Tłıchǵ Government logo. The master copy of the document will be kept by the Tłıchǵ Executive Officer.
- b) The Tłıchǵ Executive Officer will forward a copy of the policy manual or amended policy to the Manager Policy & Communications, who will be responsible for forwarding copies to all Tłıchǵ Government employees and posting the policy on the Tłıchǵ Government website.
- c) The Community Directors will be responsible for updating all public copies of the policy manual and providing their respective Chief and Assembly members with an updated copy.

***Effective Date: April 13, 2015***

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<b>Section: Administration and Management</b>	<b>4.3</b>
<b>Subject: COPYRIGHT ON TŁICHQ GOVERNMENT WORKS</b>	

**This policy has been repealed from the Tłichq Government Administrative Policy & Procedures.**

**This policy has been updated and can now be found in the new Tłichq Government Administrative Policy Manual titled: “Protection of Tłichq Government Works.”**

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*Effective Date: July 24, 2024*

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<b>Section: Administration and Management</b>	<b>4.4</b>
<b>Subject: TELEPHONE, AND CELLULAR TELEPHONE USE</b>	

1. Definitions

“Telephone, and cellular telephone” means telecommunication devices used by Tłıchq Government employees in the execution of their duties.

2. Authorities and Application

This policy is made under the direction of the Chiefs Executive Council and applies to Tłıchq Government employees.

3. Purpose and Position

The purpose of this policy is to establish guidelines for how telecommunication resources will be utilized.

The Tłıchq Government recognizes that the use of the telephone is an indispensable business communications tool and is necessary for the successful operation of the Tłıchq Government.

The Tłıchq Government recognizes there are evolving best-practices for personal, confidential information sharing and data privacy.

In keeping with current best-practices, individuals who are responsible for holding and processing personal and confidential information remotely, including the Tłıchq Executive Officer, Department Directors, Assistant to the TEO, Senior Director Governance, Community Directors, Managers, and Travel Clerk, will be issued Tłıchq Government cellular devices. Upon termination of employment, all data will be deleted and the device returned to the Manager Financial Services to be reissued to another employee or disposed of.

4. Requirements

Land Lines

- a) A landline telephone will be provided to employees in the workplace to facilitate the fulfillment of their duties.
- b) Collect calls of a personal nature must not be accepted on Tłıchq Government telephones.

Cellular telephones

- c) Cellular phones are provided to the Tłıchq Executive Officer, Department Directors, Assistant to the TEO, Senior Director Governance, Community Directors, Managers, and Travel Clerk as these employees hold personal and confidential information and regularly fulfill their employment duties away from an established place of work (i.e. those who travel frequently) and/or are expected to be available outside of regular work hours.
- d) Where an employee, not listed above, has responsibilities that involve unique communication needs, a Department Director may approve issuance of a cellular phone. The employees requirement to use a Tłıchq Government issued cellular phone must be clearly documented,

<b>Section: Administration and Management</b>	<b>4.4</b>
<b>Subject: TELEPHONE, AND CELLULAR TELEPHONE USE</b>	

outlining that the position holds personal and confidential information and requires the individual to be available outside of regular office hours or travel frequently.

- e) Cell phones are provided to employees for business use. Devices are not to be “loaned” or otherwise made available to family members, friends, or any non-government employee.
- f) All cellular phones issued by the Tłıchq Government will be an iPhone provided by an authorized preferred vendor, under a Master Contract at a negotiated rate.
- g) The Tłıchq Executive Officer, based on the recommendation of the Manager Financial Services, will determine the model of iPhone that will be the standard issue cellphone for employees. This standard issue cellphone will be a model that is at a reasonable expense level and deemed to be sufficient for most Tłıchq Government needs.
- h) Any employee requesting a cellphone above the approved standard issue cellphone model must provide a written justification for such an upgrade outlining the reasons the upgraded model is required to perform the Tłıchq Government job duties.
- i) The Manager Financial Services will arrange the issuance of new cellphones. All new cellphones will be the approved standard issue cellphone model unless an exception is approved by the Tłıchq Executive Officer
- j) Employees who are provided with a cellular phone must execute and abide by the Tłıchq Government Cellular Telephone – Use and Acknowledgement Agreement found in Appendix M.
- k) Although it is recognized that communication privileges may from time-to-time be used for personal reasons, the Tłıchq Government expects that employees conduct themselves in an appropriate manner as outlined in Policy 6.1 Employee Conduct and Policy 1.2 – Code of Ethics and that any personal telephone, cellular phone or data charges will be kept to a minimum. Any excessive or inappropriate personal use of Tłıchq Government communication resources will be subject to disciplinary action, up to and including dismissal.
- l) Device upgrades and device replacements must be approved by Department Directors and are limited only to essential need when the useful life of the device has passed. Department directors cannot approve a higher model of cellphone than the approved standard issue cellphone model approved by the TEO (see requirement g). The Manager Financial Services will arrange the issuance of all new cellphones.
- m) Mobile device accessories may also be an approved expense only if they extend the useful life of the device and/or are essential for safety or accessibility and are pre-approved by the Department Director.
- n) Employees found to be replacing devices unnecessarily or intentionally causing damage in order to receive a replacement device will be subject to disciplinary action, up to and including dismissal.

<b>Section: Administration and Management</b>	<b>4.4</b>
<b>Subject: TELEPHONE, AND CELLULAR TELEPHONE USE</b>	

- o) The Manager Financial Services is responsible for the approval of telecommunication contracts with the preferred vendor.

Personal Cellphones

- p) Only under exceptional circumstances may a Department Director approve the temporary or short-term use of personal cellphones for work purposes.
- q) Employees who are pre-approved by their Department Director to use their own personal device for essential communication needs (in accordance with the requirements of Appendix M.) will be reimbursed to a maximum of \$75.00 per month of use. These employees must submit their communication expenses within 30 days for reimbursement. (ie. Invoice dated June 1 must be submitted for reimbursement by July 1)
- r) Department Directors are responsible for approving reimbursement for telecommunication expenses for employees in their department.
- s) Personal cellphones, even those used for work purposes, are not permitted to connect to the Tłıchq Government network – including sending/receiving emails and texts, downloading and accessing files, accessing network applications, downloading or accessing apps, and accessing the internet. A guest network connection is available for non-Tłıchq Government phones to use the wifi connection.
- t) Guidelines for payment and processing of cellular phone charges are outlined in Policy 5.11 – Payment Procedures and Policy 3.2 – Travel Expenses and Honoraria.

Enforcement

- u) A cellphone is considered an asset of the Tłıchq Government and therefore inappropriate usage or deliberate destruction may be dealt with under Policy 5.20 – Fraud & Theft Prevention policy.
- v) Violations of this policy may be dealt with under Policy 6.2 – Discipline of Employees.
- w) Appropriate cyber security measures must be adhered to at all times. A cyber-security policy is forthcoming.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy

All Department Directors are responsible for enforcing this policy with employees reporting to them.

The Manager: Financial Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

6. Process

<b>Section: Administration and Management</b>	<b>4.4</b>
<b>Subject: TELEPHONE, AND CELLULAR TELEPHONE USE</b>	

The following process steps are to be used as a reference for executing the above policy:

- a) Employees are responsible for familiarizing themselves with the requirements of this policy. Abuse of this policy may lead to penalties not limited to reimbursement of funds.
- b) Employees are responsible for notifying their supervisors if their use of communication services exceeds normal usage. If an employee has planned work-related travel that will take them outside of regular cellular rate usage, they must make arrangements for a roaming package in advance of their travel.
- c) On a monthly basis, the Manager: Financial Services will review all cellular phone and telephone bills.
- d) The Manager: Financial Services will prepare a report for Department Directors highlighting any significant variances or violations of this policy.
- e) The Department Director will follow up and take action as required.
- f) The Manager: Financial Services will have all employees complete a Tłıchq Government Cellular Telephone Use and Acknowledgement Agreement found in Appendix M and keep record of all cellular telephones issued to employees.
- g) Misuse of telephone and cellular telephone privileges will be brought to the employee's attention. If the misuse continues, the employee may be subject to disciplinary action.
- h) Suspected misconduct will be dealt with as stated in Policy 6.2 – Discipline of Employees.

*Effective Date: September 13, 2022*

Related Policy

Policy 3.2 – Travel Expenses & Honoraria

Policy 5.11 – Payment Procedures

Policy 6.2 – Discipline of Employees

Forthcoming – Cybersecurity Policy

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<b>Section: Administration and Management</b>	<b>4.5</b>
<b>Subject: USE OF INFORMATION TECHNOLOGY</b>	

### 1. Definitions

“Use of information technology,” also called IT, means the use of electronic communication, voice mail, fax, database(s), intranet, Internet, World Wide Web, electronic media, hardware and software that is owned, managed and supported by the Tłchq Government.

### 2. Application and Authority

This policy is made under the authority of the Chiefs Executive Council and applies to the Tłchq Government administration.

### 3. Purpose and Position

The purpose of the Tłchq Government’s information technology policies is to ensure:

- a secure workplace;
- a productive workplace;
- civility and professionalism among employees of the Tłchq Government, members of the Tłchq Nation and the public; and
- that neither the employee nor the Tłchq Government is exposed to any liability from an employee’s use of information technology resources.

The Tłchq Government recognizes that information technology is essential for the effective and efficient operation of Tłchq Government services. Use of the Internet, including email, is a tool provided to employees to improve the quality of service delivery.

The Tłchq Government accepts that employees will from time to time use its information technology resources for personal use. When employees use Tłchq Government information technology for personal use, they are required to comply with Policy 6.1 – Employee Conduct and the guidelines contained within this policy.

### 4. Requirements

#### **General Guidelines**

- a) All information stored on an employee’s computer, including emails, files and folders, and all other material is considered Tłchq Government property and may be accessed or deleted at any time by an employee’s supervisor.
- b) An employee’s use of Tłchq Government information technology resources may be restricted at any time for inappropriate use. Such inappropriate use includes, but is not limited to, activities listed under “Prohibited Uses of Email and Internet” and Section 4.5.4(p) of this policy.
- c) Internet, email and information technology (IT) use and access, including personal communications by employees, may be monitored, logged and reviewed by the Director of Corporate Services or designate in order to assess the security of the network and compliance with this policy.



<b>Section: Administration and Management</b>	<b>4.5</b>
<b>Subject: USE OF INFORMATION TECHNOLOGY</b>	

### **General Computer Management**

- d) The Tłchq Government is responsible for ensuring all employee computers are usable and contain the programs required for an employee to carry out assigned duties.
- e) Downloading other programs from the web, or any other source, is not permitted without the written consent of an employee's supervisor.
- f) At the start of employment, an employee will be assigned a user profile and passwords, as required, to access computer, email and other services. Employees must not reveal their passwords to anyone, except at the request of a manager, Department Director, Community Director or the Director of Corporate Services.
- g) An employee will not allow others to use their computer without the consent of their supervisor. The Tłchq Executive Officer can designate individuals who may access any or all computers owned by the Tłchq Government.

### **Electronic Mail and the Internet**

- h) Employees are expected to be courteous and follow network etiquette when using electronic mail (email) or the Internet. Training will be provided if required.
- i) Employees should respect all intellectual rights and copyright for information posted on the World Wide Web.
- j) The Tłchq Government will provide all employees with email accounts for work-related use. These email accounts are to be used for work-related purposes only.
- k) Contractors and non- Tłchq Government employees are not permitted to have Tłchq Government e-mail addresses.
- l) Use of personal email accounts (i.e., Hotmail, Yahoo, Gmail or other accounts) for work-related business is not permitted.
- m) Employees must remember that emails are a method of communication and, as such, the content of emails sent externally should reflect Tłchq Government positions.
- n) All emails on Tłchq Government accounts are considered Tłchq Government property and may be accessed at any time by a Department Director, Community Director, Director of Corporate Services or Tłchq Executive Officer. The person whose email account is being accessed will be notified, where appropriate, at the time of access.

### **Prohibited Uses of Email and the Internet**

- o) The following uses of email and the Internet are not permitted and may result in disciplinary procedures:

<b>Section: Administration and Management</b>	<b>4.5</b>
<b>Subject: USE OF INFORMATION TECHNOLOGY</b>	

- sending unsolicited junk mail;
  - sending chain mail;
  - personal use, including personal business;
  - political lobbying;
  - sending or soliciting slanderous, hateful or harassing mail;
  - distributing viruses; distributing or soliciting pornography or obscene, lewd, violent or racist material; and
  - any illegal activity.
- p) Unless authorized by an employee’s supervisor, in writing, the use of chat rooms is not permitted.
- q) The use of instant messaging software for business purposes is allowed. If an employee uses instant messaging software for personal use, the software may be removed from their computer and they will lose the privilege of using the software for business purposes.

**World Wide Web**

- r) Employees are encouraged to use the World Wide Web to help carry out their job responsibilities by gathering information, exploring new ideas and processes and finding new methods of delivering their programs and services.
- s) Accessing websites, including databases, newspapers, periodicals and encyclopedias, is encouraged if it improves an employee’s efficiency and effectiveness. No subscription may be made to a web-based service without the prior approval of a Department Director, Community Director or supervisor and following proper financial policies and procedures.
- t) An employee’s Internet use must be limited, respectful and abide by the following conditions:
- i. An employee may not:
    - access pornography or racist, violent or obscene material (including downloading files);
    - access chat rooms;
    - conduct private business or solicit money for personal causes;
    - download programs, music or pictures;
    - access streaming services (video or audio);
    - access online games (including gambling services);
    - misrepresent themselves, i.e., use pseudonyms or aliases;
    - carry out any illegal activity; or
    - access social networking media.
  - ii. An employee may use the World Wide Web for personal use outside business hours, i.e., during lunch or coffee breaks, or after regular working hours. However, the employee’s use must follow the conditions detailed above.

5. Monitoring

All employees are responsible for implementing this policy.

<b>Section: Administration and Management</b>	<b>4.5</b>
<b>Subject: USE OF INFORMATION TECHNOLOGY</b>	

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Director of Corporate Services is responsible for monitoring this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy

## 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) To ensure that aging computer systems remain compatible within the Tłchq Government environment, the Director of Corporate Services will be responsible for monitoring and maintaining information technology. When new hardware is purchased, existing hardware will be redistributed or disposed of properly.
- b) The Director of Corporate Services will manage hardware and software assets on an ongoing basis (i.e., virus issues, network breach, lost or stolen computers, etc.).
- c) Employees will immediately report any support service needs to their supervisor, who will determine if support is needed from the IT service provider to avoid damage or risk to the information technology assets owned and managed by the Tłchq Government.
- d) An employee who suspects any misuse of IT, email or Internet by another employee should report it to their own supervisor.
- e) If a supervisor recognizes the misuse of IT, email or Internet by an employee who reports to them, they should speak to the individual reminding them of the Requirements of this policy. Should the misuse continue, disciplinary action should escalate in accordance with Policy 6.2 – Discipline of Employees.
- f) If a supervisor receives a report of misuse of IT, email or Internet by an employee who does not report to them, they should report the suspected misuse to the employee’s direct supervisor. Should the misuse continue, it should be dealt with according to Policy 6.10 – Employee Complaints and Appeals.
- g) Any infractions of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

***Effective Date: April 13, 2015***

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<b>Section: Administration and Management</b>	<b>4.6</b>
<b>Subject: VEHICLE USE POLICY</b>	

### 1. Definitions

“Vehicle” means all mobile equipment purchased by the Tłıchǫ Government for its own use, including boats, ATVs, cars, trucks, snowmobiles, etc.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to Tłıchǫ Government employees and Chiefs.

### 3. Purpose and Position

The Tłıchǫ Government recognizes that the Tłıchǫ employees may have a need for vehicles to conduct Tłıchǫ Government business. Responsibility for the vehicles will be assigned to Community Directors in the respective communities, Director of Department of Culture and Lands Protection for the Lands and Culture Office and the Director of Corporate Services for the head office.

### 4. Requirements

#### **Eligible Drivers**

- a) Only employees conducting business on behalf of the Tłıchǫ Government are eligible to drive Tłıchǫ Government vehicles. The Manager Financial Services will maintain a list of eligible drivers, noting any driving restrictions on their licences and provide listings to Community Directors, Director of Department of Culture and Lands Protection and/or Director of Corporate Services.
- b) In order to be eligible to drive a Tłıchǫ Government vehicle, all Tłıchǫ Government employees must provide a driver’s abstract and valid copy of their driver’s licence to the Manager Financial Services and be approved on the Tłıchǫ Government Insurance Policy. Eligible drivers may be required to provide proof of a valid driver’s licence annually every December.
- c) If a cost is involved in obtaining a driver’s abstract in order to be an eligible driver, the employee will pay the costs and submit receipts for reimbursement by the Tłıchǫ Government.
- d) All eligible drivers will be given a copy of this policy and will be required to initial and date a copy, which will be kept by the Manager: Financial Services.

#### **Use of the Vehicle**

- e) The use of a Tłıchǫ Government vehicle is a privilege. If the Community Director, Director of Department of Culture and Lands Protection or Director of Corporate Services determines that an employee is abusing the privilege, they may revoke driving privileges.
- f) Pursuant to Policy 4.7 – Tobacco & E Cigarette Use in the Workplace, smoking or consumption of other forms of tobacco is not permitted in Tłıchǫ Government vehicles.

<b>Section: Administration and Management</b>	<b>4.6</b>
<b>Subject: VEHICLE USE POLICY</b>	

- g) The Community Directors, Director of Department of Culture and Lands Protection and Director of Corporate Services must approve all uses of the Tłchq Government vehicle in their respective communities. A sign-out sheet as well as safety documents will be maintained and must be used by all drivers.
- h) Tłchq Government vehicles are not for personal use.
- i) Passengers of Tłchq Government vehicles shall be limited to Tłchq Government employees and individuals who are directly associated with Tłchq Government work activity (committee/board members, consultants, contractors, etc.). Family members shall not be transported in Tłchq Government vehicles unless they are accompanying the employee or individual for work directly associated with the Tłchq Government.
- j) When public transportation is available in the community for transportation to and from the airport, employees and elected officials will make every effort to use the public transportation available.
- k) No person may use a Tłchq Government vehicle outside of the respective community without the approval of the Director of Corporate Services. As Behchokò is part of the all-weather road system, Tłchq Government vehicles may be used outside the community. This is the only exception.
- l) When the vehicle is not in use, or at the end of each business day, it must be parked at the Tłchq Government office and the keys returned to the Community Director, Director of Department of Culture and Lands Protection or Director of Corporate Services. If there is abuse or suspected abuse of the use of Tłchq Government vehicles, the Director: Corporate Services may extend the care and control of the Tłchq Government vehicle to the local chief.
- m) Persons may not operate Tłchq Government vehicles under the influence of alcohol, illegal drugs, prescription drugs or medications that may interfere with the effective and safe operation of the vehicle.
- n) Persons driving Tłchq Government vehicles shall obey all applicable traffic and parking regulations, ordinances and laws.
  - i. Tłchq Government employees who incur parking or other fines in Tłchq Government vehicles will be personally responsible for payment of such fines.
  - ii. Tłchq Government employees who are issued citations for any offence while using a Tłchq Government vehicle must notify the Community Director, Director of Corporate Services, Director of Department of Culture and Lands Protection or Manager Financial Services immediately or no later than 24 hours after the offence is issued. Failure to provide such notice may be grounds for disciplinary action.
  - iii. An eligible driver who is arrested for or charged with a motor vehicle offence for which the punishment includes suspension or revocation of the motor vehicle licence, whether in his or her personal vehicle or in a Tłchq Government vehicle, must notify the Community Director, Director of Corporate Services, Director of Department of Culture and Lands Protection or Manager Financial Services no later than 24 hours after the

<b>Section: Administration and Management</b>	<b>4.6</b>
<b>Subject: VEHICLE USE POLICY</b>	

offence is issued. Conviction for such an offence may be grounds for loss of Tłchq Government vehicle privileges and/or further disciplinary action.

- o) The Tłchq Government shall not be liable for the loss or damage of any personal property transported in the vehicle.
- p) Drivers are expected to keep Tłchq Government vehicles clean and to report any malfunction or damage to the Community Director, Director of Department of Culture and Lands Protection or Director of Corporate Services immediately.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Community Directors and the Office Manager will monitor the sign-out sheets.

The Manager: Financial Services is responsible for monitoring the regular maintenance of the vehicles and vehicle records.

The Manager: Financial Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When use of a Tłchq Government vehicle is required, a request will be made to the Director of Corporate Services, Director of Department of Culture and Lands Protection or the applicable Community Director for approval.
- b) The Director of Corporate Services, Director of Department of Culture and Lands Protection and the Community Director will review the sign-out sheet to ensure compliance with this policy.
- c) Suspected violations will be reviewed/investigated by the Community Director, Director of Department of Culture and Lands Protection or the Director of Corporate Services, as the case may be.
- d) Any proven violations by employees will be dealt with in accordance with Policy 6.2 – Employee Discipline.

**Effective Date: January 17, 2019**

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<b>Section: Administration and Management</b>	<b>4.7</b>
<b>Subject: TOBACCO &amp; E-CIGARETTE USE IN THE WORKPLACE</b>	

### 1. Definitions

“Tobacco” means all tobacco products, including cigarettes, cigars and smokeless or chewing tobacco.

“E-Cigarettes” means a battery-operated device that is typically designed to resemble a traditional cigarette and is used to inhale a usually nicotine-containing vapor.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to Tłıchq Government employees, Chiefs Executive Council and Assembly members.

### 3. Purpose and Position

The purpose of this policy is to communicate the expectations of the Tłıchq Government with regards to tobacco and e-cigarette use in Tłıchq Government workplaces. Tłıchq Government workplaces include Tłıchq Government offices, any Tłıchq Government-owned community-use buildings and Tłıchq Government vehicles.

The Tłıchq Government recognizes the health hazards associated with tobacco and e-cigarette use in the workplace. Therefore, the Tłıchq Government does not permit the use of tobacco or e-cigarettes, in any form, by employees or the general public in Tłıchq Government workplaces.

### 4. Requirements

- a) All employees, including new employees, will be informed that using tobacco and e-cigarettes are not allowed in the workplace.
- b) If an employee or member of the public observes an individual using tobacco or e-cigarettes in the workplace, it should be reported to the employee’s supervisor who should then take steps to stop the use of tobacco or e-cigarettes
- c) An employee will be disciplined if found using tobacco or e-cigarettes in the workplace as per Policy 6.2 – Discipline of Employees.
- d) Workplaces or meeting locations that are used temporarily by employees, Chiefs Executive Council and Assembly members while travelling on behalf of the Tłıchq Government will be treated as a Tłıchq Government workplace.
- e) Employee discipline and reporting measures will be dealt with in accordance Policy 6.2 – Discipline of Employees and Policy 6.13 – Personnel Files.

### 5. Monitoring

All employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

<b>Section: Administration and Management</b>	<b>4.7</b>
<b>Subject: TOBACCO &amp; E-CIGARETTE USE IN THE WORKPLACE</b>	

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) If an employee is found using tobacco or e-cigarettes in the workplace, the supervisor will take disciplinary measures. The supervisor will report the incident to the Manager: Human Resource Services, who will record the incident and the measures taken in the employee's file.

***Effective Date: January 17, 2019***

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<b>Section: Administration and Management</b>	<b>4.8</b>
<b>Subject: COMMUNICATIONS</b>	

### 1. Definition

“Communications” means information shared by the Tłchq Government with Tłchq citizens and how it is shared.

### 2. Application and Authority

This policy is made under the authority of the Chiefs Executive Council and applies to all documents produced by the Tłchq Government for public distribution.

### 3. Purpose and Position

The purpose of this policy is to ensure that communications are well coordinated, effectively managed and responsive to the needs of the Tłchq citizens.

The Tłchq Government publishes information for the benefit of Tłchq citizens. This information should be thoroughly vetted and approved before being issued to the public.

### 4. Requirements

- a) The Director for the department responsible for the information must approve all advertisements intended for public distribution or publication.
- b) The Senior Policy Advisor of Priorities and Planning must approve all documents intended for public distribution for publication.
- c) Documents for public distribution will bear the Tłchq Government copyright mark as described in Policy 4.3 – Copyright on Tłchq Government Works.

### 5. Monitoring

All employees are responsible for implementing this policy.

All supervisors are responsible enforcing this policy with employees reporting to them.

The Senior Advisor of Priorities and Planning is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Standards as set out in the Tłchq Government Style Guide will be applied to all documents and advertisements intended for public distribution.

<b>Section: Administration and Management</b>	<b>4.8</b>
<b>Subject: COMMUNICATIONS</b>	

- b) An employee who creates an advertisement intended for public distribution will co-ordinate the vetting process to ensure that the Director of the department responsible for the information and at least one other employee review and proofread the advertisement.
- c) An employee who creates a document intended for public distribution will co-ordinate the vetting process to ensure that the Director of the department responsible for the information review and proofread the document.
- d) Documents intended for public distribution will not be distributed until approved by the Senior Policy Advisor of Priorities and Planning.
- e) Once a document is approved, the Senior Policy Advisor of Priorities and Planning is responsible for its public dissemination and for ensuring copyright information is included with the document.
- f) Where it is found that an employee has violated the communications policy, employees may be disciplined in accordance with Policy 6.2 – Discipline of Employees.

***Effective Date: September 3, 2012***

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**Subject: PREVENTION AND MANAGEMENT OF DISRESPECTFUL BEHAVIOUR IN THE WORKPLACE.****1. Definitions**

“Disrespectful behaviour in the workplace” means disrespectful or threatening statements and/or behaviour which causes insult or gives an individual cause to believe that he or she is at risk of physical and/ or emotional harm.

**2. Authority and Application**

This policy is made under the authority of the Chiefs Executive Council and applies to all Tłchq Government employees.

**3. Purpose and Position**

The purpose of this policy is to provide direction to staff on how to deal with disrespectful behaviour in the workplace.

The Tłchq Government has a responsibility and is committed to providing a safe workplace for its employees, citizens and others, where individuals are not exposed to hazards and can work without risk of insult, injury or harm to themselves and others. To ensure this, verbal, physical, psychological and sexual harassment or violence against any employee or by any employee will not be tolerated.

**4. Requirements**

These requirements provide information for employees on how to promote a working environment free from harassment. A fundamental principle underpinning the development of the policy and guidelines is that employees have the right to work in an environment that is free from workplace harassment.

- a) Where a problem is deemed to exist the Tłchq Government will provide training.
- b) Department and Community Directors will ensure that staff reporting to them are appropriately trained and equipped to effectively prevent or manage disrespectful incidents or recurrences.
- c) Employees who believe they are subjected to workplace harassment are encouraged to report such incidents to their supervisors.
- d) Every effort should be made to prevent harassment using non-violent means and talking respectfully and calmly to individuals involved.
- e) Each office will develop a strategy on management of workplace harassment. The minimum standards to include:
  - a. Every effort should be made to prevent harassment from occurring.
  - b. Employees are representatives of the Tłchq Government and should always act in a respectful, calm manner.
  - c. Individuals exhibiting disrespectful behaviour will be asked to leave and return when they are in a more calm state.

<b>Section: Administration and Management</b>	<b>4.9</b>
<b>Subject: PREVENTION AND MANAGEMENT OF DISRESPECTFUL BEHAVIOUR IN THE WORKPLACE.</b>	

- d. If the individual refuses to leave and continues to act in a disrespectful manner, employees should not try to handle the situation on their own and should call for back up or the local police.
- f) The incident must be reported and recorded. The report, completed by the employee involved in the incident should include a description of the situation, individuals involved and the resolution of the situation. The report is to be reviewed by the employees supervisor and kept on file at the local office for a period of two years. The report is not public information but can be shared with the local Chief, the Director of Corporate Services and the Tłchq Executive Officer.
- g) If the individual continues to cause a disturbance in the office, the issue, with the supporting incident reports, should be referred to the Director of Corporate Services.
- h) Any signage posted in Tłchq Government offices must be approved as per the requirements in Policy 4.8 – Communications.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

- a) The Manager: Human Resource Services will coordinate prevention and management of disrespectful behaviour in the workplace training.
- b) Department and Community Directors should make requests for training for employees to the Corporate Services Department.

***Effective Date: April 1, 2013***

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<b>Section: Administration &amp; Management</b>	<b>4.10</b>
<b>Subject: CITIZEN COMPLAINTS AND APPEALS</b>	

**This policy has been repealed from the Tłıchǫ Government Administrative Policy & Procedures.**

**This policy has been updated and can now be found in the new Tłıchǫ Government Administrative Policy Manual titled: “Complaints and Appeals.”**

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*Effective Date: July 24, 2024*

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<b>Section: Administration &amp; Management</b>	<b>4.11</b>
<b>Subject: GUIDELINES FOR SUBMISSIONS TO THE CHIEFS EXECUTIVE COUNCIL</b>	

**This policy has been repealed from the Tłıchǫ Government Administrative Policy & Procedures.**

**This policy has been updated and can now be found in the new Tłıchǫ Government Administrative Policy Manual titled: “Submissions to the Chiefs Executive Council.”**

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*Effective Date: July 24, 2024*

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<b>Section: Financial Management</b>	<b>5.1</b>
<b>Subject: BUDGET</b>	

### 1. Definitions

“Budget” means the annual estimated revenues and expenditures of the Tłchq Government.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to the Tłchq Government administration and the Chiefs Executive Council.

### 3. Purpose and Position

The resources of the Tłchq Government will be properly managed according to the budget approved by the Assembly. The purpose of this policy is to provide guidance to both the Tłchq Government administration and the Chiefs Executive Council on how to manage the resources of the Tłchq Government effectively.

### 4. Requirements

- a) The Tłchq Assembly will meet annually prior to the beginning of a new fiscal year to approve all work plans and budgets of the Tłchq Government for the upcoming fiscal year.
- b) The work plans approved by the Assembly will be created by department or program. Work plans will clearly detail both operating and capital expenses for the upcoming year.
- c) The Chiefs Executive Council may approve departmental budget reallocations from one department to another as long as it is within the overall Tłchq Government budget approved by the Tłchq Assembly.
- d) The Chiefs Executive Council will review annual budgets and financial information on a quarterly basis.
- e) Department Directors and the Manager: Financial Services will make sure that all financial transactions are within the budget approved by the Tłchq Assembly. The Director of Corporate Services will report on the financial position, to the Chiefs Executive Council
- f) The Chief’s Executive Council recommends the annual budget to the Tłchq Assembly.
- g) The Tłchq Executive Officer directs the development of the annual budget and reviews it prior to being presented to the CEC
- h) The Director of Corporate Services has the overall responsibility to lead discussions regarding the budget and will co-ordinate the budget development process.
- i) The Tłchq Executive Officer assigns budget authorities.
- j) A budget authority who exceeds a budget may be subject to disciplinary action as per Policy 6.2 – Discipline of Employees and may have budget authority privileges revoked.

<b>Section: Financial Management</b>	<b>5.1</b>
<b>Subject: BUDGET</b>	

### 5. Monitoring

All Budget Authorities are responsible for implementing this policy.

The Director of Corporate Services is responsible for monitoring and enforcing this policy

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Tłchq Executive Officer will assign a budget authority to each department, program or class. The budget authority will be responsible for monitoring budget variance reports.
- b) The Manager: Financial Services will submit budget variance reports to the budget authorities on a monthly and quarterly basis highlighting any variances. Should variances, errors or unapproved activity be identified, as per Policy 5.3 – Budget Management, they should be reported to the Tłchq Executive Officer immediately.
- c) Failure of the budget authority to manage their budget effectively may lead to disciplinary action as per Policy 6.2 – Discipline of Employees.

***Effective Date: April 13, 2015***

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<b>Section: Financial Management</b>	<b>5.2</b>
<b>Subject: BUDGET PLANNING</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Tłchq Legislative Policy.**

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*Effective Date: May 3, 2010*

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<b>Section: Financial Management</b>	<b>5.3</b>
<b>Subject: BUDGET MANAGEMENT</b>	

### 1. Definitions

“Budget management” means the comparison of actual financial results with the estimated expenditures and revenues for the given time period of a budget and taking corrective action as necessary.

### 2. Authority and Application

This policy is made under the direction of the Chiefs Executive Council and applies to Tł̥chq̥ Government financial resources.

### 3. Purpose and Position

The purpose of this policy is to clarify the budget management process.

As Tł̥chq̥ Government Finance and Human Resource Law prohibits deficits, all budget authorities are responsible for tracking their budgets to prevent overages.

### 4. Requirements

- a) The Manager: Financial Services shall be responsible for monitoring all budgets of the Tł̥chq̥ Government. The Manager: Financial Services will ensure all transactions are accurately recorded and reported against the budget. The Manager: Financial Services will investigate any significant variances.
- b) As per Policy 5.6 – Asset Management System, all capital asset acquisitions will be identified in the annual budgets of the Tł̥chq̥ Government.
- c) Budget authorities are responsible for ensuring that expenses are within the approved budget for their department or program.
- d) The Senior Director Governance is ultimately responsible for management and oversight of the Legislative and Governance classes of the budget.
- e) The Department Directors and Community Directors are ultimately responsible for the management and oversight of the budget for their department.
- f) The Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tł̥chq̥ Assembly but may not exceed the amount allocated by the Assembly.

### 5. Monitoring

All Budget Authorities are responsible for implementing this policy.

The Manager: Financial Services is responsible for enforcing this policy.

The Director of Corporate Services is responsible for monitoring, informing and evaluating this policy.

<b>Section: Financial Management</b>	<b>5.3</b>
<b>Subject: BUDGET MANAGEMENT</b>	

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) As identified in Policy 5.4 – Financial Reports and Statements, reports shall be created and distributed to budget authorities.
- b) Where variances are identified in a department budget the report should be forwarded to the Department Director and Community Directors.
- c) Where variances are identified in the Legislative and Governance department the report should be forwarded to the Senior Director Governance.

***Effective Date: September 3, 2012***

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<b>Section: Financial Management</b>	<b>5.4</b>
<b>Subject: FINANCIAL REPORTS AND STATEMENTS</b>	

### 1. Definitions

“Financial reports and statements” means documents issued by the Director of Corporate Services detailing the Tłchq Government’s income and expenditures.

### 2. Authority and Application

This policy is made under the direction of the Chiefs Executive Council and applies to financial reports and statements of the Tłchq Government.

### 3. Purpose and Position

The purpose of this policy is to establish financial reporting guidelines.

The Tłchq Government recognizes that in order for departments and programs to achieve their missions and meet their responsibilities, budget authorities must have timely and accurate financial reports and statements.

### 4. Requirements

The Director of Corporate Services shall be responsible for preparing and submitting financial reports to the Assembly, Chiefs Executive Council and budget authorities.

- a) The statements prepared for the Chiefs Executive Council will include the following information for all Tłchq Government departments and programs within the budget:
  - i. a balance sheet;
  - ii. a variance report (budget versus actual expenditure); and
  - iii. any other information as requested by Chiefs Executive Council.
- b) The statements prepared for review by the Tłchq Assembly will include:
  - i. budget law as passed by the Assembly;
  - ii. transfer and changes to the budget as approved by the Chiefs Executive Council;
  - iii. outstanding commitments; and
  - iv. a balance sheet.
- c) The monthly statements prepared for review by the Tłchq Executive Officer, Department Directors, Community Directors and Senior Director Governance will include:
  - i. budgeted versus actual expenditures;
  - ii. a balance sheet;
  - iii. a copy of outstanding accounts payable and accounts receivable; and
  - iv. a copy of bank reconciliation.
- d) The monthly statements prepared for review by the budget authorities will include:
  - i. budgeted versus actual expenditure report.

<b>Section: Financial Management</b>	<b>5.4</b>
<b>Subject: FINANCIAL REPORTS AND STATEMENTS</b>	

#### 5. Monitoring

The Manager: Financial Services is responsible for implementing this policy.

The Director of Corporate Services is responsible for monitoring and enforcing this policy

The Tłıchq Executive Officer is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Director of Corporate Services will be responsible for preparing all reports and is required to submit reports and statements within fifteen (15) days of the end of a reporting period.
- b) Reports to the Chiefs Executive Council and the Assembly will be reviewed and approved by the Tłıchq Executive Officer prior to being forwarded to the Assembly.

***Effective Date: September 3, 2012***

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<b>Section: Financial Management</b>	<b>5.5</b>
<b>Subject: INVESTMENT OF FUNDS</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Tłchq Legislative Policy.**

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*Effective Date: May 3, 2010*

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<b>Section: Financial Management</b>	<b>5.6</b>
<b>Subject: ASSET MANAGEMENT SYSTEM</b>	

### 1. Definitions

“Asset management” means the process by which equipment, including office equipment, vehicles, machinery, real estate, etc., of value to the Tłchq Government are managed, controlled and safeguarded.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to assets of the Tłchq Government.

### 3. Purpose and Position

The purpose of this policy is to define accounting requirements for tangible capital assets. The Tłchq Government will develop a system to maintain, and will maintain, an inventory of all assets. This schedule must be updated on a regular basis and a physical count completed prior to the annual audit.

The Tłchq Government recognizes the importance of accurately itemizing assets and their estimated value, as well as the importance of following prescribed accounting treatment of assets.

### 4. Requirements

- a) Items purchased in any fiscal year with a cost greater than \$5,000 and a useful life of greater than one year are considered an asset of the Tłchq Government.
- b) Funds for capital asset acquisition will be identified in the annual budget.
- c) Long-term financial commitments for assets that extend over a year should be reviewed by the Director of Corporate Services to ensure they fit Tłchq Government long-term commitments and plans and that they make economic sense.
- d) The Department Director and Community Director who oversees the budget that the expenditure will come from must approve all financial commitments greater than one year.
- e) Office and computer equipment should be amortized using the five-year, straight-line method.
- f) Building and capital assets should be amortized using the straight-line method.
- g) On an annual basis, all amortization expenses will be calculated.
- h) Items disposed of will be deleted, and items moved to a new location will be transferred to the appropriate inventory. Inventory items missing or found should be reported to the Travel Clerk as soon as they are discovered or recovered.

### 5. Monitoring

<b>Section: Financial Management</b>	<b>5.6</b>
<b>Subject: ASSET MANAGEMENT SYSTEM</b>	

The Manager: Financial Services is responsible for implementing, monitoring and enforcing this policy

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Funds for the purchase of capital assets will be identified in the annual budget of the Tłıchǫ Government.
- b) The Manager: Financial Services will identify and confirm that the item meets the criteria for an asset.
- c) The purchaser will document the item name, item description, serial number and/or unique identifier, proof of purchase, supporting documentation and any other information requested by the Travel Clerk.

***Effective Date: September 3, 2012***

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<b>Section: Financial Management</b>	<b>5.7</b>
<b>Subject: BUDGET/SPEND AUTHORITIES</b>	

### 1. Definitions

“Budget authority” means an individual accountable for a departmental budget and related expenditures. This includes monitoring, reporting and balancing the budget, approving project budgets and designating departmental funds to specific Tłchq administration employees.

“Spend authority” means an individual authorized to spend Tłchq Government funds. An individual can be both a spend authority and a budget authority.

### 2. Authority and Application

This policy is made under the authority of the Tłchq Finance and Human Resources Law and applies to expenses incurred by the Tłchq Government.

### 3. Purpose and Position

The purpose of this policy is to establish which employees and groups have the authority to authorize projects and expenditures.

The Tłchq Government understands the importance of accountability and transparency throughout the government. All transactions must be approved in the Tłchq Government budget to ensure financial accountability.

### 4. Requirements

- a) Where there is a project or expenditure not contemplated by the approved budget, funds from elsewhere in the budget can be allocated with the approval of the Chiefs Executive Council.
- b) Where no budget is available and a new appropriation of funds is required, approval of the Tłchq Assembly is required.
- c) Once the Tłchq Assembly has approved a budget, as per Policy 5.1 – Budget, the Tłchq Executive Officer designates budget authorities and which budget over which they have authority
- d) Budget authorities may delegate spend authority to employees for the duration of special projects.
- e) Budget authorities may delegate project budget authority to employees with spend authority through the approval of a project budget.
- f) Project budget authority thresholds are outlined in Appendix G. Project Budget authorities must not authorize projects outside their project budget threshold.
- g) Spend authorities are outlined in Appendix B. Spend authorities must not authorize expenditures outside their spend authority threshold.

### 5. Monitoring

<b>Section: Financial Management</b>	<b>5.7</b>
<b>Subject: BUDGET/SPEND AUTHORITIES</b>	

All Budget and Spend Authorities are responsible for implementing this policy.

The Manager: Financial Services is responsible for enforcing this policy.

The Director of Corporate Services is responsible for monitoring this policy

The Tłıchq Executive Officer is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When a budget authority delegates a project budget to a spend authority it must meet the following requirements
  - a. The funds must be within the budget authorities approved budget, it can not be part of another budget;
  - b. The delegated project budget must be within the approved budget thresholds outlined in Appendix G
  - c. The approved project budget indicating the delegated authority must be signed and sent to the Manager: Finance Services.
- b) For each and every expenditure, the spend authority is required to sign documentation authorizing that the expenditure is within their spend threshold and project budget.
- c) Before authorizing expenditures, spend authorities should verify that funds are available.
- d) Work orders, purchase orders and other documents authorizing expenditures should be approved by the spend authority prior to funds being spent.
- e) Where funds are not available, the Tłıchq Executive Officer may make a request to the Chiefs Executive Council to reallocate existing budgets to cover expenditures.
- f) Where new funds are required, the Chiefs Executive Council, through the Grand Chief, will request that the Tłıchq Assembly approve new funds.
- g) Abuse of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

***Effective Date: April 13, 2015***

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<b>Section: Financial Management</b>	<b>5.8</b>
<b>Subject: CREDIT CARDS</b>	

### 1. Definitions

“Credit cards” means the line of credit extended by the bank to the Tłchq Government for use by employees for travel and other approved expenditures.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to anyone who has been approved for and issued a Tłchq Government credit card.

### 3. Purpose and Position

The purpose of this policy is to establish the approved uses of credit cards.

The Tłchq Government recognizes the value of a credit card as an appropriate business tool and therefore authorizes the use of credit cards.

### 4. Requirements

- a) Credit cards are to be used only for approved expenses incurred on behalf of the Tłchq Government. Expenses that do not meet these criteria will not be reimbursed and may be recovered.
- b) Card holders are responsible for providing authorized receipts, purchase orders and other supporting documents along with their monthly statement to the Payroll Clerk on a monthly basis.
- c) Monthly credit card statements will be reviewed at Chiefs Executive Council meetings.
- d) The Chiefs Executive Council will decide who will receive a credit card.
- e) All persons who are issued a card will receive a credit card holder agreement outlining processes and responsibilities and consequences for inappropriate use. The agreement must be read and signed by the potential cardholder before the card will be issued and activated.
- f) Any unauthorized use of the card or charges on the credit card that do not have the receipt or other supporting information will be collected back from the credit card holder.

### 5. Monitoring

All individuals who have been approved for and issued a Tłchq Government credit card are responsible for implementing this policy.

The Manager: Financial Services and Payroll Clerk are responsible for enforcing this policy

The Director of Corporate Services is responsible for monitoring this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

<b>Section: Financial Management</b>	<b>5.8</b>
<b>Subject: CREDIT CARDS</b>	

## 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When a credit card is required, a motion will be made at a meeting of the Chiefs Executive Council. The Chiefs Executive Council will review the request and will approve or deny it at its discretion.
- b) The Chiefs Executive Council will review credit card statements at their regular meetings. It will determine which transaction(s) require followup and review.
- c) Where it is determined that a transaction is improper, the Chiefs Executive Council will direct the Manager: Financial Services to recover the funds.
- d) Where the Manager: Financial Services detects an improper transaction by a Tłchq Government employee prior to the Chiefs Executive Council meeting, they may undertake necessary action and will notify the Chiefs Executive Council at the next possible meeting.

*Effective Date: April 13, 2015*

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<b>Section: Financial Management</b>	<b>5.9</b>
<b>Subject: PURCHASE ORDER SYSTEM</b>	

### 1. Definitions

“Purchase order system” means the system used to process expenditures and receivables.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to all Tłıchǫ Government employees.

### 3. Purpose and Position

The purpose of this policy is to outline a process for utilizing purchase orders.

The Tłıchǫ Government recognizes the importance of ensuring financial accountability and transparency and has developed the following purchase order system to keep track of goods and services purchased.

### 4. Requirements

- a) Before a purchase order is issued, it should be verified that there are funds available in the budget and that the issuer has proper purchasing authority as per Policy 5.7 – Budget/Spend Authorities.
- b) The individual approving the transaction will ensure that all purchase orders include the following information:
  - i. the item and quantity being purchased;
  - ii. the name and address of the seller;
  - iii. the cost of the item being purchased;
  - iv. any shipping or delivery instructions;
  - v. authorized signature as per spending authorization (Appendix B); and
  - vi. budget codes/account class.
- c) The individual approving the transaction is responsible for ensuring the purchase order is sent to the supplier.
- d) Carbon copies of purchase orders and backup will be provided to the accounts payable clerk on Monday for the previous week’s purchases.

### 5. Monitoring

All Spend Authorities are responsible for implementing this policy.

All Budget Authorities are responsible for enforcing this policy with Spend Authorities reporting to them

The Manager: Financial Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

<b>Section: Financial Management</b>	<b>5.9</b>
<b>Subject: PURCHASE ORDER SYSTEM</b>	

The following process steps are to be used as a reference for executing the above policy:

- a) All purchase orders issued must have all pertinent information and approval, taking into consideration any preferred vendors.
- b) All purchase orders must include the correct budget code and classification as allocated in the Tłchq Government's financial plan/budget.
- c) The Accounts Payable Clerks are responsible for matching invoices to purchase orders and bringing any discrepancies to the attention of the spend authority that authorized the purchase.
- d) If no discrepancies exist, payment will be issued to the vendor once it is confirmed that goods and services were received.
- e) Purchase orders from the outlying communities should be submitted to the Accounts Payable Clerk on a weekly basis.

***Effective Date: September 3, 2012***

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<b>Section: Financial Management</b>	<b>5.10</b>
<b>Subject: TRAVEL EXPENSES</b>	

### 1. Definitions

“Travel expenses” are expenditures incurred during travel authorized by the Tłchq Government.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all travel.

### 3. Purpose and Position

The purpose of this policy is to ensure fiscal responsibility and financial accountability with regards to travel arrangements. This policy relates to the process for making travel arrangements and for reimbursement for expenditures incurred during Tłchq Government travel. Policy 3.2 – Travel Expenses and Honoraria establishes rates.

### 4. Requirements

- a) Individuals travelling on Tłchq Government business are entitled to claim expenses while on duty travel according to Policy 3.2 – Travel Expenses and Honoraria.
- b) All travel must be approved by a budget authority. Southern travel is to be arranged by the travel co-ordinator. Northern travel by an employee should be arranged by the employee.
- c) Once approved, requests for southern travel arrangements must be sent to the Travel Coordinator, along with supporting documents containing the following information:
  - i. departure and arrival cities;
  - ii. dates and times of travel;
  - iii. eligible expense claims;
  - iv. description and purpose of travel; and
  - v. any other supporting documentation (i.e., meeting agenda).
- d) Travel Coordinator will then review the requests made for travel arrangements. The Travel Coordinator will issue a travel expense cheque according to Policy 3.2 – Travel Expenses and Honoraria and Policy 5.11 – Payment Procedures.
- e) Tłchq Assembly members (with the exclusion of the Chiefs) will arrange all travel through the Senior Director Governance.
- f) The Chiefs’ travel will be arranged through the Community Directors.
- g) The Grand Chief’s travel will be arranged through the Assistant to the TEO.
- h) The budget authority authorizing travel for Elders, local vendors and other delegates is responsible for arranging travel for these individuals.
- i) A minimum of seven (7) days’ notice should be provided when requesting and arranging travel on Tłchq Government business.

<b>Section: Financial Management</b>	<b>5.10</b>
<b>Subject: TRAVEL EXPENSES</b>	

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All Budget Authorities are responsible for enforcing this policy with employees reporting to them.

The Manager: Financial Services will be responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees requesting travel expenditures must submit their requests to the appropriate Budget Authority a minimum of seven (7) days prior to travel whenever possible.
- b) Employees must complete the second page of the Travel Expense Form, attach it to original travel receipts and associated supporting documents and fax or courier them to the Travel Clerk.
- c) Copies of all receipts and supporting documents should be retained by the employees. Receipts should be submitted no more than 30 days after they have been incurred.

***Effective Date: September 3, 2012***

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<b>Section: Financial Management</b>	<b>5.11</b>
<b>Subject: PAYMENT PROCEDURES</b>	

### 1. Definitions

“Payment procedures” means procedures for making authorized payments to Elders, vendors and others who provide goods and services to the Tł̨chq̨ Government.

### 2. Authority and Application

This policy is made under the authority of Chiefs Executive Council and applies to all payments of the Tł̨chq̨ Government.

### 3. Purpose and Position

The purpose of this policy is to create a clear procedure for the payment of payables.

The Tł̨chq̨ Government recognizes that the orderly, timely payment of invoices is necessary for an effective, efficient organization.

The preferred payment method of the Government is via direct deposit to payees who wish to subscribe. Cheques will still be provided to payees who do not request direct deposit services; however, cheques will not be returned to the individual requesting it and can only be picked up from administrative staff designated by Corporate Services.

### 4. Requirements

- a) All payment claims will be processed by the Accounts Payable Clerk through a regular review of outstanding invoices matched and placed against contracts, purchase orders or memos for accuracy of payment. To take advantage of early payment discounts offered by some vendors, all invoices will be processed promptly and no later than five (5) days prior to the invoice’s due date.
- b) Payment will be made against invoices properly supported by authorized purchase orders. Prior to payment, budget authorities are required to submit copies of purchase orders along with signed packing slips or other verification that the goods in question were received.
- c) Travel expense claims, invoices, payment for local vendors and other bills will be processed for payment once a week, on Mondays, and cheques will be mailed or disbursed on Thursdays.
- d) Cheques will be prepared by the Accounts Payable Clerk and authorized by signing authorities. The cheque stub and attachments will be filed in alphabetical order in the vendor file.
- e) All vendors, contracts and citizens are responsible for ensuring that all banking and contact information is current and up to date.

### **Disbursement of payments**

- f) Direct deposit is the preferred method of payment of funds. All vendors and individuals should be encouraged and provided the opportunity to participate.

<b>Section: Financial Management</b>	<b>5.11</b>
<b>Subject: PAYMENT PROCEDURES</b>	

- g) Individuals and organizations must specifically request and authorize in writing for any payment from the Government to be directly deposited to their bank account.
- h) A detailed remittance advice must be provided by email with each direct deposit in order to notify the individual or organization of the payment credited to their bank account
- i) Cheques shall not be returned to the individual who authorized the expenditure but rather to designated administrative staff authorized by the Director of Corporate Services
- j) These designated administrative staff shall maintain the distribution list to record the disbursement of all cheques.
- k) Payees may designate someone to pick-up their cheque on their behalf but must notify the Government via email or in writing. This written notification is to be attached to the distribution list recording who picked up the cheque.
- l) When signing the distribution log, the signee must print their name and sign to ensure their identity can be verified.

#### 5. Monitoring

All employees are responsible for implementing this policy.

The Accounts Payable Clerk is responsible for enforcing this policy.

The Manager: Financial Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Program and department employees will submit supporting documentation for purchase orders, such as signed packing slips, contracts or other documentation, to support the acceptance of goods or services received. All expenditures must be assigned to appropriate budget codes and classifications.
- b) The Accounts Payable Clerk will match invoices for goods or services received from vendors and contractors.
- c) The Manager: Financial Services will approve payment of invoices and travel expenses upon receipt of supporting documentation.

<b>Section: Financial Management</b>	<b>5.11</b>
<b>Subject: PAYMENT PROCEDURES</b>	

- d) As part of the regular cheque run procedure, the Accounts Payable Clerk shall produce a checklist of all cheques issued.
- e) By default all cheques will be held at the Tłıchq Government office for pick up
- f) Corporate Services staff will prepare a list of all cheques returned to the designated administrative staff for distribution and send that list along with the cheques.
- g) Designated administrative staff shall have all individuals sign on this list for receipt of the cheque as they are distributed, and once completed, return the list to the Corporate Services Department.
- h) Corporate Services staff will review the list to ensure all cheques have been accounted for and file the documentation with the cheque run.

***Effective Date: May 25, 2017***

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<b>Section: Financial Management</b>	<b>5.12</b>
<b>Subject: FINANCIAL CONTRIBUTIONS</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Tłchq Legislative Policy.**

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*Effective Date: May 3, 2010*

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<b>Section: Financial Management</b>	<b>5.12.1</b>
<b>Subject: FINANCIAL CONTRIBUTIONS FOR GRIEVING</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Tłchq Legislative Policy.**

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*Effective Date: May 3, 2010*

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<b>Section: Financial Management</b>	<b>5.13</b>
<b>Subject: LOANS TO EMPLOYEES</b>	

### 1. Definitions

“Loans to employees” means short-term advances of Tłchq Government funds to employees.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to employees of the Tłchq Government administration.

### 3. Purpose and Position

The purpose of this policy is to clearly state the Tłchq Government’s position concerning loans to employees. The Tłchq Government does not provide loans or advances of pay to employees.

### 4. Requirements

- a) The Tłchq Government will not loan funds to employees for any reason.

### 5. Monitoring

All employees are responsible for implementing this policy.

All Budget and Spend Authorities are responsible for enforcing this policy.

The Manager: Financial Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

- a) No loans or advances on pay will be approved by any employee or Chiefs Executive Council Member or Assembly member for any reason.

***Effective Date: September 3, 2012***

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<b>Section: Financial Management</b>	<b>5.14</b>
<b>Subject: EQUIPMENT RENTAL</b>	

### 1. Definitions

“Equipment rental” means vehicles, tools, etc., that the Tłchq Government rents for use in programs, services and operations.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to rental equipment.

### 3. Purpose and Position

The purpose of this policy is to set guidelines for the lease, rental or loan of equipment and motorized and non-motorized vehicles.

From time to time, the Tłchq Government may rent equipment from community members to meet ad hoc operational needs and support the local economy.

### 4. Requirements

- a) The Tłchq Government will require all equipment to have all appropriate and required insurance in place at the time of rental. In exceptional circumstances, equipment may be rented without insurance but the owner must sign a waiver and accept responsibility for any potential damages.
- b) At the time of rental, the equipment must be delivered or picked up in good working condition and full of fuel (if applicable). The rental will be returned in the same condition.
- c) All Tłchq Government employees operating the rented equipment must hold active licences and certificates and demonstrate knowledge of how to use the equipment.
- d) Costs associated with damage caused by natural disasters, carelessness of the operator or accidents will be fully covered by the Tłchq Government. These costs will be recovered from the employee where the accident is attributed to carelessness.
- e) Rentals will be paid for on a daily rate. Where items are used for part of the day, a full day’s rate will be paid.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All Budget Authorities are responsible for enforcing this policy

The Manager: Financial Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

<b>Section: Financial Management</b>	<b>5.14</b>
<b>Subject: EQUIPMENT RENTAL</b>	

The following process steps are to be used as a reference for executing the above policy:

- a) Once the need for a rental is identified, a quote must be obtained.
- b) Vendors are required to review the rental policy, sign the waiver and sign a document acknowledging their understanding and agreement.
- c) At pickup and upon return of the rental, both the owner and the Tłıchq Government employee must inspect the rental to identify any damage or changes to the rental.

***Effective Date: September 3, 2012***

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<b>Section: Financial Management</b>	<b>5.15</b>
<b>Subject: DISPOSAL OF ASSETS</b>	

1. Definitions

“Disposal of Assets” means to properly account for the disposal of Tłchq Government owned assets

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all surplus Tłchq Government assets.

3. Purpose and Position

The purpose of this policy is to provide a means for the sale or transfer of assets and the proper documentation of the transaction.

4. Requirements

- a) When a department determines that an asset is surplus or obsolete the item shall be declared as surplus by the Department Director. The Department Director will complete the Capital Asset Disposal Form.
- b) The Tłchq Executive Officer must authorize the disposal of assets with a value greater than \$5,000.
- c) Only assets with a values less than \$1000 can be donated or disposed. All other assets greater than \$1000 and less than \$5000 must be put up for sale or transferred to another department.
- d) The Tłchq Executive Officer must approve donation of assets with a value greater than \$1,000.00.

5. Monitoring

All Department Directors are responsible for implementing this policy.

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Department Director will execute the Asset Disposal Form and obtain the appropriate approvals.
- b) The Manager: Financial Services will record the appropriate transaction in the accounting software as per the Asset Disposal Form.

***Effective Date: April 13, 2015***

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<b>Section: Financial Management</b>	<b>5.16</b>
<b>Subject: HARVEST SUBSIDY PAYOUT</b>	

1. Definitions

“Harvesting subsidy payout” means the payments approved by CEC from IBA monies for Tłchq citizens to subsidize harvesting

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all IBA payments to Tłchq citizens for harvesting subsidies

3. Purpose and Position

The purpose of this policy is to determine guidelines for re-issuing cheques from previous years.

It is the position of the Tłchq Government that re-issuing stale-dated cheques for harvesting subsidies creates an administrative burden

4. Requirements

- a) Corporate Services employees will make every effort to contact recipients of any harvesting subsidy payout cheques that have not been cashed within 6 months of being issued and verify the recipients mailing address and or banking information.
- b) If the recipient of an outstanding cheque can not be located and/or if the cheque is staledated, at year end, the cheque will be removed from the outstanding cheque list and funds will be reimbursed to the Tłchq Government’s general account.
- c) Cheques will not be reissued more 90 days after the year-end in which they were stale-dated.
- d) It is the responsibility of Tłchq citizens to update and keep current their contact information with the Enrollment Coordinator.

5. Monitoring

The Manger: Financial Services is responsible for implementing this policy.

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) As part of the year end procedures the Director of Corporate Services will remove any Harvesting Subsidy Cheque’s which have stale dated.

<b>Section: Financial Management</b>	<b>5.16</b>
<b>Subject: HARVEST SUBSIDY PAYOUT</b>	

*Effective Date: April 13, 2015*

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<b>Section: Financial Management</b>	<b>5.17</b>
<b>Subject: BUILDING RENTAL</b>	

1. Definition

“Building Rental” means the rental of Tłıchq Government owned building, in particular community halls, in the four Tłıchq communities for community events.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to the rental of Tłıchq Government owned buildings.

3. Purpose and Position

The purpose of this policy is to establish guidelines and rates for the rental of Tłıchq Government owned buildings in the Tłıchq communities for community functions.

The Tłıchq Government wishes to support community events and in particular charitable functions, cultural events and personal celebrations and as such may reduce or waive the rental fee.

4. Requirements

- a) A Rental Agreement is required by all renters, setting out conditions of use, rental fees and signature of renter prior to event.
- b) Access to the building being rented will not be permitted unless the Rental Agreement has been signed and rent paid.
- c) Pursuant to policy 4.7 – Tobacco use in the Workplace, all Tłıchq Government owned buildings are smoke free. Smoking and chewing tobacco is prohibited in all Tłıchq Government owned buildings at all times.
- d) The Senior Director Governance reserves the right to withhold building use, whether or not the building is booked.
- e) The standard rental rate for Tłıchq Government owned buildings is \$350/function.
- f) If the building is equipped with a canteen, rental for the canteen is \$50/function. The renter has the first opportunity to rent and provide the canteen at their event. If the renter is not going to operate a canteen, at their request, the canteen can be rented out to another renter.
- g) The Senior Director Governance reserves the right to refund all or a portion of the rental to charitable organizations, private individuals or for cultural events delivered for the entire community.

<b>Section: Financial Management</b>	<b>5.17</b>
<b>Subject: BUILDING RENTAL</b>	

- h) Any cost to repair damage caused by the renter is the responsibility of the renter. A security deposit of \$100.00 is required for all rentals. Any damages will be billed to the renter and maybe deducted from the security deposit.
- i) The building including kitchen, bathrooms, canteen, is to be left clean. Any additional janitorial duties will be billed to the renter and maybe deducted from the security deposit.
- j) If a renter has any amounts outstanding for damages or janitorial services they will not be allowed to rent until all outstanding amounts are paid in full.
- k) If the renter decided to cancel the rental agreement a \$50 administration fee will be withheld. If the cancelation occurs less the 48 hours before the rental date the entire rental fee will be forfeited.
- l) Community Directors need to inform the Manager Financial Services of rental agreements made and provide an invoice for financial reporting purposes.

#### 5. Monitoring

The Community Director in each community is responsible for implementing this policy.

The Senior Director Governance is responsible for monitoring and enforcing this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

- m) The Community Director will complete the Rental Agreement with the potential renter.
- n) The Community Director will send the Rental Agreement to the Senior Director Governance for approval.
- o) The Senior Director Governance will determine if the building will be rented and if rent will be waived.
- p) The Community Director will inspect the building after the event and determine if the renter is responsible for extra janitorial charges or cost of damages.

***Effective Date: May 25, 2017***

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<b>Section: Financial Management</b>	<b>5.18</b>
<b>Subject: APPLYING FOR FUNDING</b>	

1. Definitions

“Applying for funding” means the process by which an employee applies for funding from government, industry or non-government agencies for activities, on behalf of the Tłıchq Government.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all applications for funding.

3. Purpose and Position

The government acknowledges the importance of funding to support worthwhile projects to further Government priorities and to meet the needs of Tłıchq citizens.

All applications for funding must be approved by the appropriate individual or office at the conceptual phase where the authorizer may provide additional instructions for preparing the proposal as well as the final approval of a proposal before it is submitted to the funder.

Employees who apply for funding and administer the related project are classified as project holders. The project holder is the individual who is accountable for the appropriate expenditure of the funding in compliance with the terms and conditions of the sponsor (s) and government policies and procedures.

This policy defines who is eligible to develop and submit program proposals, and who may administer funded projects. The purpose of the policy is to avoid duplicating program proposals to the same funder and to optimize the use of resources available to the Tłıchq Government.

There are multiple ways the Tłıchq Government obtains monies from funders for the delivery of programs and services: proposal driven competitive processes, set funding allocations with proposals allowing the Tłıchq Government access to the funds (i.e. ASETS); funds allocated to the Tłıchq Government as a delivery agent for another government or non-government organization (i.e. wellness funding) and monies which are granted to the Tłıchq Government without parameters for their expenditure (i.e. IBA).

Regardless of the type of funding, the Tłıchq Government seeks a streamlined approval process that eliminates internal competition over funds and ensures that all expenditures are consistent with Tłıchq Government priorities. Herein, all externally acquired funding for programs and services are referred to as program proposals.

4. Requirements

- a) Employees who are eligible to develop program proposals and hold projects are listed in Appendix O – Project Holders.

<b>Section: Financial Management</b>	<b>5.18</b>
<b>Subject: APPLYING FOR FUNDING</b>	

- b) Contractors, consultants and employees who are not Project Holders may support the development of program proposals but the Project Holders must lead the process and are ultimately accountable for the appropriate expenditure of funding in compliance with the terms and conditions of the funder and relevant Government policies and procedures.
- c) In no instance shall an individual hold a project from which he or she derives any personal benefit or as a result of holding the project is placed in a position of potential conflict of interest.
- d) Project proposals must be approved by the appropriate Project Authority, pursuant to Appendix P – Project Authorities. Approval must be obtained prior to the development of a program proposal and immediately prior to submitting a program proposal to a funder. Project Authorities are also responsible for providing additional instructions where appropriate and assisting with the preparation of program proposals.
- e) Program proposals must be approved by the Director of the Department of Corporate Services who is responsible to ensure that project proposals comply with the Tłchq Government financial policies and, where appropriate, are consistent with the Tłchq Government approved annual budget.
- f) All successful project proposals must be managed consistent with Tłchq Government policies and procedures and in particular, Policy 5.19 – Entering into Funding Agreements.

#### 5. Monitoring

All Tłchq Government employees are responsible for the implementation of this policy.

The Department Directors and Community Directors are responsible for enforcing and monitoring this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Based upon the value of a program proposal, a Project Holder must be identified pursuant to the thresholds outlined in Appendix O.
- b) The Project Holder must seek approval to apply for funding from the appropriate authorization as per Appendix P. The project authorization may provide any direction on the development of the proposal including but not limited to resources, scope and deliverables/timelines.
- c) The Project Holder will lead the development of a project proposal pursuant to any instruction provided by the Project Authority and approve the draft project proposal before it is vetted internally.

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- d) The draft project proposal will be provided to the Director of Corporate Services to ensure the proposal is consistent with Tłchq Government financial policies and where applicable the Tłchq Government annual budget.
- e) After the Director of Corporate Services signs off on the draft proposal the Project Holder will present it to the appropriate Project Authority as outlined in Appendix P. The Project Authority will review the proposal for consistency with Tłchq Government priorities and plans. The Project Authority will instruct the Project Holder on any revisions and changes to be made. Once to their satisfaction, the draft proposal will be approved as final to be submitted to the funding agency.
- f) If a project proposal is approved for funding the Project Holder is responsible for notifying the Director of Corporate Services, and where applicable the Tłchq Executive Officer and Chiefs Executive Council.

***Effective Date: January 1,2018***

**Related Policies**

Policy 5.19 – Entering into Funding Agreements

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<b>Section: Financial Management</b>	<b>5.19</b>
<b>Subject: ENTERING INTO FUNDING AGREEMENTS</b>	

1. Definitions

“entering into funding agreements” means the process by which the government receives grants or contributions from external agencies and governments.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all employees and funding agreements.

3. Purpose and Position

This policy explains the process for entering into funding agreements on behalf of the Tłı̨chǫ Government.

Employees who apply for funding and administer related projects, programs or services are classified as Project Holders. These same individuals execute funding agreements on behalf of the Tłı̨chǫ Government for their projects.

This policy defines the process that Project Holders will abide prior to executing any funding agreements. This process is to ensure that there is coordination and consistency across Government departments and to ensure that Project Holders understand their responsibilities and are held accountable.

4. Requirements

- a) Only employees who are Project Holders in accordance with Policy 5.18 – Applying for Funding and as outlined in Appendix O may sign a funding agreement.
- b) The Project Holder must be satisfied as to the following and must be prepared to take responsibility to attest that:
  - a. the purpose of the Funding Agreement is accordance with or complimentary to the Government’s strategic plan;
  - b. the Government is able to meet its obligations contained within the terms and conditions of the funding agreement;
  - c. the funding agreement complies with relevant legislation, and Government policies and procedures;
  - d. the financial and other benefits to, or liabilities of, the Government as a result of the funding agreement have been considered and are reasonable; and,
  - e. the risks and liabilities presented by the agreement have been addressed.
- c) Project Holders will notify the Corporate Services Department of the funding agreement. The Director of Corporate Services will confirm that the terms and conditions are consistent with Tłı̨chǫ Government financial policies and procedures.
- d) Project Holders will consult with the Director of Corporate Services about the internal accounting requirements for the funding agreement. All funding agreements requiring a separate audited

<b>Section: Financial Management</b>	<b>5.19</b>
<b>Subject: ENTERING INTO FUNDING AGREEMENTS</b>	

financial statement will have their own category in the Tłıchq Government accounting software. All other funding agreements will be set up at the agreement of the Project Holder and the Director of Corporate Services.

- e) Project Holders must seek approval from the appropriate Project Authority to sign the funding agreement.
- f) Project Holders are responsible for ensuring that all requirements resulting from the funding agreement are completed and done so in a timely manner.

#### 5. Monitoring

All Tłıchq Government employees are responsible for the implementation of this policy.

The Manager of Financial Services is responsible for monitoring this policy

The Director of Corporate Services is responsible for enforcing this policy.

The Department Directors and Community Directors are responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Project Holder will review the funding agreement to determine it meets all policy and strategic plan requirements and compose a memo to the effect to accompany the funding agreement in the vetting process.
- b) The project Holder will provide a copy of the funding agreement to the Director of Corporate Services for their review to ensure financial policy and where applicable budgetary compliance. All reviews should be conducted in a timely manner.
- c) The Director of Corporate Services and the Project Holder will determine and agree to the accounting and record keeping requirements for the agreement.
- d) The Project Holder will seek authorization to sign the funding agreement from the appropriate Project Authority as outlined in Appendix P – Project Authority.
- e) The Project Holder will work with the appropriate staff to ensure all requirements of the funding agreement are fulfilled.

***Effective Date: January 1, 2018***

#### **Related Policies**

Policy 5.18 – Applying for Funding

<b>Section: Financial Management</b>	<b>5.19</b>
<b>Subject: ENTERING INTO FUNDING AGREEMENTS</b>	

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<b>Section: Financial Management</b>	<b>5.20</b>
<b>Subject: FRAUD &amp; THEFT PREVENTION POLICY</b>	

### 1. Definitions

**“Fraud”** means the wrongful or criminal deception or act or omission intended to result in financial or personal gain, and which may result in a loss to Tłıchǫ Government.

Examples of fraud include, but are not limited to:

- (i) Forgery or alteration of cheques, drafts or promissory notes;
- (ii) Any misappropriation of funds, supplies or any other asset;
- (iii) Misappropriation of furniture, fixtures and equipment;
- (iv) Seeking or accepting anything of material values from anyone doing business with Tłıchǫ Government in violation of the Tłıchǫ Government Code of Ethics policy and conflict of interest reporting requirements established by Tłıchǫ Government;
- (v) Unauthorized use or misuse of Tłıchǫ Government property, equipment, materials or records;
- (vi) Any computer related activity involving the alteration, destruction, forgery or manipulation of data for fraudulent purpose or misappropriation of TG-owed software;
- (vii) Any claim for reimbursement of expenses that are not made for the exclusive benefit of Tłıchǫ Government; and
- (viii) Any similar or related irregularity.

**“Theft”** is when one person or a group takes from Tłıchǫ Government any Tłıchǫ Government money, object, information or services without its permission.

**“Employee”** means Tłıchǫ Government employees, and includes Tłıchǫ Assembly Members.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to:

- (i) Chiefs Executive Council, Assembly members, and all employees of Tłıchǫ Government, including full and part-time, casual, contract, permanent and temporary employees.
- (ii) This policy does not apply to unintentional acts of inadvertence, negligence, or poor performance, which should be addressed through normal human resources processes.

### 3. Purpose and Position

Tłıchǫ Government has zero tolerance for fraud and theft in any form. This policy is intended to raise awareness of fraud and theft risks within government and provide a consistent framework for identification, investigation and reporting. Departments are responsible for designing, implementing, and monitoring internal controls and processes to prevent and detect fraud and theft within their respective programs and operations. Consideration is to be given to the guidance within this policy as well as other applicable policies, procedures and laws enacted by Tłıchǫ Government.

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<b>Subject: FRAUD &amp; THEFT PREVENTION POLICY</b>	

Tłchq Governments intends to investigate all suspected acts of fraud, theft, or similar act. An objective and impartial investigation will be conducted regardless of the position, title, length of service or relationship with the Tłchq Government of any party who might be or becomes involved in or becomes/is the subject of such investigation.

#### 4. Requirements

##### **Role of Employees**

- (i) Employees are responsible to understand and comply with this policy and its procedures so they may conduct their duties in an effective manner. Employees are also required to follow internal control practices and established ethical standards.

##### **Fraud Reporting**

- (ii) Those who have knowledge of a suspicious incident which may involve a fraud, theft or similar act, are required to report it immediately.
- (iii) Those making a disclosure of known or suspected fraud, theft or similar act may do so through their immediate supervisor and/or the Director of Corporate Services. Where an immediate supervisor receives a disclosure of known or suspected fraud, theft or similar act, that person will forward that disclosure and information to the Director of Corporate Services.
- (iv) Reporting of known or suspected fraud, theft or similar act may be in writing or verbally.
- (v) Those reporting a known or suspected fraud, theft or similar act are to provide as much relevant, factual information as possible but not to conduct their own independent investigation.
- (vi) Those reporting known or suspected fraud, theft or similar acts under this policy must treat the matter as confidential and not discuss it with anyone other than the person to whom they have reported the incident or any designated investigator.
- (vii) No one who has acted in good faith shall be subject to any reprisal for reporting, or proposing to report, a suspected fraud, theft or similar act under this policy.
- (viii) An employee who reports a false incidence of fraud, theft or similar act with the intention to harm or bring disrepute to another party is subject to discipline under the Tłchq Government Administrative Policy and Procedures Manual.

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<b>Subject: FRAUD &amp; THEFT PREVENTION POLICY</b>	

- (ix) There does not have to be an actual loss of money or property before a suspected incidence of fraud, theft or similar act is reportable.

### **Investigation Procedures**

- (x) The Director of Corporate Services is responsible for taking follow-up action on all allegations of fraud, theft, or similar acts, to determine if a fraud, theft or similar act has occurred.
- (xi) The Director of Corporate Services may designate another employee or engage an outside agency/ investigator to conduct an investigation.
- (xii) The Director of Corporate Services shall exercise discretion, based on the nature and relative size of the incident, to determine the extent of the investigation to be undertaken. The Director of Corporate Services shall first conduct a preliminary review to determine if there are reasonable grounds to conduct a formal investigation.
- (xiii) Where the preliminary review fails to find reasonable grounds that a fraud, theft or similar act has occurred, or where the incident is too minor to be considered for investigation, the results of the review, including all digital and paper records will be documented by the Director of Corporate Services and stored in their internal files for one year, after which the digital and paper records shall be deleted/disposed of.
- (xiv) Where the preliminary review determines that there are reasonable grounds for an allegation, the Director of Corporate Services is required to conduct a formal investigation unless they designate another Tłchq Government employee or engage an outside agency/investigator to conduct the investigation.
- (xv) Prior to commencing a formal investigation, the Director of Corporate Services will notify the Tłchq Executive Officer of the allegations relating to the formal investigation. While the investigation is being conducted, the Director of Corporate Services will provide progress updates to the Tłchq Executive Officer.
- (xvi) Upon completion of the investigation, the investigator will produce a fact-based written report for Tłchq Government. The report will include the following:
  - (a) a description of the incident and nature of the loss;
  - (b) evidence, including a summary of finding regarding the allegations of fraud, theft or similar act;
  - (c) the place where the loss is known or suspected to have occurred;
  - (d) the department that has suffered the loss;
  - (e) the nature and extent of the fraud, theft or similar act including the amount of the loss or a reasonable estimate;

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- (f) the circumstances or internal control weaknesses which may have contributed to the fraud, theft or similar act, with recommendations to improve those systems of controls;
- (g) the statement of the suspected individual(s) of whom the allegations were made, if available;
- (h) if the statement of the suspected individual(s) is not available, a summary of the response of the suspected individual(s) in respect of whom the allegations were made; and
- (i) any other matter of significance relevant to making a decision on any disciplinary action to be taken.

The report will be provided to the Tłchq Executive Officer.

- (xvii) Where there is sufficient evidence to confirm an instance of fraud, theft or similar act, the Director of Corporate Services shall provide the investigator's report to the Chiefs Executive Council.

#### **Consequences of a Substantiated Claim**

- (xviii) Tłchq Government will take disciplinary action against the employee where allegations of fraud, theft, or similar act are substantiated by an investigation.
- (xix) Tłchq Government will take all reasonable and necessary steps against those who have been substantiated as violating this policy to recoup any losses, financial or otherwise.
- (xx) Unless otherwise directed by the Chiefs Executive Council, all substantiated claims of fraud, theft or similar act where the loss to Tłchq Government is in excess of \$500.00, shall be reported, within two months of the Chief's Executive Council direction to the appropriate authorities such as the RCMP.

#### **Privacy and Confidentiality**

- (xxi) All parties to a complaint of known or suspected fraud, theft or similar act and any investigation are expected to respect the privacy and confidentiality of all involved, and to limit their discussion to those authorized to respond to or investigate the complaint.

#### **5. Monitoring**

Enquiries about this policy and related procedures can be made to the Director of Corporate Services.

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<b>Subject: FRAUD &amp; THEFT PREVENTION POLICY</b>	

All employees are responsible for reporting incidents of fraud or theft, or similar act.

The Director of Corporate Services is responsible for monitoring and implementing this policy

The Chiefs Executive Council is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) If an employee, or Assembly member suspects there is an incident of fraud, theft or similar act, they shall report the incident to their supervisor or the Director of Corporate Services, in writing or verbally, as soon as possible, including all details about the incident. The individual making the report should not do any investigative work and only report on the known facts.

***Effective Date: March 3, 2021***

**Related Policies:**

1.2 – Code of Ethics

6.2 – Discipline of Employees

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<b>Section: Human Resource Management</b>	<b>6.1</b>
<b>Subject: EMPLOYEE CONDUCT</b>	

1. Definitions

“Employee conduct” means the expected behaviour of employees.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to Tł̓chq̓ Government employees.

3. Purpose and Position

The purpose of this policy is to clearly define the expectations and conduct of Tł̓chq̓ Government employees.

The Tł̓chq̓ Government is the government of Tł̓chq̓ citizens and employees are representatives of the Tł̓chq̓ Government. Employees are expected to act in an appropriate and respectful way in the community and must abide by community laws and the policies of the government.

4. Requirements

The Tł̓chq̓ Government requires the following conduct from its employees:

- a) Employees are expected to arrive at their jobs on time. If they are not on time, it is their responsibility to immediately contact their supervisor or designate to say when they will arrive or provide a reason for an unexpected absence. This requirement is further explained in Policy 6.17 – Employee Tardiness.
- b) Tł̓chq̓ Government employees are representatives of the government. As such employees are expected to conduct themselves at work, in the community, on-line and in social media in a courteous manner and treat all others with respect and dignity in accordance with the Tł̓chq̓ values of co-operation, healing, harmony and self-sufficiency. This requirement is further explained in Policy 1.2 Code of Ethics.
- c) Employees are expected to ensure confidentiality of privileged information they may have access to as a result of their employment with the Tł̓chq̓ Government. The obligation to maintain confidentiality is permanent, even after employment is terminated with the Tł̓chq̓ Government, as per requirements Policy 6.8 – Termination of Employment.
- d) Employees are expected to care for Tł̓chq̓ Government property and financial resources entrusted to them for business purposes.
- e) Employees are expected to inform their supervisor and then request permission from the Tł̓chq̓ Executive Officer prior to engaging in activities in addition to their current position with the Tł̓chq̓ Government including: other employment; entrepreneurship; and/or representation on

<b>Section: Human Resource Management</b>	<b>6.1</b>
<b>Subject: EMPLOYEE CONDUCT</b>	

outside boards and committees. This policy is not intended to infringe upon employee freedom of activity or association, but merely to protect the interests of the Tłchq Government.

- f) Employees shall not engage in political activity on behalf of an elected official or potential elected official while at work.
- g) Employees are expected to dress in clean, appropriate business-casual attire.
- h) Employees are expected to abide by all laws, ordinances and regulations enforced within the local community.
- i) Employees shall not report to work under the influence of drugs, including cannabis or alcohol according to Policy 3.3 Alcohol, Drug Abuse and Attendance at Meetings.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees are responsible for following the requirements of this policy when on-site at Tłchq Government properties and when travelling on behalf of the Tłchq Government.
- b) Any infractions should be dealt with according to Policy 6.10 – Employee Complaints and Appeals and Policy 6.2 – Discipline of Employees.
- c) Complaints concerning violations of the code of conduct will be directed to the supervisors.
- d) If escalation is required or the supervisor cannot deal with the issue, the issue will be directed to the Department Director and Community Director.
- e) If escalation is required or the Department Director or Community Director cannot deal with the issue, the issue should be directed to the Tłchq Executive Officer.

***Effective Date: January 17, 2019***

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<b>Section: Human Resource Management</b>	<b>6.2</b>
<b>Subject: DISCIPLINE OF EMPLOYEES</b>	

### 1. Definitions

“Discipline of employees” means addressing and documenting employee or workplace problems.

### 2. Authority and Application

This policy is made under the authority of Chiefs Executive Council and applies to Tł̓chq̓ Government employees.

### 3. Purpose and Position

The purpose of this policy is to establish a disciplinary process and define employee behaviour that may warrant discipline.

The discipline of employees is the responsibility of supervisors and must be exercised lawfully, in accordance with Tł̓chq̓ Government policy and in accordance with Canadian labour standards.

The Tł̓chq̓ Government will apply progressive discipline designed to encourage employees to correct and improve their work performance and behaviour in preference to taking disciplinary action.

### 4. Requirements

- a) When an employee causes work problems or commits offences, supervisors are responsible for imposing progressive discipline by appropriate staged measures designed to achieve the objectives of this policy.
- b) Disciplinary measures for probationary employees will normally be applied in the following stages:
  - i. verbal explanation, discussion and warning; and
  - ii. termination in accordance with Policy 6.8 – Termination of Employment.
- c) Any disciplinary measures taken while an employee is on probation will remain on file and apply once they have completed probation.
- d) Disciplinary measures for permanent employees will normally be applied in the following stages:
  - i. verbal explanation, discussion and warning;
  - ii. written explanation and warning;
  - iii. suspension, with or without pay, recorded in writing with an explanation and warning; and
  - iv. termination, in accordance with Policy 6.8 – Termination of Employment.
- e) All suspensions will be without pay unless the allegations are not proven but serious enough to warrant removing the employee from the workplace. The Tł̓chq̓ Executive Officer will determine when a suspension will be with pay.
- f) Only the Tł̓chq̓ Executive Officer can authorize termination of an employee.

<b>Section: Human Resource Management</b>	<b>6.2</b>
<b>Subject: DISCIPLINE OF EMPLOYEES</b>	

- g) The Tłchq Executive Officer or a Department Director or Community Director authorized by the Tłchq Executive Officer will give notice of termination to an employee.
- h) Where issues are raised with an employee, the discussion will emphasize steps the employee can take to correct their actions and behaviours.
- i) In special circumstances, such as when there are mitigating circumstances or the offences are very serious, certain disciplinary stages may be repeated or not applied.
- j) Employees may be terminated for just cause for any offence that undermines the trust or confidence required to sustain the employment relationship. Employees may be terminated for just cause without notice or pay in lieu of notice.
- k) The Manager: Human Resource Services or designate will maintain a personnel file for each employee. The file will be confidential and can be reviewed only by authorized supervisors, Department Director, Community Director, the Tłchq Executive Officer and the employee and a representative designated by the employee.
- l) All disciplinary measures will be recorded in the employee's personnel file, including verbal warnings.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees who report to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing this policy:

- a) If there is an alleged or suspected work problem or offence by an employee, the supervisor should investigate the situation to verify the problem exists.
- b) Once a violation is identified, the supervisor and the employee will discuss the cause for the violation; if appropriate, potential disciplinary measures and corrective actions may also be discussed with the employee.
- c) Supervisors will review proposed disciplinary measures and corrective actions for violation of employee conduct with the Manager: Human Resource Services to ensure all actions are in compliance with policy.

<b>Section: Human Resource Management</b>	<b>6.2</b>
<b>Subject: DISCIPLINE OF EMPLOYEES</b>	

- d) The supervisor, Manager: Human Resource Services and employee will meet to discuss the agreed-upon corrective measures and disciplinary measures to be implemented.
- e) Where the disciplinary measure involves suspension without pay, the Department Director, Community Director or Senior Director of Governance may authorize such action for employees in their department.
- f) The Director and Manager: Human Resources will then notify the Tłchq Executive Officer of their decision to suspend an employee's without pay.
- g) Where the employee involved is a Department Director, Community Director or Senior Director Governance, the Tłchq Executive Officer will authorize all disciplinary measures.
- h) For all employees where the disciplinary measure involves suspension with pay or termination the Tłchq Executive Officer must authorize such actions.
- i) The Director who authorized the suspension will notify the employee of suspension.
- j) The Tłchq Executive Officer or Community Director or Department Director as designated by the Tłchq Executive Officer will notify the employee of suspension with pay or termination.
- k) The Manager: Human Resources Services will record any measures taken in the employee's personnel file.
- l) Termination of employees will be dealt with in accordance with Policy 6.8 – Termination of Employment.

***Effective Date: July 12, 2021***

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<b>Section: Human Resource Management</b>	<b>6.3</b>
<b>Subject: PROFESSIONAL DEVELOPMENT AND TRAINING</b>	

### 1. Definitions

“Professional development” means the skills and knowledge obtained to assist in the execution of an employee’s duties.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłchq Government administration.

### 3. Purpose and Position

The purpose of this policy is to establish a process for identifying and improving professional development activities for employees.

The Tłchq Government recognizes that regular professional development and training for its employees serves to increase the competence and effectiveness of the organization.

### 4. Requirements

- a) Supervisors will make recommendations and develop the business case concerning training and development of employees who report to them. The Manager: Human Resource Services will review a training request in consultation with the supervisor and may approve the request.
- b) As part of the supervision process, the supervisor will work collaboratively with each employee to identify professional development and training that would enhance their skills and assist them in performing their duties more effectively.

### 5. Monitoring

All supervisors are responsible for implementing this policy.

The Manager: Human Resource Services is responsible for monitoring and enforcing this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Supervisors will work with all employees to develop an annual career development plan, including training related to the employee’s position.
- b) Supervisors will review interview notes, assessments, transcripts and employee evaluations to determine employee training needs. At a minimum, supervisors will discuss training needs with their employees annually.

<b>Section: Human Resource Management</b>	<b>6.3</b>
<b>Subject: PROFESSIONAL DEVELOPMENT AND TRAINING</b>	

- c) The Tłıchǫ Government's preference is to hold courses internally, whenever possible.
- d) Where courses cannot be delivered internally, courses will be delivered externally. External courses must be supported with a valid rationale for having the employee take the course.
- e) Where a request for training is made, the supervisor will consult with and receive approval from the Manager: Human Resource Services for the course before reimbursement will be authorized.

*Effective Date: April 13, 2015*

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<b>Section: Human Resource Management</b>	<b>6.4</b>
<b>Subject: LEAVE PROVISIONS FOR EMPLOYEES</b>	

### 1. Definitions

“Leave provisions for employees” means all allowed time away from work for employees.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłıchǫ Government.

### 3. Purpose and Position

The purpose of this policy is to identify acceptable leave provisions, to provide for fair compensation and to accommodate the employee in the event of unforeseen circumstances where time off from work is required.

The Tłıchǫ Government believes in providing a work environment for its employees that is based on fairness, equity and recognition of work/life balance.

### 4. Requirements

- a) Leave credits will not be advanced.
- b) A leave will be based on sufficient leave credits being available to the employee and on approval by the supervisor.
- c) Employees must apply for leave at least two (2) weeks prior to the proposed leave period for a leave of greater than five (5) days, and at least one (1) week prior to the proposed leave period for a leave up to and including five (5) days.

### **Full-time Employees**

The following requirements apply to all full-time employees:

#### **Medical/Sick Leave**

- d) An employee will earn sick leave credits at the rate of one and one-quarter (1¼) days for each calendar month of employment or a maximum of fifteen (15) days per year.
- e) All absences on account of illness on a normal working day (exclusive of designated holidays) must be reported to the supervisor as soon as possible on the first day and shall be charged against an employee’s accumulated sick leave credits.
- f) Unless otherwise informed by the employer, an employee must file a leave form stating they were unable to perform work duties because of their illness or injury.



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<b>Subject: LEAVE PROVISIONS FOR EMPLOYEES</b>	

- g) For sick leave in excess of three (3) working days, an employee is required to produce a certificate from a qualified medical practitioner certifying that the employee is unable to carry out their duties due to illness.
- h) An employee may use sick leave to care for a sick child at home or when acting as a non-medical escort for an immediate family member.
- i) An employee is required to submit an appointment card or a note from a doctor when requesting an absence due to a medical/dental appointment.
- j) Sick leave credit can be accumulated from year to year.

### **Annual Leave**

#### Pay Levels 1 to 5

- k) For each month of a fiscal year in which an employee receives ten (10) days' pay, they will be credited with annual leave at the following rates:
  - i. for employees in their first two (2) continuous years of employment, one-and-one-quarter ( $1\frac{1}{4}$ ) days each month, for a total annual leave of fifteen (15) days; and
  - ii. for employees with two (2) or more continuous years of employment, one-and-two-third ( $1\frac{2}{3}$ ) days each month, for a total annual leave of twenty (20) days.

#### Pay Levels 6 or Higher

- l) For each month of a fiscal year in which an employee receives ten (10) days' pay, they will be credited with annual leave at the following rates:
  - i. for employees in their first two (2) continuous years of employment, two-and-one-twelfth ( $2\frac{1}{12}$ ) days each month, for a total annual leave of twenty-five (25) days; or
  - ii. for employees with two (2) or more continuous years of employment, two-and-a-half ( $2\frac{1}{2}$ ) days each month, for a total annual leave of thirty (30) days.
- m) Employees are not permitted to carry over more annual leave credits than can be earned in one (1) fiscal year. Excess annual leave credits will be paid out.

### **Special Leave**

The supervisor may grant a special leave of absence for the following reasons:

- n) Civic Leave: Leave without pay shall be granted to any employee who is required by election to a civic body to attend meetings during working hours. Approval shall be based on operational requirements.

<b>Section: Human Resource Management</b>	<b>6.4</b>
<b>Subject: LEAVE PROVISIONS FOR EMPLOYEES</b>	

- o) Compassionate Leave: An employee shall be entitled to leave with pay for a period of up to five (5) days per fiscal year when there is a death in the employee's extended family, or when an employee is required to care for an extended family member due to illness, or when a member of the extended family residing outside the employee's community of residence becomes seriously ill. As per Tłchq custom, extended family member should be interpreted to include individuals who are not related by blood but were raised together in a family unit.
- p) Court Leave: Leave with pay shall be granted to any employee who is required to serve on a jury or, by subpoena or summons, to attend as a witness in any proceedings held as authorized by law.
- q) Marriage Leave: Employees will be granted up to five (5) days of special leave with pay for the purpose of getting married.
- r) Parental Leave with Pay: Five (5) days of paternal leave will be granted to the father/mother of a child in the event of a birth or adoption, provided they do not access EI benefits. The leave must be taken immediately following or coinciding with the event of the birth or adoption.
- s) Special leave credits do not accrue and cannot be accumulated from year to year.

#### **Education Leave**

- t) A permanent employee may apply for education leave without pay for the duration of their education program. If the education or training is job-related, the employee's request may be granted at the discretion of the Tłchq Executive Officer. The employee will provide no less than two months' notice unless otherwise agreed upon.
- u) Part-time employees are not eligible for education leave.

#### **Other Leave**

- v) Notwithstanding any provision for leave in these policies, supervisors may grant leave of absence without pay to an employee in emergency or unusual circumstances.
- w) Notwithstanding any provisions for leave in these policies, the Tłchq Executive Officer may grant a leave of absence with pay to an employee in emergency or unusual circumstances.

#### **Maternity Leave With Allowance and Without Pay**

- x) An employee who has met the below requirements is eligible for a maternity or parental leave allowance:
  - i. Six months of continues employment have been completed;
  - ii. Proof has been provided of receipt of Employment Insurance benefits; and,

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<b>Subject: LEAVE PROVISIONS FOR EMPLOYEES</b>	

- iii. There is an agreement to return to work for at least six continuous months when maternity or parental leave ends.
- y) The allowance provides a "top up" of Employment Insurance benefits for up to 34 weeks at 95% of the employee's last weekly rate of pay. The weekly rate of pay for part-time employees will be the prorated weekly rate in effect immediately before the commencement of maternity leave and averaged over the six-month period of continuous service.
- z) If an employee does not return to work, the amount of the allowance will be reimbursed to the employer. If an employee returns to work for less than six months, the allowance to be reimbursed will be pro-rated.
- aa) Maternity leave without pay will be granted for a period of 18 weeks commencing at any time during the 18-week period prior to the employees expected date of delivery.
- bb) An employee must provide a written request to the employer at least four weeks before the expected date of the commencement of maternity leave without pay or with allowance.
- cc) Maternity leave cannot be combined with parental leave.

**Parental Leave With Allowance and Without Pay**

- dd) An employee who will have actual care and custody of a newborn child of whom they are the natural father, or an adopted child and who has met the below requirements is eligible for a parental leave allowance:
  - i. Six months of continues employment have been completed;
  - ii. Proof has been provided of receipt of Employment Insurance benefits; and,
  - iii. There is an agreement to return to work for at least six continuous months when maternity or parental leave ends.
- ee) The allowance provides a "top up" of Employment Insurance benefits for up to 34 weeks at 95% of the employee's last weekly rate of pay. The weekly rate of pay for part-time employees will be the prorated weekly rate in effect immediately before the commencement of parental leave and averaged over the six-month period of continuous service.
- ff) If an employee does not return to work, the amount of the allowance will be reimbursed to the employer. If an employee returns to work for less than six months, the allowance to be reimbursed will be pro-rated.
- gg) Parental leave without pay will be granted for a period of 18 weeks that may be taken in combination with 34 weeks of "top up" immediately following the birth of the child or, in the case of an adoption, the time that the child comes into the employees care and custody.
- hh) An employee must provide a written request to the employer at least four weeks before the expected date of the commencement of maternity leave without pay or with allowance.

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<b>Subject: LEAVE PROVISIONS FOR EMPLOYEES</b>	

- ii) Parental leave cannot be combined with maternity leave.

#### **Cultural Leave**

- jj) Full-time employees may apply for up to three (3) days of leave for cultural purposes.
- kk) The purpose of cultural leave is to provide support for employees to participate in Tłıchq cultural activities for the protection and promotion of Tłıchq way of life.
- ll) “Cultural leave” includes, but is not limited to, traditional activities such as tanning hides, hunting, trapping, excursions on the land and by canoe, and attendance at the Annual Gathering.
- mm) Cultural leave will be approved at the discretion of the employee’s supervisor.
- nn) Culture leave is a unique benefit of Tłıchq Government employees. Any abuse of this benefit may result in future requests for cultural leave being denied.

#### **Part-time Employees**

The following requirements apply to all part-time employees:

#### **Medical/Sick Leave**

- oo) Part-time employees do not receive paid medical/sick leave
- pp) When part-time employees are absent from work because of a medical issue or illness they must follow the same rules as outlined for full-time employees

#### **Annual leave**

- qq) Part-time employees do not accrue annual leave.
- rr) Annual leave will be paid at a rate of four percent (4%) of the hourly wage and will be paid on biweekly pay cheques.

#### **Special Leave**

- ss) Part-time employees may be granted special leave according to the same rules and rates as those for full-time employees

#### **Education Leave**

- tt) Part-time employees are not eligible for education leave.

#### **Other Leave**

- uu) Notwithstanding any provisions for leave in these policies, supervisors may grant a leave of absence without pay to an employee in emergency or unusual circumstances.

<b>Section: Human Resource Management</b>	<b>6.4</b>
<b>Subject: LEAVE PROVISIONS FOR EMPLOYEES</b>	

### **Maternity and Paternity Leave**

vv) Maternity and paternity leave will be dealt with in accordance with Canadian laws and regulations

### **Cultural Leave**

ww) Part-time employees will be eligible the equivalent of 3 regular working days of paid leave for cultural purposes.

xx) Part-time employees may be granted special leave according to the same rules as those for full-time employees.

### **Leave for Victims of Domestic Violence**

yy) An employee who is a victim of domestic violence and has been employed by the same employer for at least 90 days is entitled to both the following periods of domestic violence leave in each 52 week period:

- i. Leave of up to 10 days, which the employee may choose to take intermittently or in one continuous period;
- ii. Leave of up to 17 weeks to be taken in one continuous period.

zz) An employee may take a domestic violence leave only for one or more of the following purposes:

- i. To seek medical attention for the employee or the employee's child in respect of a physical or psychological injury or disability caused by the domestic violence;
- ii. To obtain psychological or other professional counseling;
- iii. To relocate temporarily or permanently;
- iv. To seek legal or law enforcement assistance, including preparing for or participation in any civil or criminal legal proceeding related to or resulting from the domestic violence;
- v. Any other prescribed purpose.

aaa) Up to 5 days of leave taken under this section in a 52 week period maybe approved as paid leave. Any additional leave taken under this section in a 52 week period is unpaid leave.

bbb) An employee who wishes to take leave under this section must give the employer as much notice as is reasonable and practicable in the circumstances.

ccc) An employee who takes leave, paid or unpaid, under this section maybe required to provide reasonable verification of the necessity of the leave.

ddd) Confidentiality will be maintained by all employees in respect of all matters that come to their knowledge in relation to leave of this nature taken by an employee.

### **Casual Employees**

eee) Casual employees do not accrue medical or sick leave.

<b>Section: Human Resource Management</b>	<b>6.4</b>
<b>Subject: LEAVE PROVISIONS FOR EMPLOYEES</b>	

fff) Annual leave will be paid at a rate of four percent (4%) of the hourly wage and will be paid on pay cheques.

ggg) When a casual employee is absent from work for medical issues of illness they must follow the same rules as outlined for full-time employees.

hhh) Casual employees are not eligible for any other types of paid leave.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees are responsible for completing leave request forms and submitting them to their supervisor within the required time frame as outlined in General Requirements (item “x” above).
- b) Where sufficient leave credits exist and operational requirements allow, the supervisor shall authorize the employee’s request and return the leave form to the employee.
- c) Where the leave required is sick leave, the employee must submit the leave form to their supervisor within two days of returning to work.
- d) Authorized leave forms will accompany time sheets when they are submitted.
- e) The Compensation Coordinator will ensure that all leave forms are accurate and recorded against leave credit balances.
- f) Where an employee fails to submit a leave form within the required time frame, they may be considered absent without leave and dealt with according to Policy 6.16 – Absent Without Leave.
- g) Any other infractions of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

***Effective Date: May 25, 2017***

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<b>Section: Human Resource Management</b>	<b>6.5</b>
<b>Subject: HOURS OF WORK</b>	

### 1. Definitions

“Hours of work” means the official hours for which employees are expected to be on duty.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to permanent employees of the Tłıchǫ Government administration.

### 3. Purpose and Position

The purpose of this policy is to set expectations for all Tłıchǫ Government employees regarding hours of work.

The Tłıchǫ Government’s work hours are intended to clarify to employees and Tłıchǫ citizens when the administration is available to perform services.

### 4. Requirements

The standard hours of work for Tłıchǫ Government employees will be thirty-five (35) hours per week.

- a) The standard daily hours will be seven (7) consecutive hours, between 9:00 a.m. and 5:00 p.m. each day from Monday to Friday, unless otherwise approved by Department Directors.
- b) Unpaid lunch period is from 12:00 p.m. to 1:00 p.m. daily.
- c) There shall be a paid 15-minute break in the morning and a paid 15-minute break in the afternoon at a time mutually agreed upon between the employee and supervisor.
- d) If an employee must leave early for any reason, they must receive permission before they do so.
- e) Employees who work less than 35 hours per week will work set hours as determined by the supervisor.
- f) An employee who varies hours of work for any reason must have written permission from their supervisor in accordance with Policy 6.4 – Leave Provisions for Employees.
- g) Where employees fail to receive permission, this will be dealt with according to Policy 6.16 – Absent without Leave and Policy 6.2 – Discipline of Employees.
- h) Where special circumstances exist and operational requirements allow, an employee may make special arrangements with the supervisor to change their standard hours of work.

### 5. Monitoring

<b>Section: Human Resource Management</b>	<b>6.5</b>
<b>Subject: HOURS OF WORK</b>	

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Hours worked and leave taken must be recorded by employees on time sheets and submitted to the supervisor for approval.
- b) All documentation supporting leave must be submitted to the Manager: Human Resource Services to be reported on the payroll system.
- c) The Manager: Human Resource Services will record hours worked and employee leave to date, which will be reflected on the employee's pay stub and recorded in the employee file.
- d) Time sheets and any required leave forms are to be completed and executed by the employee and submitted to the supervisor no later than 5:00 p.m. on the day of payroll cutoff. Any time sheets and leave forms not submitted by this deadline will not be processed until the following payroll cycle.
- e) Any infractions of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

***Effective Date: April 13, 2015***

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<b>Section: Human Resource Management</b>	<b>6.6</b>
<b>Subject: DESIGNATED HOLIDAYS</b>	

### 1. Definitions

“Designated holidays” are paid holidays recognized by the Tłchq Government.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłchq Government administration.

### 3. Purpose and Position

The purpose of this policy is to set out paid holidays for Tłchq Government employees.

The Tłchq Government provides employees with a number of paid designated holidays.

### 4. Requirements

- a) The following days are designated as paid holidays for employees of the Tłchq Government:
  - New Year’s Day (January 1)
  - Good Friday
  - Easter Monday
  - Victoria Day
  - Aboriginal Day (June 21)
  - Canada Day (July 1)
  - Civic Holiday
  - Tłchq Day
  - Labour Day
  - Thanksgiving Day
  - Remembrance Day (November 11)
  - Christmas Day (December 25)
  - Boxing Day (December 26)
  - any regular work days that fall between Boxing Day and New Year’s Day
  - holidays as proclaimed by the Tłchq Government
- b) Employees at pay levels 1-5 who are required to work during a designated holiday will earn time in lieu at 1.5 times their hourly rate of pay as per Policy 6.9 – Payment of Employees Including Overtime.
- c) If a holiday falls on a day off another regular working day will be taken off.

### 5. Monitoring

All Tłchq Government. employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

<b>Section: Human Resource Management</b>	<b>6.6</b>
<b>Subject: DESIGNATED HOLIDAYS</b>	

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees will receive notification of all designated holidays recognized as paid holidays by the Tłchq Government.
- b) The payroll clerk and the Manager: Human Resource Services will record the designated paid holidays in the payroll system.
- c) Designated holidays will also be posted on the Tłchq Government website and in Tłchq Government offices.

*Effective Date: April 13, 2015*

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<b>Section: Human Resource Management</b>	<b>6.7</b>
<b>Subject: EMPLOYEE PERFORMANCE EVALUATION</b>	

### 1. Definitions

“Employee performance evaluation” means the process by which the Tłchq Government reviews an employee’s performance and provides feedback.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłchq Government administration with the exception of the Tłchq Executive Officer.

### 3. Purpose and Position

The purpose of this policy is to outline how employee performance evaluations will be conducted.

The Tłchq Government believes that timely and meaningful feedback is key to the success of its employees and of the Tłchq Government overall. The Tłchq Government will ensure employees receive regular feedback on their performances and will provide for training and development where warranted.

### 4. Requirements

- a) The Tłchq Government will ensure regular communication between supervisors and employees regarding individual work performances. All employees will participate in a process of performance evaluation after 12 months of continuous employment.
- b) The Manager: Human Resource Services is required to:
  - i. ensure all employees participate in regular performance evaluations with their supervisors;
  - ii. ensure that the feedback process will include a review of past performance as well as the establishment of goals and objectives for the upcoming year; and
  - iii. ensure all employees receive necessary professional development and training where reasonable.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

<b>Section: Human Resource Management</b>	<b>6.7</b>
<b>Subject: EMPLOYEE PERFORMANCE EVALUATION</b>	

- a) The Manager: Human Resources Services will send notification of required performance evaluations to employees and supervisors at least sixty (60) days before evaluations are due.
- b) Supervisors are responsible for reviewing evaluations with their employees before the evaluation is finalized.
- c) An employee who does not agree with an evaluation score or ranking may file a written appeal to the Manager: Human Resources Services.
- d) The Manager: Human Resource Services will investigate all appeals and review the findings with the Department Director, Community Director, Tłıchq Executive Officer and the supervisor who conducted the evaluation.
- e) The Manager: Human Resource Services will report back on the investigation and meeting to the employee who filed the appeal and record any changes to the evaluation/ranking in the employee's file.
- f) The Manager: Human Resource Services will provide any performance documentation to the employee and supervisor for performance evaluation.
- g) The employee and supervisor will record and approve the feedback process and the goals and objectives established for the upcoming year and submit to Manager: Human Resource Services to record performance evaluation and payroll adjustments.

***Effective Date: April 13, 2015***

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<b>Section: Human Resource Management</b>	<b>6.8</b>
<b>Subject: TERMINATION OF EMPLOYMENT</b>	

### 1. Definitions

“Termination of employment” means the end of the employment relationship with the Tłıchǫ Government, initiated by either the employee or employer.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and the Tłıchǫ Finance & Human Resources Law. This policy applies to Tłıchǫ Government employees.

### 3. Purpose and Position

This policy serves to clarify the process for termination of employment.

The Tłıchǫ Government believes that terminations should be handled consistently pursuant to the following requirements.

### 4. Requirements

The Tłıchǫ Government will apply the following requirements for the termination of employees:

#### **Employee Resignation**

- a) An employee wishing to resign must submit a resignation in writing to the supervisor.
- b) Current activity report(s) must be completed by the resigning employee and submitted to the supervisor, Community Director or the Department Director prior to the termination date.
- c) Any equipment, keys or other belongings of the Tłıchǫ Government in the possession of the employee must be returned to the supervisor prior to the last day of employment.
- d) Any passwords to computers, computer files and applications belonging to the Tłıchǫ Government must be provided to the supervisor prior to the last day of employment.
- e) Cheques for the final pay period, any amounts owed and letters of recommendation will normally be withheld if a terminating employee fails to complete items 4(b) through (d).
- f) Employees with less than five (5) years of service must provide at least two (2) weeks’ notice before the date on which they propose to terminate their employment.
- g) Employees with more than five (5) years of service must provide at least four (4) weeks’ notice before the date on which they propose to terminate their employment.
- h) All Department Directors and executive department employees must provide four (4) weeks’ notice before the date on which they propose to terminate their employment, regardless of their length of service.

<b>Section: Human Resource Management</b>	<b>6.8</b>
<b>Subject: TERMINATION OF EMPLOYMENT</b>	

### **Termination by the Tłchq Government**

- i) The Tłchq Government may terminate employees in accordance with Policy 6.2 – Discipline of Employees.
- j) Pursuant to the Finance and Human Resources Law, notice of termination will be provided in writing to the employee by the Tłchq Executive Officer or a Department Director authorized by the Tłchq Executive Officer and will be placed in the employee’s personnel file.
- k) Termination notices will explain the reason for the decision and the terms on which the employee is terminated.
- l) Where the Tłchq Government terminates an employee who has completed fewer than twelve (12) consecutive months of continuous employment, the Tłchq Government, except where the termination is for just cause, will give the employee either:
  - i. notice in writing at least two (2) weeks before the date specified in the notice of the employer’s intention to terminate employment on that date; or
  - ii. in lieu of notice, two weeks of wages at the employee’s regular rate of pay for regular hours of work.
- m) Where the employee has completed twelve (12) consecutive months of employment, the Tłchq Government will, except where the termination is for just cause, pay the employee, at minimum, two weeks of wages at the employee’s regular rate of pay and hours worked for each year of continuous employment with the Tłchq Government, to a maximum of twenty-six (26) weeks.
- n) In the event of insufficient work, a reorganization and related discontinuance of a position, or a lack of funding, employees may be laid off with two (2) weeks’ written notice:
  - i. when the term of the layoff is three (3) months or less; or
  - ii. where the term of the layoff is more than three (3) months, the Tłchq Government will include in its notice a fixed date or a specified period, neither of which will be more than six (6) months from the date of the layoff.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

<b>Section: Human Resource Management</b>	<b>6.8</b>
<b>Subject: TERMINATION OF EMPLOYMENT</b>	

- a) Employees must submit their resignation to their supervisor and complete all requirements.
- b) Upon termination of an employee, the Tłchq Executive Officer or Department Director authorized by the Tłchq Executive Officer must provide the employee with written notice of termination.
- c) Records of employment and final compensation must be made available to the employee within five (5) days of separation from the Tłchq Government as per labour standards guidelines.

***Effective Date: September 3, 2012***

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<b>Section: Human Resource Management</b>	<b>6.9</b>
<b>Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME</b>	

### 1. Definitions

“Payment of employees including overtime” means compensation for work performed for the Tłchq Government.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to Tłchq Government employees.

### 3. Purpose and Position

The purpose of this policy is to ensure employees are compensated fairly and to clearly articulate compensation guidelines for Tłchq Government employees, including identifying who is eligible to earn time in lieu, how it is paid/tracked and how it is approved.

Working overtime is generally discouraged, except in exceptional cases where overtime hours are necessary.

### 4. Requirements

The Tłchq Government will adhere to the following procedures in regard to the payment of employees:

- a) Employee salary ranges will be based upon the approved salary scale unless otherwise approved by the Chiefs Executive Council.
- b) The pay scale will be distributed to all employees as part of orientation. The Corporate Services Department will review the pay scale every four (4) years. The findings of the review will be submitted to the Chiefs Executive Council for its approval pursuant to the Finance and Human Resources Law.
- c) Wages will be paid based on the following guidelines:
  - i. salaried employees will be paid biweekly;
  - ii. mandatory deductions will be made from an employee’s salary; and
  - iii. reasonable recoveries may be made.
- d) The Senior Director Governance may appoint an employee to act in the position of Community Director to meet the operational requirements of the position for a period not to exceed twenty-five (25) working days.
- e) Department Directors may appoint acting positions in their department.
- f) An employee acting in a higher position will be paid acting pay of up to fifteen percent (15%) of their regular salary.
- g) Only the Tłchq Executive Officer may appoint an employee to an acting position that exceeds twenty-five (25) days.



<b>Section: Human Resource Management</b>	<b>6.9</b>
<b>Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME</b>	

- h) The Tłchq Executive Officer may appoint an acting Tłchq Executive Officer for up to twenty-five (25) days. Acting Tłchq Executive Officer appointments exceeding twenty-five (25) days must be appointed by the Chiefs Executive Council.
- i) All trainee positions will be paid a maximum of eighty percent (80%) of the approved salary for the position.
- j) Only employees on pay levels 1-5 are eligible to earn time in lieu. Where such an employee works overtime, the following conditions apply.
  - i. All overtime must be pre-approved in writing by the employee's supervisor.
  - ii. All overtime will be accumulated as hours in lieu at a rate of 1.5 hours for every hour worked.
  - iii. All unused time in lieu will be paid out on March 31 of each fiscal year.
  - iv. All approved claims for overtime must be recorded on a time sheet and submitted to the Payroll and/or Compensation Clerk.
  - v. An employee cannot earn overtime while taking any kind of leave. If the employee must work while on leave, they will be re-credited (to the leave account they had taken) an equivalent amount to the time worked.
  - vi. An employee cannot earn overtime on a weekend if they take one or more days leave during the week immediately before or after.
  - vii. An employee cannot earn more than seventy (70) hours of time in lieu in any one fiscal year unless approved by the Tłchq Executive Officer.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a. Employees must seek approval from their supervisors prior to working overtime.
- b. Overtime hours must be added to time sheets within the appropriate pay period.
- c. The Manager: Human Resource Services will track all overtime and provide regular reports to the supervisor on employee overtime.
- d. The Manager: Human Resource Services will notify the supervisor, Department Director and Tłchq Executive Officer if an employee reaches the maximum overtime hours allowed per fiscal year as established under 4(j)vii of this policy.

<b>Section: Human Resource Management</b>	<b>6.9</b>
<b>Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME</b>	

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<b>Section: Human Resource Management</b>	<b>6.10</b>
<b>Subject: EMPLOYEE COMPLAINTS AND APPEALS</b>	

### 1. Definitions

“Employee complaints and appeals” means a documented interpersonal grievance formally pursued by an employee.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to Tłıchq Government employees.

### 3. Purpose and Position

The purpose of this policy is to establish a process for resolving disputes between employees.

The Tłıchq Government recognizes that disputes arise between employees and must be handled in a fair and reasonable manner using due process. Employee disputes that cannot be settled by the parties involved may be addressed through a complaint and appeals process.

### 4. Requirements

The complaint and appeal procedures are:

- a) The complainant should first work directly with the other employee to seek resolution for the complaint. If the matter is between an employee and a Department Director or Community Director, the complainant should take the matter directly to the Tłıchq Executive Officer.
- b) If the issue cannot be resolved between employees, the complainant should report the issue in writing to the supervisor.
- c) If the supervisor cannot resolve the issue between the employees, the supervisor should seek the advice of the Manager: Human Resource Services to attempt to resolve the complaint.
- d) If the complaint cannot be resolved, the complainant may appeal in writing to the Department Director or Community Director. The Department Director, Community Director or designate must respond in writing to the complaint within ten (10) working days.
- e) If, after review by the Department Director or Community Director, the matter remains unresolved to the employee’s satisfaction, the employee may appeal in writing to the Tłıchq Executive Officer.
- f) Subject to the Tłıchq Constitution, the Tłıchq Executive Officer’s decision is final in regard to any personnel matter. The Tłıchq Executive Officer will render a decision no later than thirty (30) working days after the appeal is received.

### 5. Monitoring

<b>Section: Human Resource Management</b>	<b>6.10</b>
<b>Subject: EMPLOYEE COMPLAINTS AND APPEALS</b>	

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees are expected to work effectively with other employees members, demonstrating respect and integrity in their interactions with others.
- b) If an issue arises that cannot be resolved between employees, the issue/complaint must be put in writing and sent to the supervisor.
- c) Supervisors must take action on complaints within ten (10) days.

*Effective Date: September 3, 2012*

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<b>Section: Human Resource Management</b>	<b>6.11</b>
<b>Subject: SEXUAL HARASSMENT</b>	

### 1. Definitions

“Sexual harassment” means any conduct, gesture or contact of a sexual nature that causes offence or humiliation. It also includes behaviour that might be understood by an employee as placing a condition of a sexual nature on their employment or on any opportunity for promotion or training.

Such behaviour may include but is not limited to:

- sexual remarks;
- jokes or making fun of a person’s gender or body;
- verbal abuse or threats of a sexual nature;
- requests or demands for sexual favours;
- physical advances or unnecessary physical contact; or
- display of sexually offensive pictures.

### 2. Authority and Application

This policy applies to all Tłchq Government employees, Chiefs Executive Council members and Assembly members.

### 3. Purpose and Position

The purpose of this policy is to establish the process for receiving, investigating and resolving a sexual harassment complaint.

The Tłchq Government recognizes the legal right of every employee to work in an environment free of sexual harassment and is committed to providing a work environment in which employees are free of sexual harassment.

### 4. Requirements

- a) Employees who are the victims of sexual harassment will be protected to the best ability of the Tłchq Government. Reports of sexual harassment will be investigated promptly, fairly and confidentially.
- b) The Tłchq Government will adhere to the following procedures in regard to the investigation of the sexual harassment of employees.
  - i. Where an employee believes that they have been subjected to sexual harassment, the employee should inform the individual(s) in question that their behaviour is offensive and tell them to stop. If the harassment stops, no further action need be taken.
  - ii. In the event that the sexual harassment does not stop, the offensive behaviour should be reported in writing to the Tłchq Executive Officer. In the event that the Tłchq Executive Officer is the alleged offender, the written correspondence would be directed to the Chiefs Executive Council.

<b>Section: Human Resource Management</b>	<b>6.11</b>
<b>Subject: SEXUAL HARASSMENT</b>	

- iii. The Tłchq Executive Officer will confirm to the complainant in writing within seven (7) days the receipt of the complaint and will proceed to investigate the incident.
  - iv. All reported complaints alleging sexual harassment are to be investigated promptly and concluded within thirty (30) days of the time the complaint is made.
  - v. When deemed necessary, an experienced, professional investigator will be retained to investigate the complaint and submit a report.
  - vi. Careful investigation of a reported incident of sexual harassment may prove to be inconclusive. In such cases, a full report should be submitted to both the complainant and the alleged perpetrator. Strict confidentiality is particularly important in cases that are shown to be inconclusive.
- c) Disciplinary action will be taken against an employee in all substantiated cases of sexual harassment. The nature of the disciplinary action will depend on the gravity of the misconduct and any mitigating circumstances. Disciplinary action may include a reprimand, suspension, demotion or dismissal.
  - d) Any investigation that shows an employee brought a mischievous or malicious complaint of sexual harassment against anyone will result in disciplinary action against the individual responsible. The severity of the disciplinary action will depend on the severity of the false complaint.
  - e) Where Tłchq Government employees, Chiefs Executive Council or Assembly members observe behaviours that they deem to be in violation of this policy, even if they are not the intended target, they have an obligation to report inappropriate behaviours in accordance with this policy. The report will be reviewed according to the same process described in this policy.
  - f) Disciplinary measures will be taken where retaliatory action is used against an employee for reporting harassment.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

<b>Section: Human Resource Management</b>	<b>6.11</b>
<b>Subject: SEXUAL HARASSMENT</b>	

- a) Any employee, Chiefs Executive Council member or Assembly member who becomes aware of a sexual harassment incident committed by an employee is required to take appropriate action, including reporting the incident to the Tłchq Executive Officer.
- b) The Tłchq Executive Officer is required to take appropriate action, including speaking to both parties involved in the incident and documenting those findings.

***Effective Date: September 3, 2012***

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<b>Section: Human Resource Management</b>	<b>6.12</b>
<b>Subject: EVALUTION OF THE TLĪCHQ EXECUTIVE OFFICER</b>	

**This policy has been repealed from Tłıchq Government Administrative Policy and will only be implemented within the Tłıchq Legislative Policy.**

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*Effective Date: May 3, 2010*

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<b>Section: Human Resource Management</b>	<b>6.13</b>
<b>Subject: PERSONNEL FILES</b>	

### 1. Definitions

“Personnel files” means confidential files kept for all employees, including contact information, evaluations and compensation information, disciplinary information and professional development information.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to personnel files of Tłıchq Government employees.

### 3. Purpose and Position

The Tłıchq Government recognizes that personnel files are a legal record and a necessary and valuable documentation of the employment of all employees.

### 4. Requirements

- a) A personnel file will be kept for all employees during their employment. All documents placed in an employee’s file will be kept confidential and copied to the employee.
- b) Upon an employee’s written request, the employee’s personnel file will be made available to them, during office hours, in the presence of the Manager: Human Resource Services or designate.
- c) Any disciplinary statement placed on an employee’s file will be destroyed after two (2) years, if no further problems have occurred during that period.
- d) Personnel files of employees who have left the employment of the Tłıchq Government will be archived safely and in a confidential manner for a period of seven (7) years from the date of termination of employment and then be destroyed in an appropriate manner.
- e) Access to personnel files will be limited to the employee, supervisor and the Manager: Human Resource Services. The Manager: Human Resource Services will only grant access to other individuals where there is a clear reason to do so and will limit access to information that is directly relevant to the matter at hand.

### 5. Monitoring

The Manager: Human Resource Services is responsible for implementing and monitoring this policy.

The Director of Corporate Services is responsible for enforcing, informing and evaluating this policy.

### 6. Process

The following process steps are to be used as a reference for executing the above policy:

<b>Section: Human Resource Management</b>	<b>6.13</b>
<b>Subject: PERSONNEL FILES</b>	

- a. The Manager: Human Resource Services or approved designate will create, cleanse, update and archive all employee personnel files.
- b. Personnel files will be kept in a locked cabinet with access given only to an employee upon written request and in the presence of a Manager: Human Resource Services or approved designate.
- c. Employees are responsible for providing Human Resources with updated contact information, life status changes and any other pertinent information on a timely basis.

*Effective Date: April 13, 2015*

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<b>Section: Human Resource Management</b>	<b>6.14</b>
<b>Subject: RECRUITMENT</b>	

### 1. Definitions

“Recruitment” means the process of attracting, screening and selecting a qualified person for a job.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council.

This policy applies to individuals seeking positions with the Tłchq Government. This policy does not apply to the position of Tłchq Executive Officer.

### 3. Purpose and Position

The purpose of this policy is to clarify the principles and process and to guide the hiring of Tłchq Government employees.

The Tłchq Government will adhere to the following principles to guide its hiring process:

- a. Fairness – Employment opportunities will be open and transparent.
- b. Qualifications – Employees will be selected based on their qualifications and ability to perform the job for which they are applying.
- c. Citizenship – Where possible, preference will be given to Tłchq citizens.

### 4. Requirements

#### **Filling or Creating Positions**

- a) The Manager: Human Resources Services will co-ordinate the hiring process for all positions, with the exception of the Tłchq Executive Officer position.
- b) Supervisors and budget authorities are responsible for identifying when a position should be filled.
- c) The supervisor will consult with the Manager: Human Resources Services to ensure that a proper job description is in place for the position.
- d) When a job description does not exist for a position, a supervisor is required to consult with the Manager: Human Resource Services before the hiring process can begin.
- e) Job descriptions are to be approved by the Tłchq Executive Officer before the recruitment process begins.

### **Recruitment**

<b>Section: Human Resource Management</b>	<b>6.14</b>
<b>Subject: RECRUITMENT</b>	

- f) All positions will be advertised within local Tłıchǵo Government offices, on the Tłıchǵo Government website, in northern publications and may also be advertised in larger national publications as the case warrants.
- g) Preliminary screening of applicants for the position will be done by the supervisor and the Manager: Human Resource Services.
- h) Interviews and the selection of Department Directors and the Senior Director Governance will be conducted by the Tłıchǵo Executive Officer or designate at Tłıchǵo Executive Officers discretion. .
- i) Interviews and the selection of Community Directors will be conducted by the Tłıchǵo Executive Officer or designate and Senior Director Governance. Chiefs may also participate at their discretion.
- j) The hiring of all other employees will be performed by a committee that includes the supervisor for the position and at least one other employee, at the discretion of the Manager: Human Resource Services.

#### **Limited Competitions**

- k) When it is in the best interest of the Government, the Tłıchǵo Executive Officer may authorize that recruitment be limited in scope to ensure it is conducted in the most responsive and effective manner.
- l) Limited competitions shall be supported by a brief written rationale that is to be included in the competition file.
- m) Competitions may be narrowed in scope to hire a candidate that is:
  - i. currently employed by the Tłıchǵo Government;
  - ii. a Tłıchǵo citizen; or
  - iii. residing in a specific geographic area or community.
- n) Recruitment for limited competitions will follow regular recruitment guidelines as listed above.

#### **Appointments**

- o) In special circumstances, as determined by the Tłıchǵo Executive Officer, the recruitment process may not be followed and the Tłıchǵo Executive Officer may make direct appointments to a position.
- p) The Tłıchǵo Executive Officer may make appointments, but such appointments must be submitted prior to the recruitment process commencing.

#### **Salary**

- q) Once a candidate is selected for hire, the Manager: Human Resource Services and the supervisor will place the successful candidate in the approved salary range for the position. New employees will be paid in accordance with Policy 6.9 – Payment of Employees Including Overtime.

<b>Section: Human Resource Management</b>	<b>6.14</b>
<b>Subject: RECRUITMENT</b>	

#### **Job Offer**

- r) The Manager: Human Resources Services is responsible for making the job offer to the successful candidate.

#### **Orientation**

- s) The Manager: Human Resources Services will ensure that the successful candidate receives the appropriate orientation including: benefit plan enrolment, email account activation, policy orientation and other general office information.

#### 5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) A human capital plan will be created and/or reviewed annually to ensure the Tłıchq Government's recruiting needs are forecast accurately and goals are adhered to during the year.
- b) Prior to advertising, the supervisor of the position and the Manager: Human Resource Services consider the merit of limiting the scope of a competition.
- c) If a limited competition is desirable, approval will be requested from the Tłıchq Executive Officer. A request must include a description of the intended scope of the position and a written rationale.
- d) Positions will be posted in local Tłıchq Government offices and on the website, in northern publications and, when necessary, in southern newspapers.
- e) The Manager of Human Resources and the supervisor will review suitable responses from applicants, set up interviews and arrange final candidate evaluations.
- f) Once an employee is hired, the Manager of Human Resources will be responsible for reviewing the new employee orientation package with them.

***Effective Date: April 13, 2015***

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<b>Section: Human Resource Management</b>	<b>6.15</b>
<b>Subject: PARTICIPATION BY AN EMPLOYEE ON BOARDS AND COMMITTEES</b>	

### 1. Definitions

“Participation by an employee on boards and committees” means employees being involved in boards and committees as approved by the Tłchq Government.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to arms’ length and independent boards of the Tłchq Government.

### 3. Purpose and Position

The purpose of this policy is to provide guidance to employees in avoiding conflict-of-interest situations and to ensure that employees are not receiving compensation both from their salaries as employees and as members of boards and committees of the Tłchq Government.

The Tłchq Government recognizes that its employees may sit on various boards or committees. These activities may or may not relate to an employee’s position with the Tłchq Government.

### 4. Requirements

- a) Participation on boards and committees relating to the employee’s position:
  - i. An employee shall obtain the authorization of their supervisor before accepting a position on a board or committee.
  - ii. An employee must keep in mind that their employment position must take priority over board and committee appointments and all work must be completed before taking time off for board and committee meetings.
  - iii. An employee will be paid according to Policy 6.9 – Payment of Employees Including Overtime for attendance at board and committee meetings.
  - iv. If an employee is entitled to an honorarium for attendance at a board or committee meeting, they will surrender all honoraria to the Tłchq Government. Failure to do so will result in disciplinary action as per Policy 6.2 – Discipline of Employees.
- b) Participation on boards and committees not relating to an employee’s position:
  - i. For attendance at board and committee meetings, an employee will be required to obtain approved leave as per Policy 6.4 – Leave Provisions for Employees.
- c) Where an employee joins a board or committee that does not relate to their position in the Tłchq Government, the employee will notify the Tłchq Executive Officer and their supervisor so the situation can be monitored to ensure there are no conflicts of interest in the future.

<b>Section: Human Resource Management</b>	<b>6.15</b>
<b>Subject: PARTICIPATION BY AN EMPLOYEE ON BOARDS AND COMMITTEES</b>	

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Where an employee participates on a Tłchq Government board or committee, this will be noted on the time sheet. The Payroll Clerk will ensure that no honoraria are paid for this work and that the employee receives only the regular salary (and overtime if approved).
- b) Where an external board or committee requires that the employee conduct business of the board during regular work hours, the employee must note this absence on their time sheet and must either allocate the time to their annual leave, time in lieu or leave without pay.

***Effective Date: April 13, 2015***

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<b>Section: Human Resource Management</b>	<b>6.16</b>
<b>Subject: ABSENT WITHOUT LEAVE</b>	

### 1. Definitions

“Absent without leave” refers to employees who are not present during established Tłchq Government work hours without prior approval.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all Tłchq Government employees.

### 3. Purpose and Position

The purpose of this policy is to provide a uniform method for the employee to report unscheduled absences, for the supervisor to contact an employee who is unexpectedly absent and for the discipline associated with such occurrences to be applied.

The Tłchq Government recognizes that emergency situations such as illness, accident, a death in the family and personal or family emergencies may arise that will necessitate an employee’s unexpected absence from work. Where unplanned absences are for other reasons, the Tłchq Government wishes to make every effort to give employees the opportunity to avail themselves of support and counselling services available to them.

### 4. Requirements

#### **General**

- a) An employee who wishes to use annual or special leave must obtain prior approval from their supervisor in accordance with Policy 6.4 – Leave Provisions for Employees.
- c) An employee who is to be absent from work without having received prior approval must notify the supervisor promptly of the absence, the reason for the unscheduled absence and the expected date of return.
- d) An employee who is absent from work after being denied leave by their supervisor may be considered insubordinate and is subject to appropriate disciplinary action as per Policy 6.2 – Discipline of Employees. This would apply even where the request for leave or the notification of the impending absence was timely.
- e) An employee who is absent from work without the prior approval of their supervisor and who fails to properly notify their supervisor of the absence shall be considered absent without leave (AWOL). This shall also apply to situations in which an employee fails to provide timely notice of illness or accidental injury. Supervisors have the discretion to excuse an AWOL occurrence if documentation of an emergency is presented that excuses the employee for failing to make a call.
- f) The Tłchq Government will make every attempt to meet an employee’s request for leave. The process for requesting leave is detailed in Policy 6.4 – Leave Provisions for Employees.



<b>Section: Human Resource Management</b>	<b>6.16</b>
<b>Subject: ABSENT WITHOUT LEAVE</b>	

- g) All instances of an employee being absent without leave (AWOL) will be dealt with according to Policy 6.2 – Discipline of Employees.

**Employee Responsibilities**

- h) It is the personal responsibility of an employee to report that they will be absent from work because of illness or other reason. The employee is responsible for knowing the name of the person in the department to whom the report is to be made.
- i) If an employee is physically unable to do this, they can have a designate call on their behalf. Failure of an employee’s designate to properly report the employee’s absence will not excuse the employee from the provisions of this policy.
- j) An employee or designate should call as soon as they are aware that they will be unable to report for work. The notification of absence should be reported within the first thirty (30) minutes of the workday.

**Supervisor Responsibilities**

- k) Each supervisor shall explain to all new employees the instructions detailing the procedure for reporting absences.
- l) The instructions shall cover the following minimum requirements:
  - i. persons authorized to receive reports of absence;
  - ii. telephone number(s) to be used to report absence; and
  - iii. a statement informing the employee that notification of their intended absence should be reported within the first thirty (30) minutes of the workday.
- m) Each supervisor is responsible for keeping track of their employees’ absences and communicating them to the Manager: Human Resource Services.
- n) If an employee fails to advise the supervisor of their absence, the supervisor will take the following steps:
  - i. First Occurrence
    - (1) By the end of the first workday, the supervisor will attempt to contact the employee. If the employee can be reached, they will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and warn the employee that repeated absences without leave during a twelve-month period may result in termination. The employee will also be notified of the designated day by which they must return to work.
    - (2) If the employee cannot be reached on the first workday, the supervisor will attempt to contact the employee by the end of the second workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and warn the employee that repeated absences without leave during a twelve-month period may result in termination.

<b>Section: Human Resource Management</b>	<b>6.16</b>
<b>Subject: ABSENT WITHOUT LEAVE</b>	

The employee will also be notified of the designated day by which they must return to work.

- (3) If the employee cannot be reached on the second workday, the supervisor will attempt to contact the employee on the fifth workday by the end of the workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and warn the employee that repeated absences without leave during a twelve-month period may result in termination. The employee will also be notified of the designated day by which they must return to work.
- (4) If the employee cannot be reached on the fifth workday, and the employee does not contact the employer on the sixth workday, the employee will be deemed to have abandoned the position.

ii. Second Occurrence

- (1) By the end of the first workday, the supervisor will attempt to contact the employee. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and notify the employee of the designated day by which they must return to work. The supervisor will also notify the employee that should they not return to work on the designated day, they may be terminated.
- (2) If the employee cannot be reached on the first workday, the supervisor will attempt to contact the employee by the end of the second workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and notify the employee of the designated day by which they must return to work. The supervisor will also notify the employee that should they not return to work on the designated day, they may be terminated.
- (3) If the employee cannot be reached on the second workday, the supervisor will attempt to contact the employee on the fifth workday by the end of the workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and notify the employee of the designated day by which they must return to work. The supervisor will also notify the employee that should they not return to work on the designated day, they may be terminated.
- (4) If the employee cannot not be reached by the end of the fifth workday, and the employee does not contact the employer, on the sixth workday the employee will be deemed to have resigned from the position.

- o) Even if an employee has abandoned their position or the Tł̥chq̥ Government terminates their employment, the supervisor will make every effort to assist the former employee in accessing appropriate counselling and support services.

5. Monitoring

<b>Section: Human Resource Management</b>	<b>6.16</b>
<b>Subject: ABSENT WITHOUT LEAVE</b>	

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) All employees are required to read Policy 6.4 – Leave Provisions for Employees and adhere to the Requirements it sets out.
- b) All employees are responsible for voluntarily contacting their supervisors when absences occur.
- c) Disciplinary action will be pursued when employees fail to comply with this policy.

***Effective Date: September 3, 2012***

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<b>Section: Human Resource Management</b>	<b>6.17</b>
<b>Subject: EMPLOYEE TARDINESS</b>	

### 1. Definitions

“Employee tardiness” means employees being repeatedly late as per established work hours or late for Tłchq Government meetings.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all Tłchq Government employees.

### 3. Purpose and Position

The Tłchq Government recognizes the importance of employees beginning work at the regularly scheduled time.

Therefore, all Tłchq Government employees are expected to be at work on time. Failure to do so reduces the available work time, reduces productivity and interferes in the work schedules of other employees and in the efficient operations of the Tłchq Government.

### 4. Requirements

- a) Employees are required to call and inform their supervisors of a late arrival as soon as possible.
- b) If an employee is going to be less than ten (10) minutes late, they are to give an explanation for the tardiness to their supervisor upon arrival at work. Repeat occurrences of tardiness will be addressed through Policy 6.2 – Discipline of Employees.
- c) If an employee is going to be more than ten (10) minutes late, they are responsible for phoning their supervisor. Failure to phone will result in disciplinary action unless the situation prevents the call from being made. Time sheets will reflect the actual time of arrival and the employee will not be paid for the missed time.
- d) The supervisor must identify excessive tardiness and take appropriate action. For the purpose of this policy, excessive tardiness means five (5) or more occurrences of lateness, with or without notice, in a three-month period.

### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

<b>Section: Human Resource Management</b>	<b>6.17</b>
<b>Subject: EMPLOYEE TARDINESS</b>	

6. Process

- a) All employees are responsible for being on time. Where tardiness is unavoidable, employees must voluntarily notify their supervisors as soon as possible.
- b) Supervisors are responsible for tracking employee tardiness, for speaking with employees who repeatedly violate this policy and for escalating disciplinary measures as per requirements set out in this policy.

***Effective Date: September 3, 2012***

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<b>Section: Human Resources</b>	<b>6.18</b>
<b>Subject: CASUAL EMPLOYEES</b>	

### 1. Definitions

“Casual employees” means vendors or employees hired for specific jobs that do not exceed twenty (20) working days.

### 2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to casual employees.

### 3. Purpose and Position

The purpose of this policy is to set guidelines for hiring casual employees.

Casual employees are to be used only for short-term work in the completion of specific tasks to meet operational needs.

### 4. Requirements

- a) Budget authorities will ensure that funds are available within their respective budgets for the hiring and payment of casual employees.
- b) Supervisors will be responsible for identifying the need for and for hiring casual employees.
- c) Any employee needed for more than twenty (20) working days should follow the requirements outline in Policy 6.14 – Recruitment.
- d) Only the Department Directors or Senior Director Governance may extend the time period of the position when it is actively being recruited.

### 5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

### 6. Process

- a) Budget authorities will confirm funds are available to hire casual employees.
- b) Budget authorities and/or supervisors will post open positions or contact known available resources.
- c) Positions, work schedules and job responsibilities will be reviewed with candidates and successful hires prior to commencement of the work.

<b>Section: Human Resources</b>	<b>6.18</b>
<b>Subject: CASUAL EMPLOYEES</b>	

- d) All appropriate waivers and safety documents must be provided to the supervisor and the casual employee prior to commencement of work. Furthermore, the supervisor must review payroll documents and related instructional documents with the employee.
- e) Casual employees shall be paid by the hour and will be provided with an additional four percent (4%) in lieu of annual leave.
- f) Payroll for weekly casual employees will be processed in alignment with Policy 5.11 – Payment Procedures.

***Effective Date: April 13, 2015***

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<b>Section: Human Resources</b>	<b>6.19</b>
<b>Subject: TERM EMPLOYMENT</b>	

1. Definitions

“term employment” means employment for a fixed period and which at the end of the fixed period, the employee ceases to be employed.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and the NEBS Benefits Program, and applies to all term employees of the Tłchq Government.

3. Purpose and Position

The purpose of this policy is to establish entitlements for employees who are hired on a term basis.

The Tłchq Government recognizes that in addition to hiring an employee for an indeterminate period, the Government may also hire an employee on a term basis to meet a program or service need. This option should only be used in situations where a need clearly exists for a limited time and is not anticipated to become a permanent ongoing need or for developmental purposes. Where the situation dictates, such as backfilling temporary vacancies resulting from indeterminate employees on leave and acting/developmental assignments, short term projects, limited funding and fluctuating workloads, term positions maybe used.

4. Requirements

- a) Recruitment for term employees will follow regular recruitment guidelines detailed in Policy 6.14 –Recruitment.
- b) Employees in a term position are entitled to the normal terms and conditions of Tłchq Government employment.
- c) Term employees are bound by all relevant policies, procedures and laws of the Tłchq Government.
- d) Term employees appointed to an indeterminate position are able to claim the time they were a term employee as continuous service.
- e) Employees appointed to a term of six months or less are not eligible to contribute to the pension plan under the NEBS benefits package
- f) Term employees are eligible to contribute to the Group Benefits and the Pension plan if they are employed for a term of more than twelve (12) months.
- g) Term employees greater than twenty-four (24) months are eligible for Group Benefits, disability insurance and Pension plan.

5. Monitoring



<b>Section: Human Resources</b>	<b>6.19</b>
<b>Subject: TERM EMPLOYMENT</b>	

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Manager: Human Resource Services shall prepare a standard letter of offer for term employees including the term of employment and entitlements.
- b) Term employees will be enrolled in the eligible NEBS benefits.

***Effective Date: April 13, 2015***

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<b>Section: Human Resources</b>	<b>6.20</b>
<b>Subject: RELOCATION &amp; REMOVAL EXPENSES</b>	

1. Definitions

“Relocation Expenses” means the reasonable expenses an employee incurs when moving themselves and their dependents to assume a position with the Tłıchq Government.

“Removal Expenses” means the reasonable expenses an employee incurs when their employment with the Tłıchq Government is terminated and they return to their point of recruitment or an eligible destination.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all permanent and term employees

3. Purpose and Position

The purpose of this policy is to establish guidelines for the relocation of employees who are required to move to take employment with the Tłıchq Government.

It is the position of the Tłıchq Government that for some positions circumstances exist that warrant covering the expenses of relocating employees. Where the Government has covered the costs of relocating an employee a portion of the cost of removal will be covered dependent upon the years of service.

4. Requirements

- a) Before the position is advertised the supervisor and the Manager: Human Resource Services will recommend if it should be eligible for relocation assistance.
- b) The Supervisor in consultation with the Tłıchq Executive Officer will approve relocation assistance.
- c) An offer for relocation assistance will be made in the letter of offer.
- d) Employees who have their relocation costs paid by the Tłıchq Government are expected to work for the government for a minimum of one year. If they do not complete one year of employment, the Tłıchq Government will recover the cost of their relocation from the employee and the employee will not be eligible for removal assistance.

General Guidelines

- e) Employees will work with the Manager: Human Resource Services when planning their relocation.
- f) Reimbursement is limited to the approved costs of a move carried out in the most practical and economical manner supported by receipts.
- g) The maximum reimbursement for kilometers, meals and accommodation enroute can not exceed the total cost of the trip had it been made by the most economical airfare.

<b>Section: Human Resources</b>	<b>6.20</b>
<b>Subject: RELOCATION &amp; REMOVAL EXPENSES</b>	

- h) Distance will be calculated using the most direct route.
- i) Upon termination an employees removal to an eligible destination maybe covered if the cost of relocation was paid by the Tłchq Government

Allowable Expenses

- j) Transportation by the most economical airfare or equivalent if traveling by vehicle. The Tłchq Government shall be in no way responsible for any liability including any charges, costs or unforeseen expenses that an employee may incur as a result of using a vehicle.
- k) Meals and accommodation during travel. If an employee decides to travel by vehicle they only receive meals and accommodations that they would normally receive when traveling by air.
- l) The maximum weight entitlements for the movement or removal of personal effects is 4,000lbs if no dependents reside with the employee and 9,000lbs if the employee has dependents.
- m) If an employee decides to rent a uhaul and move their effects themselves, the employee may submit a request for reimbursement for rental of the uhaul. The maximum allowable for rental reimbursement is that amount that would have been paid to a commercial carrier.
- n) An employees entitlement to removal is determined on the length of service with the Government as follows:

Length of Service	Entitlement
Less than 2 years	none
2 years but less than 5	50%
5 years and over	100%
- o) Employees receiving removal assistance employed in Gamètì , Whatì and Wekweètì are entitled to a non-taxable benefit.
- p) Employees receiving removal assistance employed in Behchokò and Yellowknife will have removal benefits reported on a T4A.

5. Monitoring

All employees are responsible for implementing this policy.

The Manager: Human Resource Services is responsible for monitoring and enforcing this policy

The Director of Corporate Services is responsible for informing and evaluating this policy.

<b>Section: Human Resources</b>	<b>6.20</b>
<b>Subject: RELOCATION &amp; REMOVAL EXPENSES</b>	

6. Process

The following process steps are to be used as a reference for executing the above policy:

- q) The Manager: Human Resource Services provides the employee information on relocation and removal entitlements and terms and conditions during the verbal offer and a copy of the policy with the letter of offer.
- r) The Manager: Human Resource Services contacts the employee to discuss relocation or removal. This discussion includes:
  - a. The number of dependents moving with the employee;
  - b. Current address and telephone numbers of the employee;
  - c. Tentative shipping and delivery dates; and
  - d. The employees preferred mode of travel.
- s) The Travel Coordinator makes travel arrangements and obtains quotes for the movement of personal effects and has the appropriate budget authority authorize expenditures.
- t) Within 30 days of arrival at the destination the employee completes the travel expense claim form.

***Effective Date: April 13, 2015***

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<b>Section: Human Resources</b>	<b>6.21</b>
<b>Subject: CRIMINAL RECORD CHECK</b>	

1. Definitions

“Criminal record check” means investigating the history of criminal convictions for potential employees and employees who work with minors and other vulnerable persons.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council, and pursuant to the GNWT Child Day Care Act effective February 1, 2013. This policy applies to all employees who work with minors or vulnerable persons.

3. Purpose and Position

The purpose of this policy is to define situations where a criminal record check or disclosure of criminal charges are required.

The Tłıchǫ Government recognizes the importance of ensuring that there is no question as to the integrity and character of individuals who work in positions whose duties require them to interact with minors or other vulnerable persons.

4. Requirements

- a) All positions in the Tłıchǫ Government that deal with minors or other vulnerable individuals will be required to undergo a criminal record check including a vulnerable sector search, prepared by the RCMP. When a position requiring a criminal record check goes out to competition the advertisement will state that a satisfactory criminal record check is required.
- b) The protection of individuals right to privacy shall be ensured to the fullest extent possible.
- c) Access to criminal record information shall be restricted to the supervisor of the position being staffed, the Manager: Human Resource Services the Tłıchǫ Executive Officer and any other person as required by GNWT or Tłıchǫ law.
- d) The decision to require a criminal record check shall be limited to positions where the duties and responsibilities in the approved job description for the position require the employee to work with minors and other vulnerable persons, where the job description states a criminal record check is required or where required by law.
- e) A candidate with a criminal record closely related to the duties and responsibilities of a position shall not be appointed to the position if it is believed the criminal record puts the Government or clients at risk.
- f) Candidates are responsible for payment of all fees required for the completion of a criminal record check.
- g) Criminal record checks are valid for a period of six months.

<b>Section: Human Resources</b>	<b>6.21</b>
<b>Subject: CRIMINAL RECORD CHECK</b>	

- h) Candidates must provide a statement as to whether or not there have any outstanding criminal charges and the details of such charges.
- i) Employees working with minors and other vulnerable persons are expected to disclose any criminal changes or pending criminal charges to their supervisor immediately. The Supervisor will determine whether or not they believe that the employee poses a danger to the health, safety or well being of clients. Information regarding criminal charges will also be sent to any individuals as required by law.
- j) Where it is determined that the employee poses a danger to the health, safety or well being of clients in the case of a outstanding charge the employee will be suspended until the matter is resolved and in the case of conviction the employee will be terminated.
- k) Employees working with minors or other vulnerable persons must update their criminal record check and vulnerable sector search every three years.
- l) The Tłchq Government will cover the cost for employees to update their criminal record check.
- m) Employees working with minors and other vulnerable persons must update their statement of outstanding criminal charges annually.
- n) The Manager: Human Resources Services will ensure that criminal record checks for all employees requiring one are up to date and available for inspection as required by law.

#### 5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- c) Prior to advertising a position, the Manager: Human Resources Services determines whether the position to be filled is a position that involves working with minors or other vulnerable individuals.
- d) The requirement for a criminal record check and vulnerable sector search should be included in the approved job description.
- e) Any proposed appointees must authorize a consent to disclose all criminal record information. Proposed appointees will be made aware of the reasons the criminal record information is required and the individuals who will have access to the information.

<b>Section: Human Resources</b>	<b>6.21</b>
<b>Subject: CRIMINAL RECORD CHECK</b>	

- f) Any proposed appointees will be required to make a written statement as to whether or not there are any criminal charges outstanding against the person and the details of any such outstanding charges.
- g) The results of the criminal record check and any statement regarding outstanding criminal charges shall be made available to the supervisor, and any others as required by law.
- h) The result of the criminal record check and any statement regarding outstanding criminal charges for proposed appointees for, or employees in daycares and pre-schools will be submitted to:

Director of Child Day Care Services  
 Department of Education, Culture and Employment  
 Government of the Northwest Territories  
 PO Box 1320  
 Yellowknife, NT  
 X1A 2L9

- i) If the results of the criminal record check indicate that the candidate does not possess a criminal record a job offer maybe made.
- j) If the results of the criminal record check indicate that the candidate does possess a criminal record, the candidate is asked to discuss and disclose the circumstances of the record. If the candidates criminal record is closely related to the duties and responsibilities of a position they may not be appointed to the position.
- k) If the Supervisor feels that the candidate does not pose a danger to the health, safety or well being of clients they may recommend to the Tłıchq Executive Officer, that an individual with a criminal record should be hired.
- l) The Tłıchq Executive Officer's decision on matters related to criminal record checks are final.
- m) All record and results of the criminal record check for successful candidates are sealed in an envelope marked confidential and kept on file for until the next criminal record check is completed.
- n) All record and results of the criminal record check for unsuccessful candidates are sealed in an envelope, marked confidential and kept on file for a period of 6 months. If the unsuccessful candidate applies on another position with the Tłıchq Government within the 6 month period a new criminal record check is not required.
- o) As part of the annual performance evaluation, employees working with minors or other vulnerable individuals must complete a statement of outstanding charges.

***Effective Date: April 1, 2013***

<b>Section: Human Resources</b>	<b>6.21</b>
<b>Subject: CRIMINAL RECORD CHECK</b>	

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<b>Section: Human Resources</b>	<b>6.22</b>
<b>Subject: Tłı̨chq̨ Government Cost of Living Allowance</b>	

1. Definitions

“Tłı̨chq̨ Government Cost of living allowance” (TGCOLA) means an allowance paid to employees to compensate for the higher cost of living in the outlying communities

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all permanent full-time and term employees

3. Purpose and Position

The purpose of this policy is to address the difference in the cost of living in the outlying communities.

4. Requirements

- a) All full-time permanent and term employees will receive a TGCOLA based upon the community in which they are employed.
- b) Casual, Part time and seasonal employees will not be eligible to receive TGCOLA.
- c) TGCOLA is paid bi-weekly for actual hours worked and approved paid leave.
- d) TGCOLA is not paid for periods of overtime or periods of leave without pay.
- e) TGCOLA amounts are calculated on a yearly basis following a methodology as outlined in Policy 6.24
- f) A maximum amount payable will be approved in the budget by the Assembly as per policy 5.1 – Budget

5. Monitoring

The Manager of Human Resources is responsible for implementing this policy.

The Director of Corporate Services is responsible for enforcing and monitoring this policy

The Tłı̨chq̨ Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When an employee is hired the Payroll Clerk enters the applicable northern allowance into the payroll system.

<b>Section: Human Resources</b>	<b>6.22</b>
<b>Subject: TŁICHQ GOVERNMENT COST OF LIVING ALLOWANCE</b>	

*Effective Date: April 1, 2013*

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<b>Section: Human Resources</b>	<b>6.23</b>
<b>Subject: METHODOLOGY FOR CALCULATING TŁĪCHQ GOVERNMENT COST OF LIVING ALLOWANCE</b>	

1. Definitions

“The methodology for calculating the Tłĭchq Government Cost of Living Allowance” means the way in which the TGCOLA is calculated and what information is used.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to the TGCOLA

3. Purpose and Position

The purpose of this policy is to establish a way of calculating the TGCOLA

It is the position of the Tłĭchq Government that the methodology for calculating TGCOLA must be transparent so that employees feel the calculation is fair and it must also be affordable.

Data for calculating the TGCOLA is updated with information available on a specific date and may change

4. Requirements

- a) Data for calculations will be collected on February 1 for allowances effective on April 1.
- b) To determine the cost of living in each community the following information will be used:
  - a. The transportation costs of two return trips to Yellowknife. Transportation costs are to include any required air travel and/or the use of a vehicle.
  - b. Air freight for 1200lbs of goods to Wekweètì, Whatì and Gametì and 12 round trips to Behchokò.
  - c. 8,400 kWh of electricity at the local rate.
  - d. 1,000L of heating fuel purchased from the local fuel supplier.
- c) The maximum allowance paid per employee will be the difference between the total cost of the data points for Yellowknife and the community where the employees position is located.

5. Monitoring

The Manager of Human Resources is responsible for implementing this policy.

The Director of Corporate Services is responsible for enforcing and monitoring this policy

The Tłĭchq Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Assembly will identify a budget for TGCOLA in the annual budget

<b>Section: Human Resources</b>	<b>6.23</b>
<b>Subject: METHODOLOGY FOR CALCULATING TŁICHQ GOVERNMENT COST OF LIVING ALLOWANCE</b>	

- b) The Manager of Human Resources and Manager Financial Services will collect the data from local vendors on February 1.

***Effective Date: April 1, 2023***

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<b>Section: Human Resources</b>	<b>6.24</b>
<b>Subject: ORGANIZATIONAL STRUCTURE</b>	

1. Definition

“Organizational Structure” means visual representation of the reporting relationships of the government between departments, directors, managers and other employees.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all positions of the Tłchq Government.

3. Purpose and Position

Organizational structures of the government are designed to indicate reporting relationships between departments, directors, managers and other employees. They also maximize each department’s ability to contribute value to the achievement of the Government’s mission, priorities and goals. The graphic representation of these relationships makes it easier to visualize how information, decisions, and policy discussions are developed, transmitted and shared within the Government. The organizational chart is also required for human resource and budgetary purposes and is vital in discussions of reorganization issues.

Generally, visual representations of organizational structures provide information to employees about how they fit into the overall achievement of the Government’s goals and priorities and provide Tłchq citizens with information about how the Government’s accountability structures and whom to contact for information and services. A representation of the Government’s organizational structure provides information on the lines of governance of the Government and outlines the existing internal relationships.

The purpose of this policy is to provide a visual representation of the Government’s key organizational and functional departments/units and outline the relationship between and among them. It also provides the responsible party guidelines for the issuance and review of Government organizational charts and their communication to Tłchq citizens and the general public.

4. Requirements

**General**

- a) The Government shall maintain a visual representation of its organizational and functional structure. The visual representation will be in the form of a high-level organizational chart indicating organizational reporting linkages.
- b) The Human Resource Manager is responsible for maintaining a current and accurate organizational chart. This responsibility includes changes and updates to the organizational chart as they occur and ensuring that the charts are distributed to employees and posted on the Web.
- c) The chart will include the approved name of the department, position title of the key leadership positions and a broad point-form description of the department’s function.
- d) The chart shall not include individual employee names, email addresses or telephone numbers.

<b>Section: Human Resources</b>	<b>6.24</b>
<b>Subject: ORGANIZATIONAL STRUCTURE</b>	

### **Changes to Organizational Charts**

- e) Ideally, long term planning should allow for new positions to be identified prior to the commencement of the budgetary process for the following fiscal year.
- f) Pursuant to Policy 6.14 any new positions must be approved by the Tłchq Executive Officer with an appropriate job description.
- g) Funds for new positions must be identified in the existing budget. If new or additional funds are required, pursuant to Policy 5.1 – Budget, the Chiefs Executive Council may approve budget reallocations from one department to another as long as it is within the overall Tłchq Government budget approved by the Tłchq Assembly.
- h) If new funds, not already allocated in the budget are required, the Tłchq Assembly must approve a budget amendment.
- i) The Manager: Human Resource Services is responsible for making changes and updates to the organizational charts and ensuring that the charges are distributed to employees and posted on the Web.

### 5. Monitoring

The Manager Human Resources are responsible for implementing this policy

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

### 6. Process

- a) The Tłchq Executive Officer will approve all new positions on the organizational structure through the approval of a job description.
- b) Funds for new positions will be identified or where applicable approved by the Chiefs Executive Council or Tłchq Assembly.
- c) The Manager Human Resources will distribute the organizational structure to all staff and post it on the Tłchq Government web site.

***Effective Date: May 25, 2017***

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<b>Section: Human Resources</b>	<b>6.25</b>
<b>Subject: EMPLOYEE RECOGNITION</b>	

### 1. Definition

“Employee Recognition” means the process and frequency that employees are recognized for the service to the Tłchq Government

### 2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all employees.

### 3. Purpose and Position

The Tłchq Government recognizes that its success is directly tied to its employees and as such, wishes to recognize and honor employees for their long service with the Tłchq Government.

The objectives of the program are:

- To foster a culture of appreciation
- To tangibly reward employees
- To promote the recognition of employees for their achievements and contributions to the Tłchq Government and in public service of Tłchq citizens
- To provide guidelines and parameters for recognition programs
- To raise awareness of the values of recognizing employees and the positive effect it has on such things as employee engagement, client services, attraction and retention and overall organizational success.

Recognition in its simplest form involves saying thank-you, either verbally or in writing. In addition to these forms of recognition, the Tłchq Government has developed an employee recognition program to recognize employees for their long service with the Tłchq Government.

The purpose of the program is to strengthen employee engagement through recognizing and honoring the commitment and dedication of long term employees, while also promoting long-standing careers within the Tłchq Government.

### 4. Requirements

#### **General**

- a) The Corporate Services Department is responsible for coordinating the annual Employee Recognition Awards.
- b) The Corporate Services Department will monitor and evaluate recognition efforts to ensure effectiveness and to amend the guidelines when necessary.
- c) The Manager: Human Resources will prepare a listing of employees who are eligible for a recognition award for approval by the Tłchq Executive Officer before March 31.
- d) The Chiefs Executive Council will approve all awards for the recognition program.

<b>Section: Human Resources</b>	<b>6.25</b>
<b>Subject: EMPLOYEE RECOGNITION</b>	

e) Cash awards shall not be granted to employees as part of any recognition program and/or activity.

**Eligibility**

- f) Employees reaching services milestones of 5 (60 months), 10, 15 and 20 years will be recognized.
- g) In order to calculate eligibility, all time periods of continuous employment should be counted, including both in-determinant and term positions.

**5. Monitoring**

The Manager Human Resources is responsible for implementing this policy

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

The Tłıchq Executive Officer is responsible for informing and evaluating this policy.

**6. Process**

- h) The Manager Human Resources will prepare a listing of employees who are eligible to receive length of service awards by March 31.
- i) The Tłıchq Executive Officer will approve the listing of employees eligible for length of service awards.
- j) The Manager Human Resources will recommend to the Chiefs Executive Council awards for employees. The Manager Human Resources will also prepare a budget for approval by the Chiefs Executive Council.
- k) Awards will be given at a ceremony planned by the Corporate Services Department.

***Effective Date: May 25,2017***

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<b>Section: Human Resources</b>	<b>6.26</b>
<b>Subject: EMPLOYEE ASSISTANCE PROGRAM (EAP)</b>	

**This policy has been repealed from Tłchq Government Administrative Policy.**

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***Effective Date:***

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<b>Section: Financial Contributions</b>	<b>7.1</b>
<b>Subject: TEAM SPORTING EVENTS</b>	

1. Definition

“Sporting events” refers to financial support for youth teams to attend events that encourage a healthy, active lifestyle.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all applications for financial support for sport and recreation.

3. Purpose and Position

The Tłıchq Government wishes to support a healthy, active lifestyle through the participation of youth in sport and recreation. Due to the lack of access to sport and recreation and the high costs of travel to participate in events the Tłıchq Government wishes to support the travel and participation costs for youth participating in sport and recreation events with their community organized or school teams. Contributions will not be made to individuals.

Community organized teams

Community organized teams may apply for up to a maximum of \$1,500 per year to cover the cost of registration fees, equipment and/or travel to participate in sport and recreation events.

School teams

Schools may apply for up to a maximum of \$5,000 per year to cover the cost of registration fees, equipment and/or travel to participate in sport and recreation events.

4. Requirements

There must be adequate funds in the budget for contributions to be considered and/or approved. As per Policy 5.3 – Budget Management, The Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłıchq Assembly but may not exceed the amount allocated by the Assembly.

Support for community organized teams

- a. Teams must submit a completed application form to the Assistant to the TEO.
- b. Teams must disclose all other forms of financial and in-kind support.
- c. Teams must demonstrate they have a matching financial contribution.
- d. At the discretion of the Assistant to the TEO contributions maybe made by: direct contributions to a team representative; direct payment to vendors; or reimbursement for eligible expenses upon submission of receipts.

<b>Section: Financial Contributions</b>	<b>7.1</b>
<b>Subject: TEAM SPORTING EVENTS</b>	

Support for schools

- e. Schools must submit a brief proposal to the Assistant to the TEO.
- f. Proposals must disclose all other forms of financial and in-kind support.
- g. The Assistant to the TEO will verify that funds are available in the budget to fulfill the request.
- h. Contributions will be made directly to the school.

5. Monitoring

The Assistant to the TEO is responsible for implementing this policy

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy

6. Process

- a. The Assistant to the TEO will receive completed applications.
- b. The Assistant to the TEO will confirm if there are funds available in the budget.
- c. The Assistant to the TEO will review applications to determine if they meet eligible program criteria and approve contributions.
- d. The Corporate Services Department will process approved payments or reimbursements.

***Effective Date: January 17, 2019***

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<b>Section: Financial Contributions</b>	<b>7.2</b>
<b>Subject: MEDICAL EMERGENCIES</b>	

1. Definition

“Medical emergencies” refers to support for family members and other individuals to travel when a close friend or family member has a life-threatening illness or injury, including a patient in ICU.

“Immediate family member” means an individual’s father, mother, brother, sister, spouse, child, step-child, foster child, or any relative with whom the individual permanently resides. As per T̩ch̩ custom, immediate family member should be interpreted to include individuals who are not related by blood but were raised together in a family unit.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all applications for financial support for medical emergencies

3. Purpose and Position

The T̩ch̩ Government recognizes the financial burden that individuals and families may suffer due to the long distances that must be traveled and the extended stay required when there is a medical emergency. The T̩ch̩ Government wishes to ensure that patients have adequate emotional support during these times. As such, the T̩ch̩ Government will consider applications from T̩ch̩ citizens living within M̩w̩h̩ Gogha D̩ N̩t̩t̩t̩ on a case by case basis and provide financial support where economic need is demonstrated.

The T̩ch̩ Government will support travel by the most economical means available for immediate family members to travel with a patient, where travel is not already covered by other means, such as medical travel or insurance. The number of family members supported will be determined on a case by case basis by the Assistant to the TEO or the Chief’s Executive Council. The Assistant to the TEO and Chief’s Executive Council will take into consideration factors including but not limited to: the seriousness of the medical emergency, and the needs and wishes of the patient

The T̩ch̩ Government does not support any costs associated with travel to or attendance by traditional healers.

4. Requirements

- a. There must be adequate funds in the budget for contributions to be considered and/or approved. As per Policy 5.3 – Budget Management, The Chief’s Executive Council may reassign approved portions of the budget without the consultation of the T̩ch̩ Assembly but may not exceed the amount allocated by the Assembly.
- b. Individuals must submit a request for support to the Assistant to the TEO
- c. Individuals making requests must disclose all other financial and in-kind support.

<b>Section: Financial Contributions</b>	<b>7.2</b>
<b>Subject: MEDICAL EMERGENCIES</b>	

- d. Individuals making requests must demonstrate economic need.
- e. At the discretion of the Assistant to the TEO contributions may be made by: direct contributions to the individual making the request; direct payment to vendors; or reimbursement for eligible expenses upon submission of receipts.
- f. The Assistant to the TEO will consider and may approve requests for contributions up to \$5,000.
- a. Any exceptions must be approved by the Chief's Executive Council.

5. Monitoring

The Assistant to the TEO is responsible for implementing this policy

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

The Tłıchǵ Executive Officer is responsible for informing and evaluating this policy

6. Process

- b. The Assistant to the TEO will receive completed applications.
- c. The Assistant to the TEO will confirm if there are funds available in the budget.
- d. The Assistant to the TEO will review applications to determine if they meet eligible program criteria and approve contributions of less than \$5,000
- e. For requests exceeding \$5,000 the Assistant to the TEO will make a recommendation to the Chief's Executive Council. The Chief's Executive Council will make the final decision on all contributions exceeding \$5,000
- f. The Corporate Services Department will process required payments or reimbursements approved by the Assistant to the TEO and/or the Chief's Executive Council

**Effective Date: January 17, 2019**

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<b>Section: Financial Contributions</b>	<b>7.3</b>
<b>Subject: GRIEVING</b>	

1. Definitions

“Grieving” refers to financial support for immediate family at a time of loss.

“Immediate family member” means an individuals’ father, mother, brother, sister, spouse, child, step-child, foster child, or any relative with whom the individual permanently resides. As per Tłıchq custom, immediate family member should be interpreted to include individuals who are not related by blood but were raised together in a family unit.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to financial support for immediate family during times of grieving.

3. Purpose and Position

The Tłıchq Government recognizes that gathering together at a time of loss to support family is an important part of the grieving process in Tłıchq culture. The Tłıchq Government also recognizes that it may receive requests to financially contribute towards such gatherings.

4. Requirements

General

- a. Budget: the budget for Financial Contributions – Grieving is established by the Tłıchq Assembly. There must be adequate funds in the budget for contributions to be considered and/or approved.
- b. Requesting Funds: Requests for financial support may be made by the family of the deceased or the community chief. Request should be made to the Donations Coordinator whenever possible. The Donations Coordinator will complete an intake form.
- c. Other forms of support: All other forms of financial and in-kind support must be disclosed to the Tłıchq Government.
- d. Approval limits: The Donations Coordinator may approve support up to their maximum spend authorization as outlined in Appendix B.
- e. Bullying & Harassment: Bullying and/or harassment of Donations Coordinators may result in immediate disapproval.

Eligibility

- f. Tłıchq citizen – For the deceased’s family to be considered for support, the deceased must be a Tłıchq citizen.

Support for families of Tłıchq citizens not living within the four communities or on Tłıchq lands

- g. A maximum of \$300 may be provided to one immediate family member of the deceased to purchase groceries to support cost of hosting grievors in their home.
- h. Travel assistance may be provided to immediate family members up to a maximum of \$1,000 for a return trip. Travel assistance maybe provided in the form of gas for a group of family

<b>Section: Financial Contributions</b>	<b>7.3</b>
<b>Subject: GRIEVING</b>	

members or airfare for an individual. A maximum of two vehicles or two airfares will be supported.

Support for families of Tłchq citizens living within the four communities or on Tłchq lands

- i. Support for groceries may be provided to one household of an immediate family member of the deceased to host grievors in their home.
- j. An initial amount of up to \$500 - \$1,000 for groceries may be provided to the grieving family hosting grievors. The Donations Coordinator will determine the total amount of support for groceries depending on the location of the funeral and the number of grievors.
- k. On the day of the funeral, if a community feast is not held, an additional amount of \$500 - \$1,000 for groceries may be provided to the grieving family hosting grievors.
- l. Costs for travel (by air or by vehicle) may be covered for immediate family to travel to make funeral arrangements.
- m. Costs for travel (by air or by vehicle) may be covered for immediate family to gather in the community of the deceased.
- n. Travel may be provided to Tłchq citizens residing outside the Tłchq region to gather in the community of the deceased provided they are immediate family.
- o. If a grieving person travels to a funeral at the Tłchq Government's expense, and does not return to their home community on the scheduled flight which was booked for them, they are responsible for their own costs to return to their home community.

Community Feast

- p. The Community Presence office in the community of the deceased may organize a feast for grievors on the day of the funeral. The financial contributions program will contribute up to a maximum of \$1,500 to the community feast.

Funding Distribution

- q. At the discretion of the Donations Coordinator, support may be made by: direct payment to vendors; direct payment to eligible individuals or reimbursement upon submission of receipts

5. Monitoring

The Donations Coordinator, is responsible for implementing this policy

The Director of Corporate Services is responsible for monitoring and enforcing this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy

6. Process

- a. The Donations Coordinator will receive all requests.
- b. The-Donations Coordinator will summarize the request on an intake form. The summary will include but is not limited to: the names of peoples requesting travel support, the home communities of individual requesting travel support.
- c. The Donations Coordinator will confirm if there are funds available in the budget.

<b>Section: Financial Contributions</b>	<b>7.3</b>
<b>Subject: GRIEVING</b>	

- d. The Donations Coordinator will review requests to determine if they meet eligible program criteria.
- e. For requests exceeding \$5,000 the Donations Coordinator, will make a recommendation to the Chief's Executive Council. The Chief's Executive Council will make the final decision on all contributions exceeding \$5,000.
- f. The Corporate Services Department will process required payments or reimbursements approved by the Donations Coordinator, and/or the Chief's Executive Council.

***Effective Date: May 3, 2003***

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<b>Section: Programs &amp; Services</b>	<b>8.1</b>
<b>Subject: SAFETY AND ON THE LAND PROGRAMS</b>	

1. Definition

“On-the-Land program safety” refers to the organizational, leadership, safety, and emergency management arrangements for on-the-land trips sponsored and funded by the Tłıchǫ Government for the purpose of fostering Tłıchǫ language, culture and way of life through wilderness experiences.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to all Tłıchǫ Government sponsored on-the-land travel programs, their organizers, leaders and participants.

3. Purpose and Position

The purpose of this policy is to clearly define the expectations and conduct of on-the-land travel and wilderness experience programs sponsored and funded by the Tłıchǫ Government. These include the *Imbe Program*, the annual *Trails of Our Ancestors* summer canoe trip, Wilderness Safety Training, Early Childhood programs, *puberty camps*, *Community Justice (Wellness) programs* and any other wilderness experience programs the Tłıchǫ Government may sponsor and fund from time to time.

The Tłıchǫ Government is committed to preserving Tłıchǫ language, culture and way of life practices through support for on-the-land activities for Tłıchǫ citizens of all ages. In recognition that Tłıchǫ youth have had less opportunity than their elders to acquire on-the-land skills, this policy recognizes the need for procedures that combine traditional Tłıchǫ knowledge and survival skills and Western outdoor safety practices, certification, and technology.

Procedures enacted pursuant to this policy are equally binding on all Tłıchǫ Government employees and will set out the detailed manner in which this policy will be implemented and enforced.

4. Requirements

The safety of all the participants is the paramount objective for all on-the-land travel programs sponsored and funded by the Tłıchǫ Government. Wherever possible, preference will be given to recognized elders as on-the-land trip cultural mentors.

Ensuring participant safety has several components: *trip planning, authorization and logistics; leadership readiness; participant readiness; equipment and technology; risk management; and emergency management*. A Project Coordinator will be designed for every wilderness experience program, who will be responsible for the overall coordination, logistics, and safety of the trip and its participants.

- a. **Project Planning, Authorization and Logistics.** Every wilderness experience program requires a completed project plan. The plan must include the project’s purpose, travel route, time involved, detailed budget, proposed participants, leaders, cultural mentors and any other supervisors and their certifications; an inventory of equipment and supplies, risk management details; confirmation of liability insurance, and an emergency plan. Project Coordinators and any other supervisors must be identified at least two weeks prior to the beginning of the trip. The

<b>Section: Programs &amp; Services</b>	<b>8.1</b>
<b>Subject: SAFETY AND ON THE LAND PROGRAMS</b>	

Project Coordinator will submit a project plan to the appropriate Department or Community Director or Manager (or delegates) for review prior to project approval. Project approval is authorized by the Project Coordinator’s Manager and Budgetary Authority.

- b. **Leadership Readiness.** Tłıchq elders and other Tłıchq citizens who are recognized for having strong cultural and on-the-land skills are deemed able to participate at cultural mentors. Project Coordinators are required to have completed appropriate wilderness safety training.
- c. **Participant Readiness.** Many participants, especially youth, will have little experience with traditional on-the-land and wilderness survival skills. Wilderness experience program organizers are responsible for ensuring that participants are physically capable of the project’s demands. Parents or guardians are responsible for notifying the Project Coordinator of any medical or special dietary requirements a youth participant may have. Parents or guardians are required to sign a release form authorizing a youth to participate in advance of the program’s start date.
- d. **Equipment and Technology.** Every wilderness experience program’s completed project plan must include an inventory of the required equipment. All equipment must be inspected before departure to ensure it is in good working order. A satellite telephone and GPS are required as part of the equipment package for every project, with a supply of fully charged batteries. Authorized leaders will carry firearms on all wilderness projects.
- e. **Food and Other Supplies.** The project proposal must include a complete inventory of the food items and other consumable supplies sufficient for the duration of the trip, and their method of storage to prevent spoilage or loss.
- f. **Risk Management.** No outdoor project involving wilderness travel is permitted to leave a community without approved coverage by the Tłıchq Government’s liability insurance. During the project, risk is to be managed through daily safety de-briefings by the Project Coordinator and leaders of supervisors as delegated. Daily logs indicating the content of safety de-briefings and incidents will be completed.
- g. **Emergency Management.** All wilderness travel involves inherent risks. Inexperienced participants in particular may experience injury or find themselves in a life-threatening situation (e.g., boating or snowmobile mishap). Fire or aggressive wild animals may pose a danger. There is also the possibility that a participant may become ill and require evacuation. The Project Coordinator is required to have appropriate wilderness safety training and the ability to use the communications equipment to call in emergency services if required.
- h. **Alcohol and Drugs.** Out of respect for the land and the Tłıchq way of life, the Tłıchq Government has **zero tolerance** for alcohol and drug use on the land. This policy applies to employees, contractors and project participants. An employee who violates this policy is subject to disciplinary action including dismissal; a contract will lose the privilege of future contracts; and a program participant may be barred from participation in future programs. The Tłıchq

<b>Section: Programs &amp; Services</b>	<b>8.1</b>
<b>Subject: SAFETY AND ON THE LAND PROGRAMS</b>	

Government reserves it's the right to search and seize illegal substances from participants' personal belongings prior to and during wilderness and on-the-land projects.

#### 5. Monitoring

The Project Coordinator, leaders and supervisors are responsible for implementing this policy. This includes but is not limited to submitting a project report, including comments from the participants, at the completion of each wilderness trip.

All supervisors are responsible for enforcing this policy with employees and contractors reporting to them.

The Tłıchq Executive Officer is responsible for informing and evaluating this policy and any related procedures enacted pursuant to it.

The Tłıchq Government may introduce changes to this policy at any time in response to information gained from each project report and comments from the participants.

#### 6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) All wilderness trip reports will be submitted to the Project Coordinators' Director, Manager, and/or designate of each Program and then submitted to the Safety Officer. Reports are to be submitted to the Department or Community Directors, Managers and/or designate of each Program within thirty (30) days.
- b) All wilderness project reports will be submitted by the Safety Officer to the Tłıchq Executive Officer who then would submit to the Chiefs Executive Council as an information item.
- c) Any project reports that involve a mishap, Project Coordinator failure, equipment failure, incident of inappropriate behaviour, or unforeseen situation causing concern will be accompanied by a recommendation from the Department or Community Director, Manager and/or designate for each Program, for review by the Safety Officer. The Tłıchq Executive Officer and the Chiefs Executive Council will review any project reports that give cause for concern.
- d) The Chiefs Executive Council may direct that an amendment be made to one or more applicable policies, any approved Tłıchq wilderness safety training program or funding to deliver it, in response to information or concerns and/or any project report or recommendation for an amendment that are brought to its attention.

***Effective Date: April 13, 2015***

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<b>Section: Programs &amp; Services</b>	<b>8.2</b>
<b>Subject: OREINTATION AND TRAINING FOR ON-THE-LAND PROJECTS</b>	

*Policy 9.4 repealed and replaced with Policy 8.2.*

1. Definitions

Orientation and training for workplace activities on Tłıchǫ lands incorporates the traditional knowledge and bush skills of the elders with generally recognized wilderness safety practices and certified training courses.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to all Tłıchǫ Government employees, cultural mentors, and contractors leading on-the-land programs and projects on behalf of the Tłıchǫ Government or a Tłıchǫ Community Presence Office.

3. Purpose and Position

The purpose of this policy is to identify the scope and nature of the certification training the Tłıchǫ Government will provide for on-the-land project coordinators —foremen, crew bosses, boatmen, and cultural program mentors and supervisors—that will ensure their outdoor skills remain proficient for leadership roles on the land.

The Tłıchǫ Government recognizes that with the passing of many elders who were raised and spent their lives on the land, younger generations of Tłıchǫ citizens will benefit from other types of learning experience. Occupational health and safety training must reflect the full scope of Tłıchǫ Government on-the-land projects. These include: cultural programs (e.g., summer youth travel, traditional knowledge projects) and wellness programs; and work parties (e.g., environmental monitoring, trail making or cleanup, gravesite maintenance, industrial worksite remediation, cabin construction, traditional harvesting or similar projects across all seasons of the year).

4. Requirements

The Tłıchǫ Government will create a Tłıchǫ Government recognized certificate program in wilderness safety and cultural expertise; offer training in a year-round program that addresses the safety and training needs unique to all seasons; build capacity by offering Instructor-level courses in many safety disciplines; and begin developing longer-term plans for a regional wilderness safety-training institute.

- a) **Mandatory In-service Training for Tłıchǫ Government Staff.** Tłıchǫ Government employees coordinating on-the-land projects will be required to complete appropriate wilderness safety training programs or certification. The Tłıchǫ Government will pay the training costs and will pay participating employees their normal wage/salary.
- b) **Scope of Training.** Wilderness safety training programs courses will include: wilderness risk management; wilderness standard first aid, WHMIS; canoe and water safety, including swift water rescue; boat and snowmobile safety and operation; emergency management; forest fire awareness; firearm safety; predator defense; winter survival; ice safety and rescue; integrated with traditional knowledge.

<b>Section: Programs &amp; Services</b>	<b>8.2</b>
<b>Subject: OREINTATION AND TRAINING FOR ON-THE-LAND PROJECTS</b>	

- c) **Role of Project Facilitator.** The **Project Facilitator** is responsible for training project documentation and evaluations (participant attendance and course completion) as well all course certifications.
- d) **Role of Project Directors and Managers.** The Project Directors and Managers will work closely with the Safety Officer to identify the requirements of the program and to identify the participants attending the training.
- e) **Standards for Certification Courses.** Certification courses are required to meet the standards set by safety training experts in the NWT and elsewhere. Wilderness safety training programs will incorporate best practice standards set by legislation, industry, WSCC, the Canadian Standards Association, or other national or international standards-setting bodies.
- f) **Reporting to the OH&S Committee** the Safety Officer will report to the OH&S Committee on training provided to employees and community members as well as individuals who have been certified within all safety training programs.
- g) **Training Contractors Obligations.** Training Contractors will be required to demonstrate their ability to perform contracted services in keeping with recognized health and safety standards prior to beginning work for the Tłı̨chǫ Government. Training Contractors will have to provide a Letter of Good Standing from WSCC prior to the contract start date and the Project Manager must obtain a WSCC Final Letter of Clearance prior to final payment to the contractor. This will be stated in Service Contracts and/or during the New Hire Forms and Contractor waiver forms completion.
- h) **Course Equivalencies.** Equivalent training credentials and certifications may be recognized and will be determined by the OH&S Committee in partnership with the Safety Officer.
- i) **Training Costs.** The Tłı̨chǫ Government will pay for Tłı̨chǫ Government employees and will provide community based safety training programs for, contractors, and other Tłı̨chǫ citizens interested in becoming employees, contractors, or safety training specialists.

## 5. Monitoring

All supervisors are responsible for enforcing this policy with employees and contractors reporting to them.

The Tłı̨chǫ Executive Officer is responsible for informing and evaluating this policy.

The Tłı̨chǫ Government may introduce changes to this policy at any time in response to information gained from each project report and comments from the participants.

## 6. Process

- a) The Chiefs Executive Council may direct that an amendment be made to one or more applicable policies, the Tłı̨chǫ Wilderness Safety Training Program or funding to deliver it, in response to

<b>Section: Programs &amp; Services</b>	<b>8.2</b>
<b>Subject: OREINTATION AND TRAINING FOR ON-THE-LAND PROJECTS</b>	

information or concerns and/or any trip report or recommendation for an amendment that are brought to its attention

*Effective Date: April 13, 2015*

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<b>Section: Programs &amp; Services</b>	<b>8.3</b>
<b>Subject: ONE STUDENT FINANCIAL SUPPORT PROGRAM</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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<b>Section: Programs &amp; Services</b>	<b>8.4</b>
<b>Subject: DQ NÀKE LÀÀNÌ NÀTS'ETSO BURSARY (PSSSP) – PROGRAM GUIDELINES</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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<b>Section: Programs &amp; Services</b>	<b>8.5</b>
<b>Subject: UNIVERSITY AND COLLEGE ENTRANCE PREPARATION PROGRAM (UCEPP) – PROGRAM GUIDELINES</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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Section: Programs & Services	8.6
Subject: POST SECONDARY PROGRAMS – SELECTION COMMITTEE, SELECTION CRITERIA & APPEALS	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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<b>Section: Programs &amp; Services</b>	<b>8.7</b>
<b>Subject: ELIGIBLE INSTITUTIONS</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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<b>Section: Occupational Health and Safety</b>	<b>9.1</b>
<b>Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY</b>	

1. Definitions

“Occupational health and safety” refers to those measures taken by the Tłıchq Government to eliminate or reduce workplace hazards and minimize the risk hazards pose to its employees and contractors.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council in compliance with the NWT *Safety Act* and in particular section 3 of the *General Safety Regulations*, as well as the best practices identified in applicable Workers’ Safety and Compensation Commission (WSCC) Codes of Practice. It applies to all Tłıchq Government staff and to contractors performing specific services on behalf of the Tłıchq Government or a Tłıchq Community Presence Office.

3. Purpose and Position

The purpose of this policy is to state the Tłıchq Government’s commitment to the health and safety of its employees: permanent, full-time, part-time, casual or seasonal hired by Tłıchq Government for programs and/or projects’ delivery. This commitment also applies to independent contractors and any subcontractors undertaking projects for the Tłıchq Government.

This commitment extends to health and safety on-the-land. The policy identifies how the Tłıchq Government will exercise its self-government authority as *custodian of Tłıchq lands, water and resources* (Tii eyits’o nde wek’e ts’edi) to promote occupational health and safety on the land. In addition, in response to the guiding principle of *self-sufficiency* (Ede ts’eda) this policy expresses the commitment of the Tłıchq Government to develop wilderness safety training programs and to train Tłıchq citizens for roles as project foremen, supervisors, or similar positions, and as safety training specialists.

Procedures enacted pursuant to this policy are equally binding on all Tłıchq Government employees and will set out the detailed manner in which this policy will be implemented and enforced.

4. Requirements

The Tłıchq Government will take all possible steps to create and maintain a safe and healthy workplace within the Tłıchq communities and for all programs and services including On-the –Land projects.

- a) **Reasonable Precautions.** The Tłıchq Government will take all reasonable precautions and adopt and carry out all reasonable techniques and procedures to ensure the health and safety of every employee and contractor doing work on its behalf. For on the land work, health and safety will be practiced in keeping with the Tłıchq principle of *Strong Like Two People*. Safety measures will incorporate traditional knowledge and bush skills of the elders. The traditional knowledge and bush skills that have served the Tłıchq people well over generations exemplify the precepts of a workplace safety culture.
- b) **Occupational Health and Safety (OH&S) Committee.** The Committee will undertake the tasks and responsibilities set out in the Terms of Reference and related policies approved by the Tłıchq

<b>Section: Occupational Health and Safety</b>	<b>9.1</b>
<b>Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY</b>	

Executive Officer to implement approved workplace safety plans and to encourage a workplace safety culture. Policies may be amended from time to time to remain compliant with changes to legislation or best practices.

- c) **Workplace Safety Culture.** The Tłıchq Government`s objective is to develop and maintain a workplace safety culture – a workplace environment where occupational health and safety practices are at the forefront of everyday work life.
- d) **Make Recommendations.** The OH&S Committee will make recommendations to reduce or eliminate hazards in the workplace and improve the health and safety of all employees and contractors. These recommendations will be made in reports to the Tłıchq Executive Officer.
- e) **Orientation and Training.** Orientation and training is an ongoing requirement for the OH&S Committee and for Tłıchq Government employees.
- f) **Reporting.** Each Tłıchq Government employee is responsible to report to his/her supervisor or manager, as soon as possible, any hazard or potential hazard, injury, accident or incident, or illness related to the workplace. All Tłıchq Government employees are required to comply with applicable legislation, and Tłıchq Government occupational health and safety policies and procedures. The Tłıchq Government encourages all employees to be active in developing and maintaining a workplace safety culture, and to offer suggestions or improvements to approved workplace safety plans
- g) **Communication with Employees.** The OH&S Committee is responsible for ensuring that copies of the NWT *Safety Act*, the Terms of Reference for the Committee, occupational health and safety procedures enacted pursuant to this policy and other pertinent health and safety information is centrally located and available in each Tłıchq Government local office and workplaces.
- h) **Communication with Contractors.** When independent contractors enter into contracts to perform services on behalf of the Tłıchq Government, they will be required, before work begins, to show evidence they have safety measures in place.

#### 5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees and contractors reporting to them.

The OH&S Committee is responsible for monitoring this policy. This includes undertaking workplace inspections, investigating incidents, keeping records, and reporting findings to the Tłıchq Executive Officer.

The Tłıchq Executive Officer is responsible for informing and evaluating this policy.

<b>Section: Occupational Health and Safety</b>	<b>9.1</b>
<b>Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY</b>	

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Major recommendations of the Occupational Health and Safety Committee will be made to the Tłchq Executive Officer.
- b) The Tłchq Executive Officer will report regularly on the activities of the Occupational Health and Safety Committee as an information item to the Chiefs Executive Council.
- c) The Chiefs Executive Council will review any Committee workplace inspection or incident reports that give cause for concern.
- d) The Chiefs Executive Council may direct that an amendment be made to one or more Occupational Health and Safety procedures in response to information or concerns that are brought to its attention.

**Approval Date: April 13, 2015**

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<b>Section: Occupational Health and Safety</b>	<b>9.2</b>
<b>Subject: DUTIES OF THE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.3</b>
<b>Subject: ORIENTATION AND TRAINING FOR WORKPLACE SAFETY</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.4</b>
<b>Subject: ORIENTATION AND TRAINING – ON-THE-LAND</b>	

**This policy has been repealed from Tłchq Government Administrative Policy and replaced with Policy 8.2**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.5</b>
<b>Subject: OFFICE HEALTH AND SAFETY</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.6</b>
<b>Subject: SAFETY AND ON-THE-LAND SAFETY</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.7</b>
<b>Subject: ROLES AND RESPONSIBILITIES OF WORK PARTY LEADERS ON-THE-LAND</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.8</b>
<b>Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY ON-THE-LAND</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.9</b>
<b>Subject: RETURN TO WORK</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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<b>Section: Occupational Health and Safety</b>	<b>9.10</b>
<b>Subject: WORKPLACE, COVID-19 AND VACCINATION POLICY</b>	

**This policy has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: June 1, 2022*

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**APPENDIX A – COMMUNICATION EXPENSES**

The following communication expenses will be paid for by the Tłchq Government (TG):

<b>Device</b>	<b>Positions</b>	<b>TG issued cellphone on approve package</b>	<b>TG won't pay for</b>
Cellphone provided	Tłchq Executive Officer, Department Directors, Assistant to the TEO, Senior Director Governance, Community Directors, Managers, and Travel Clerk.	<ul style="list-style-type: none"> <li>○ Voice charges cross Canada Package</li> <li>○ Unlimited data (i.e., texting and email)</li> <li>○ Call waiting</li> <li>○ Fees (i.e., system access fee, roaming, etc.)</li> <li>○ Accessories that prolong the useful life of the device (ie. protective case)</li> </ul>	<ul style="list-style-type: none"> <li>○ Additional features</li> <li>○ Accessories that do not prolong the useful life of the device.</li> </ul>
<b>Device</b>	<b>Positions</b>	<b>Eligible charges/reimbursements</b>	<b>TG won't pay for</b>
Cellphone not provided	Positions with unique communication needs as approved by Director	<ul style="list-style-type: none"> <li>○ \$75/month upon submission of personal cellphone bill</li> </ul>	<ul style="list-style-type: none"> <li>○ Any additional changes</li> </ul>
	All other employees	<ul style="list-style-type: none"> <li>○ Long-distance charges for work related calls</li> </ul>	<ul style="list-style-type: none"> <li>○ Data charges</li> <li>○ Accessories</li> <li>○ Fees</li> </ul>

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**APPENDIX B – SPENDING AUTHORIZATION**

Amended by the Chiefs Executive Council on July 24, 2024 with the following updated spending authorization:

<b>Amount</b>	<b>Authorization</b>
<b>Up to \$200,000</b>	<b>Tł̓chq̓ Executive Officer</b>
<b>Up to \$50,000</b>	<b>Departmental Directors Senior Director - Governance Executive Director – Hotii ts’eeda Executive Advisor - Executive Senior Advisor – Executive</b>
<b>Up to \$30,000</b>	<b>Community Directors</b>
<b>Up to \$20,000</b>	<b>Departmental Managers Executive Manager Senior Advisors – Departmental Travel Coordinator</b>
<b>Up to \$10,000</b>	<b>Designated Project Authority Donations Coordinator</b>
<b>Up to \$5,000</b>	<b>Any other staff member delegated authority by a Departmental director (with TEO approval) Executive Assistants - Departmental</b>

**APPENDIX B – SPENDING AUTHORIZATION**

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**APPENDIX C – PAYMENT FOR LOCAL VENDORS**

Payment for local vendors is approved as follows:

<b>Event</b>	<b>Position</b>	<b>Amount</b>
<b>Annual Gathering</b>		
	Community/Cultural Forman	\$400/day
	Community/Cultural Helper	\$300/day
	Facility Maintenance	\$400/day
	Facility Helper	\$300/day
	Facility Pages	\$15/hour
	Ceremonial Drummers	\$100/day
	Ceremonial Rangers	\$100/day
	Head Cooks (certified)	\$550/day
	Regular Cooks (uncertified)	\$400/day
	Kitchen Helpers	\$350/day
<b>Community Sessions</b>		
	Community/Cultural Foreman	\$400/day
	Community/Cultural Helper	\$300/day
	Facility Maintenance	\$400/day
	Facility Helper	\$300/day
	Facility Pages	\$15/hour
	Drummers	\$100/day
	Regular Cooks (uncertified)	\$300/day
Kitchen Helpers	\$200/day	
<b>Community/Departments</b>	<b>Cabin Rental (Private)</b>	
	Daily Use Rate	\$200.00
	Overnight Use	\$270.00
	<b>Camp Rental</b>	<i>Low-highest</i>
	Stove, bed & wood	Quote needed
	Chainsaw	\$65.00
	<b>Tent Rental – stove included</b>	
	Wall Tent 16x20	\$200.00
	Canvas 14x16	\$165.00
	Canvas 12x14	\$135.00
	Canvas 10x12	\$135.00
	Canvas 8x10	\$135.00
	TP (canvas)	\$135.00
	Stove rental	\$30.00
	Poles *	\$10.00
	**tents without stoves, deduct \$25.00 from above price rental **	
	*people who have poles already in town \$10/pole. Other option is to hire casual or ask foreman to provide poles.*	
	<b>Equipment Rental</b>	
	Motor kicker/safety equipment	\$200.00
	Canoe/paddles/life jackets	\$100.00
	Canoe only – TG provides paddles, Lifejackets	\$65.00
Snow machine	\$200.00	

**APPENDIX C – PAYMENT FOR LOCAL VENDORS**

Traditional toboggan (canvas/wood frame)		\$135.00
Commercial sled toboggan		\$100.00
<b>Vehicle Rental</b>		
Truck (lights, insurance, registration – up-to-date)		\$200.00
Towing trailer		\$200.00
Quad (4 wheeler)		\$200.00
Trailer (quad)		\$65.00
<b>Bus Rental</b>		
Based on lowest quote from vendor		Negotiable
<b>Cultural/Traditional</b>		
	Behchokò	Wekweèti Whati Gameti
Cord of wood (cut standard stove length)	\$400.00	\$500.00
Drum purchase (per drum)		\$400.00
Drum repairs (hide)		\$200.00
**bulk order of repairs on drums \$250.00		
*negotiate based on size/quality/quantity purchased		
<b>Caribou Hide</b>		
Raw with hair		\$50.00
Raw without hair		\$100.00
Raw without hair/scraped		\$150 - \$200
Dry/soft/ready for babiche bag		\$200 - \$250
Dry smoked (final stage)		\$250 - \$300
**depends on size and quality**		
<b>Moose Hide</b>		
Raw		\$50 - \$100
Small traditionally smoked		\$1,500.00
Medium traditionally smoked		\$2,250.00
Large traditionally smoked		\$3,000.00
<b>Bannock Catering</b>		
2 bags of 10 lbs or flour plus ingredients		\$300.00
½ of ingredients supply		\$150.00
<b>Community</b>		
Meeting Facilitator/Instructors (Full Day)		\$400.00
Meeting Facilitator/Instructors (Half Day)		\$200.00
Chairperson (Full day)		\$400.00
Chairperson (Half day)		\$200.00
Boat drivers/fishermen/guides		\$300.00
<b>Harvesters as participants “on the land”</b>		
Full day participation		\$300.00
Half day participation		\$150.00
Youth rate (19-30 years) Full day		\$250.00
Youth rate (19 – 30 years) Half day		\$125.00
Youth rate (school aged) Full day		\$125.00

## APPENDIX C – PAYMENT FOR LOCAL VENDORS

	Youth rate (school aged) Half day	\$62.50
	<b>Accommodations</b>	
	Private billets in Tłıchq communities	\$175.00
	Elsewhere in the NWT	\$100.00

**Amended by Chiefs Executive Council on June 27, 2022**

Notes.

1. The Tłıchq Government will reimburse for gas in tank when truck, boat, quad and snow machine is returned.
2. Need rental forms for all vehicles (1 form) Ensure box option to ensure that rented vehicle is insured and in good condition.
3. Who is responsible if a boat/vehicle gets damaged? (including volunteers)
4. For vehicle/equipment rental form needs to say that the owner/operator is responsible for damage. If the operator is a Tłıchq Government employee, they have to pay for the damages.
5. Presence office camp at Russell Lake (no charge), Stagg River – School Cabin (no charge), CJBS School Cabin (no charge).
6. Full (1) day = 7 hours, half (1/2) day = up to 4 hours.

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**APPENDIX D – PAYMENT FOR ELDERS AND TRANSLATORS**

The payment for Elders and translators is approved as follows:

<b>Position</b>	<b>Honoraria</b>
<b>Oda?a Elders</b>	<b>\$550.00</b>
<b>Oda?a Elders – Travel Day</b>	<b>\$450.00</b>
<b>Elders</b>	<b>\$400.00</b>
<b>Elders – Travel Day</b>	<b>\$200.00</b>
<b>Contract Translators (Business License)</b>	<b>\$500.00</b>
<b>Translators</b>	<b>\$450.00</b>
<b>Sound Equipment Preparation</b>	<b>\$75.00</b>

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## APPENDIX E – SUMMARY OF POLICY AMENDMENTS

Policy Number	Policy Name	Date of Origin	*Amendment Date	Amendment Date	Amendment Date	Amendment Date	Amendment Date	Effective Date
1.1	Guiding Principles	May 3, 2010						May 3, 2010
1.2	Code of Ethics	April 1, 2013	April 28, 2021					April 28, 2021
2.1	Policy Development	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015	January 17, 2019		Repealed July 24, 2024
2.2	Official Languages	August 25, 2005	May 3, 2010	September 3, 2012				Repealed July 24, 2024
2.3	Environmental Stewardship (formerly Conservation of Resources)	August 25, 2005	May 3, 2010	September 3, 2012	January 17, 2019			Repealed July 24, 2024
2.4	Review of Departments and Programs	August 25, 2005	May 3, 2010	September 3, 2012				Repealed July 24, 2024
3.1	Establishing Tłı̨chǫ Committees or Entities	August 25, 2005	May 3, 2010					Repealed May 3, 2012
3.2	Travel Expenses and Honoraria	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015	May 25, 2017	May 25, 2017
3.3	Alcohol, Drug Abuse and Attendance at Meetings	August 25, 2005	May 3, 2010	September 3, 2012	January 17, 2019			January 17, 2019
3.4	Punctuality at Meetings	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
3.5	Establishment Policy for the Department of Corporate Services	April 17, 2013						April 17, 2013
3.6	Establishment Policy for the Department of Culture & Lands Protection	April 17, 2013						April 17, 2013
3.7	Establishment Policy for the Department of Client Services	November 2, 2022						November 2, 2022
3.8	Establishment Policy for the Department of Planning & Partnerships	September 17, 2019	July 20, 2020	December 9, 2021				December 9, 2021
3.9	Establishment Policy for the Department of Early Childhood	October 4, 2022						October 4, 2022
3.10	Establishment Policy for the Department of Infrastructure	October 4, 2022						October 4, 2022
4.1	Administration in Lieu of Policy	August 25, 2005	May 3, 2010					Repealed May 3, 2010
4.2	Policy Distribution	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
4.3	Copyright on Tłı̨chǫ Government Works	August 25, 2005	May 3, 2010	September 3, 2012				Repealed July 24, 2024
4.4	Telephone and Cellular Telephone Use	August 25, 2005	September 3, 2012	April 13, 2015	May 25, 2017	July 12, 2021	September 13, 2022	September 13, 2022
4.5	Use of Information Technology	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
4.6	Vehicle Use Policy	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015	January 17, 2019		April 17, 2019
4.7	Tobacco Use in the Workplace	August 25, 2005	May 3, 2010	September 3, 2012	January 17, 2019			January 17, 2019
4.8	Communications Policy	September 3, 2012						September 3, 2012

## APPENDIX E – SUMMARY OF POLICY AMENDMENTS

4.9	Prevention and Management of Disrespectful Behaviour in the Workplace	April 1, 2013						April 1, 2013
4.10	Citizen Complaints & Appeals	April 1, 2013						Repealed July 24, 2024
4.11	Guideline for Submissions to the Chiefs Executive Council	May 25, 2017	September 20, 2017					Repealed July 24, 2024
5.1	Budget (formerly Financial Management)	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
5.2	Budget Planning	August 25, 2005	May 3, 2010					Repealed May 3, 2010
5.3	Budget Management	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
5.4	Financial Reports and Statements	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
5.5	Investment of Funds	August 25, 2005	May 3, 2010					Repealed May 3, 2010
5.6	Asset Management System	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
5.7	Budget/Spend Authorities	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015		April 13, 2015
5.8	Credit Cards	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
5.9	Purchase Order System	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
5.10	Travel Expenses	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
5.11	Payment Procedures	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015	May 25, 2017		May 25, 2017
5.12	Financial Contributions	August 25, 2005	May 3, 2010					Repealed May 3, 2010
5.12.1	Financial Contributions for Grieving	August 25, 2005	May 3, 2010					Repealed May 3, 2010
5.13	Loans to Employees	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
5.14	Equipment Rental	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
5.15	Disposal of Assets	April 13, 2015						April 13, 2015
5.16	Harvest Subsidy Payout	April 13, 2015						April 13, 2015
5.17	Building Rental	May 25, 2017						May 25, 2017
5.18	Applying for Funding	May 25, 2017	September 20, 2017					January 1, 2018
5.19	Entering into Funding Agreements	May 25, 2017	September 20, 2017					January 1, 2018
5.20	Theft & Fraud Prevention Policy	March 3, 2021						March 3, 2021
6.1	Employee Conduct	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015	January 17, 2019	January 17, 2019
6.2	Discipline of Employees	August 25, 2005	May 3, 2010	September 3, 2012	July 12, 2021			July 12, 2021
6.3	Professional Development and Training	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
6.4	Leave Provisions for Employees	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015	May 25, 2017	November 29, 2019	November 29, 2019



## APPENDIX E – SUMMARY OF POLICY AMENDMENTS

6.5	Hours of Work	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
6.6	Designated Holidays	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
6.7	Employee Performance Evaluation	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
6.8	Termination of Employment	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
6.9	Payment of Employees including Overtime	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
6.10	Employee Complaints and Appeals	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
6.11	Sexual Harassment	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
6.12	Evaluation of the TEO	August 25, 2005	May 3, 2010					Repealed May 3, 2010
6.13	Personnel Files	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
6.14	Recruitment	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015		April 13, 2015
6.15	Participation by an Employee on Boards and Committees	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
6.16	Absent Without Leave	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
6.17	Employee Tardiness	August 25, 2005	May 3, 2010	September 3, 2012				September 3, 2012
6.18	Casual Employees	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015			April 13, 2015
6.19	Term Employees	April 1, 2013	April 13, 2015					April 13, 2015
6.20	Relocation & Removal Expenses	April 1, 2013	April 13, 2015					April 13, 2015
6.21	Criminal Record Check	April 1, 2013						April 1, 2013
6.22	Tłı̨çq̓ Government Cost of Living Allowance	April 1, 2013						April 1, 2013
6.23	Methodology for Calculating Tłı̨çq̓ Government Cost of Living Allowance	April 1, 2013	April 1, 2023					April 1, 2023
6.24	Organizational Structure	May 25, 2017						May 25, 2017
6.25	Employee Recognition	May 25, 2017						May 25, 2017
6.26	Employee Assistance Program (EAP)	November 29, 2019						November 29, 2019
7.1	Sporting Events	May 16, 2011	January 17, 2019					January 17, 2019
7.2	Medical Emergencies	May 16, 2011	January 17, 2019					January 17, 2019
7.3	Grieving	May 16, 2011	April 13, 2015	January 17, 2019	May 3, 2023			May 3, 2023
8.1	Safety and on the land programs	April 1, 2013	April 13, 2015					April 13, 2015
8.2	Orientation & Training for on-land Projects	April 13, 2015						April 13, 2015
8.3	One Nation Education: Financial Assistance for Post-secondary Students	April 13, 2015	October 8, 2015	April 5, 2023 - Repealed				April 5, 2023

## APPENDIX E – SUMMARY OF POLICY AMENDMENTS

8.4	Do Nàke Lâáni Nàts'etso Bursary	April 5, 2022		April 5, 2023 - Repealed			April 5, 2023
8.5	University and College Entrance Preparation Program	April 5, 2022		April 5, 2023 - Repealed			April 5, 2023
8.6	Post Secondary Programs – Selection Committee, Selection Criteria & Appeals	April 5, 2022		April 5, 2023 - Repealed			April 5, 2023
8.7	Eligible Institutions	April 5, 2022		April 5, 2023 - Repealed			April 5, 2022
9.1	Commitment to Health and Safety	April 1, 2014	April 13, 2015				April 13, 2015
9.2	Duties of the Occupational Health & Safety Committee	April 1, 2014	April 13, 2015				April 13, 2015
9.3	Orientation and Training	April 1, 2014	April 13, 2015				April 13, 2015
9.4	Orientation and Training – On-the-land	April 1, 2014	April 13, 2015				April 13, 2015
9.5	Office Safety	April 1, 2014	April 13, 2015				April 13, 2015
9.6	Safety On-the-land	April 1, 2014	April 13, 2015				April 13, 2015
9.7	Roles and Responsibilities of Project Leaders On-the-land	April 1, 2014	April 13, 2015				April 13, 2015
9.8	Commitment to Occupation Health and Safety On-the-land	April 1, 2014	April 13, 2015				April 13, 2015
9.9	Return to Work	March 31, 2016					March 31, 2016
9.10	Workplace, COVID-19 & Vaccination Policy	October 20, 2021	April 6, 2022	June 1, 2022			June 1, 2022

\*Amendments prior to May 3, 2010, were not tracked.

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**APPENDIX F – TŁĪCHQ GOVERNMENT CODE OF ETHICS DECLARATION**

*Declaration of consideration of the Tłıchq Government Code of Ethics*

*I, \_\_\_\_\_ (name)  
have read and understand the Tłıchq Government Policy 1.2 - Code of Ethics.*

*I understand that a breach of code of ethics may be grounds for disciplinary action by  
the Government up to and including dismissal.*

*I agree to abide by Policy 1.2 - Code of Ethics to the best of my ability while I am  
employed by the Tłıchq Government.*

*I agree that I am solely responsible for abiding by this declaration.*

*Print Name* \_\_\_\_\_

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

*Witness*

*Print name* \_\_\_\_\_

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

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**APPENDIX G – PROJECT BUDGET AUTHORITY**

<b>Amount</b>	<b>Authorization</b>
<b>\$500,000 and above</b>	<b>Assembly</b>
<b>Up to \$500,000</b>	<b>Chiefs Executive Council</b>
<b>Up to \$150,000</b>	<b>Tłchq Executive Officer</b>
<b>Up to \$50,000</b>	<b>Senior Policy Advisors Senior Director Governance</b>
<b>Up to \$20,000</b>	<b>Department Directors</b>
<b>Up to \$10,000</b>	<b>Implementation Facilitator Manager Community Director</b>
<b>Up to \$5,000</b>	<b>Assistant to the TEO</b>

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**APPENDIX H – PLANNING CHECKLIST**

**This appendix has been repealed from Tłchq Government Administrative Policy**

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*Effective Date: April 13, 2015*

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## APPENDIX I – OCCUPATIONAL HEALTH & SAFETY COMMITTEE’S COMMITMENT



Tłchq Government  
Behchokò, NT

### **Tłchq Government Occupational Health & Safety Committee’s Commitment**

To Occupational Health and Safety Policies and Procedures

The Tłchq Government commits to workplace safety by ensuring that everyone understands and is aware of their roles and responsibilities. Responsibility for workplace safety is shared by employers, supervisors, workers, contractors, suppliers and along with Territorial and Federal Governments, through legislation.

Legislation (territorial and federal statutes and regulations) mandate the employers safety responsibilities, as do internal policies, guides, manuals, and best practices.

The Tłchq Government meets their obligations by “taking all reasonable precautions” ensuring supervisors and managers understand health and safety legislation and follow all rules 100 percent of the time – no exceptions. Supervisors and managers must understand and implement company-specific safety policies and procedures, as well as territorial and federal health and safety legislation. Supervisors must be aware of their duties and responsibilities. They must demonstrate due diligence by following policies and procedures and reporting.

To meet our obligations, the Tłchq Government provides the necessary equipment, material, training and supervision to prevent incidents from occurring. We shall establish a Joint Work site Health and Safety Committee to assist with the identification and correction of hazards. We shall encourage the reporting of hazards and injuries to prevent them from occurring again.

Our supervisors and managers must prevent incidents in our workplace by providing training, instructions, and preventive measures daily. Supervisors shall also encourage employees to correct or report hazardous situations in the workplace before an incident occurs.

Employees must take corrective actions to prevent incidents from occurring. Employees must report all injuries to their supervisors. You, the employees, are an important member of this Government and protecting you ensures you return to your family.

Prevent the incident before it happens!

Signed by:

Tłchq Government  
Occupational Health and Safety Committee and Tłchq Executive Officer

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**APPENDIX J – ONE STUDENT FINANCIAL SUPPORT PROGRAM– APPROVED FUNDING LEVELS**

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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**APPENDIX K – ONE STUDENT FINANCIAL SUPPORT PROGRAM - PAYMENT SCHEDULE**

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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**APPENDIX L – ONE STUDENT FINANCIAL SUPPORT PROGRAM –FORMS**

**This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Post-Secondary Program Policy.**

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**APPENDIX M – TŁCHQ GOVERNMENT CELLULAR TELEPHONE – USE AND ACKNOWLEDGEMENT AGREEMENT**

**Tłchq Government**  
**Tłchq Government Cellular Telephone – Use and Acknowledgement Agreement**

I, \_\_\_\_\_ verify that I have read and understand Policy 4.4 – Telephone , Cellular Telephone, and Calling Card Use and the terms, conditions and responsibilities outlined below and agree to comply with them.

As a Tłchq Government employee who has been provided with a cell phone you are responsible and accountable for all charges and content on your device. As a holder of a Tłchq Government cell phone you agree to the following conditions and terms of use:

1. The device is the property of the Tłchq Government.
2. Cell phones are provided to employees for business use. Devices are not to be “loaned” or otherwise made available to family members, friends or any non-government employee.
3. Personal charges for airtime, roaming, long distance and data charges that are not covered under the carriers service package are the responsibility of the employee who was issued the device.
4. Employees who are issued a device are responsible for the phone and all accessories and are expected to keep the phone and accessories safe, secure and in good working order.
5. Improper use of the device may be considered misappropriation of government funds which may result in disciplinary action up to and including termination.
6. An employee must surrender the device upon termination of employment (ie retirement or voluntary/involuntary termination) or upon re-assignment. At this point no further use is authorized.

Device Holder: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

-----  
For Finance Use Only

Make & model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Initials: \_\_\_\_\_

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**APPENDIX N – RENTAL AGREEMENT**

Tł̄chq̄ Government  
PO Box 412  
Behchokò, NT  
X0E 0Y0



**Rental Agreement**

**Between the Tł̄chq̄ Government and the Renter(s)**

**Renter Information:**

Name (individual/organization) \_\_\_\_\_ Contact  
Name \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Phone #  
( ) \_\_\_\_\_

Facility to be rented: \_\_\_\_\_  
Purpose of rental \_\_\_\_\_ Rental  
Date \_\_\_\_\_ Time: \_\_\_\_\_

Rental Includes Concession  Yes  No

Rental Fee \$ \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_  
# Number of people expected \_\_\_\_\_

I/We have read and understand the Policy 5.17 - Building Rental pertaining to the rental of the facility, and I/we agree to abide by all the requirements of the policy. I/we further agree to exercise the utmost care in the use of the facilities and to reimburse the cost of repairing any damage arising from our occupancy. Should I cancel this rental a \$50 administration fee will be withheld unless I cancel less than 48 hours before the reserved date whereby the entire rental amount will be forfeited.

\_\_\_\_\_  
Renter Signature Printed Name Date

\_\_\_\_\_  
Senior Community Director Signature Printed Name Date

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**APPENDIX O – PROJECT HOLDER/SIGNING OFFICER**

<b>Amount</b>	<b>Authorization</b>
<b>Over \$250,000</b>	<b>Tłchq Executive Officer</b>
<b>Up to \$250,000</b>	<b>Senior Director Governance</b>
<b>Up to \$100,000</b>	<b>Department Directors</b>

**Related Policies**

Policy 5.18 - Applying for Funding

Policy 5.19 - Entering into Funding Agreements

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**APPENDIX P – PROJECT AUTHORITY**

<b>Amount</b>	<b>Authorization</b>
<b>Over \$1,000,000</b>	<b>Chiefs Executive Council</b>
<b>Up to \$1,000,000</b>	<b>Tłchq Executive Officer</b>
<b>Up to \$100,000</b>	<b>Senior Director Governance</b>

**Related Policies**

Policy 5.18 - Applying for Funding

Policy 5.19 - Entering into Funding Agreements

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**Tłıchq Government**

## Submission to the Chiefs Executive Council

BY: [DEPARTMENT NAME]

DATE:

SUBJECT:

ISSUE OR PROPOSAL:

BACKGROUND:

DISCUSSION & ANALYSIS

RECOMMENDATION

COMMUNICATION ADVICE:

**APPENDIX Q – SUBMISSIONS TO THE CHIEFS EXECUTIVE COUNCIL TEMPLATE**

**SIGNED:**

\_\_\_\_\_  
(Name)  
Director Corporate Service\*

\_\_\_\_\_  
(Name)  
Director Culture and Lands Protection\*\*

\_\_\_\_\_  
(Name)  
Author

\_\_\_\_\_  
(Name)  
Department Director

\_\_\_\_\_  
(Name)  
Tłıchq Executive Officer

\*If the issue or proposal has financial implications and sources of funding associated with the submission, pursuant to Policy 4.11 (c) the Director of Corporate Services will approve and sign the submission

\*\* If the issue or proposal potentially impacts Tłıchq lands, waters, wildlife and resources, pursuant to Policy 2.3 – Environmental Stewardship and Policy 4.11 (d) the Director Culture and Lands Protection will approve and sign the Submission

Date:  
Contact: (Name, Title, Department, Phone Number)

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## APPENDIX R –GUIDELINES FOR SUBMISSION TO THE CHIEFS EXECUTIVE COUNCIL

### GUIDELINES FOR SUBMISSIONS TO THE CHIEFS EXECUTIVE COUNCIL

FONT: Calibri 12pt  
PAPER: White Letter Size  
FORMAT: Separate Template Provided  
PAGE LIMIT: 5 Pages

The questions below are a guide for providing information required by the Chiefs Executive Council in the separate submission template provided. If you have any further questions, please ask the Executive Group Employee assigned to your file.

- All submission must originate from a Government Department or the Executive Group

#### **SUBJECT:**

This short phrase will operate as the title of the submission. It will appear on the agenda and on the subject line of memos and minutes, etc. While short, it cannot be too broad and must clearly identify this specific issue or proposal.

#### **ISSUE OR PROPOSAL:**

This section details the issue or proposal in full. It should also be clear enough so that the Chiefs Executive Council fully understands the specific decision(s) they are being requested to make regarding the issue or proposal. Some points to cover are:

- What is the reason for the submission?
- How is the issue or proposal consistent with the Tłı̨chǫ Government framework, agenda and strategic priorities/intentions?
- Does the issue or proposal arise from internal actions or outside of the Tłı̨chǫ Government?
- Does the request involve new funding or an allocation within existing authorities?
- What steps will be taken to carry out the decision of the Chiefs Executive Council and by who?



## APPENDIX R –GUIDELINES FOR SUBMISSION TO THE CHIEFS EXECUTIVE COUNCIL

- Are there critical dates in the implementation?
- What are the expected results? How will these results be evaluated and by whom?

### **BACKGROUND:**

This section details the relevant factual information about the proposal or issue area. Analytical information should be reserved for the next section (Implications and Considerations).

- How did the challenge or opportunity arise?
- Why is the Chiefs Executive Council being approached at this time?
- What stakeholders are involved in the issue or proposal (summarize relevant information about them)?
- What is the chronology of events?
- Are there previous relevant decisions of the Chiefs Executive Council related to the issue or proposal?
- Does it build on previous actions of the Tłıchq Government or Chiefs Executive Council?
- What is the level of urgency of the submission?

### **DISCUSSION & ANALYSIS**

This section provides the analytical information required to assess the merits of the issue or proposal and provides important information for decision-making.

Please use any or all of the categories below that are applicable.

For each category, please consider:

- What are the short, medium and long term implications?
- Is there relevant information that should be taken into consideration:
  - Academic or other research
  - Findings by an Assembly Committee
  - Actions by other Governments or groups
- Are we setting a precedent or breaking one?
- Who will be supportive of this proposal and why?
- Is there potential for controversy or resistance, from whom and why?
- Are there deadlines or time pressures?

## APPENDIX R –GUIDELINES FOR SUBMISSION TO THE CHIEFS EXECUTIVE COUNCIL

- Have other department's been consulted where appropriate?
- What impact does the issue or proposal have on human resource and information technology?

### **POLICY**

- Are there existing commitments or policies that this proposal or issue supports or contradicts?
- Does the decision require new policy?

### **HEALTH / SOCIAL**

- What are the health and social implications of the proposal?
- How will women, Elders and children be impacted by the decision?

### **LANGUAGE, CULTURE & WAY OF LIFE**

- How does the decision support the strengthening of Tłıchq language, culture and way of life?

### **ECONOMIC**

- What are the direct, indirect or spin off economic benefits?
- What are the education, training and employment opportunities?

### **ENVIRONMENTAL**

- What are the impacts to lands, waters, wildlife and resources within Mōwhì Gogha Dè Nîttá'èe?
- Are any environmental laws or regulations affected?

### **FINANCIAL**

- What is the budgetary impact to the Tłıchq Government? Is it a one-time impact or is it ongoing?
- What funding sources have been identified or are being proposed?

### **LEGAL**

## APPENDIX R –GUIDELINES FOR SUBMISSION TO THE CHIEFS EXECUTIVE COUNCIL

- What is the legal impact to the Tłıchq Government, (Tłıchq rights, potential litigation – ie human resources)?
- The Department Director shall determine if legal review is required – any legal opinions will be attached to the submission

The section should end, wherever possible, with a summary of any realistic options or alternatives to what is being proposed and/or a discussion about what will happen if the recommendation is not approved or no action is taken.

### **RECOMMENDATION:**

This section recommends a specific set of actions to implement the proposal or resolve the issue.

Please state the recommendation clearly and precisely, in a manner that, if approved, can serve as the foundation for the Chiefs Executive Council Meeting Minutes.

If the recommendation has several components, each should be identified separately.

### **COMMUNICATION ADVICE:**

This section should provide some advice to the Chief's Executive Council how to communicate their decision and how they should respond to any opposition to their decision. Points to address are:

- What are the main messages and key pieces of information that should be communicated and who should communicate them?
- How should the decision be communicated to Tłıchq citizens and others?
- Who will support the proposal and what will they say?
- Who will oppose this proposal and how should their positions be responded to?

### **SIGNED:**

## APPENDIX R –GUIDELINES FOR SUBMISSION TO THE CHIEFS EXECUTIVE COUNCIL

If the issue or proposal has financial implications and sources of funding associated with the submission, pursuant to Policy 4.11 (c) the Author should coordinate the development of the submission with the Director of Corporate Services. In this case prior to the submission being submitted to the Department Director, the Director Corporate Service will review the submission and if they approve, indicated so with their signature.

If the issue or proposal potentially impacts Tłıchq lands, waters, wildlife and resources, pursuant to Policy 2.3 – Environmental Stewardship and Policy 4.11 (d), the Author will should coordinate the development of the submission with the Director of Culture and Lands Protection. In this case, prior to the submission being submitted to the Department Director, the Director of Culture and Lands Protection will review the submission and if they approve, indicated so with their signature.

The Author will sign the submission before submitting it to their Department Director for approval

The Department Director will review all submission and if they approve indicate so with their signature. The Department Director will submit all approved submission to the Tłıchq Executive Officer.

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## GLOSSARY

The following is a list of frequently used terms in the document:

“activity report” means a list of work activities being completed by an employee at that time.

“advertisement” means a notice or announcement in a public medium promoting a product, service or event or publicizing a job vacancy.

“asset” means tangible capital assets such as machinery or equipment with a value of more than \$5,000 and with a useful life of greater than one year.

“author” means any Tłıchq Government employee developing a submission to the Chief’s Executive Council.

“budget” means the Tłıchq Government approved annual budget.

“budget authority” means an individual accountable for the departmental budget and related expenditures. This includes monitoring, reporting and balancing the budget, approving project budgets and designating departmental funds to specific Tłıchq administration employees.

“business casual” means dressing professionally, looking relaxed yet neat and pulled together.

“business day” means any day, other than a Saturday, Sunday, Boxing Day, Easter, or statutory holiday in the Northwest Territories.

“casual employees” means workers hired for specified periods that do not exceed 20 working days.

“cellular phone” means cellular phones, smartphones and personal digital assistants (PDAs) capable of sending and receiving wireless signals.

“Chief’s Executive Council” means the body, comprised of the Grand Chief and the Chief of each Tłıchq community, that is responsible for the implementation of Tłıchq laws, that ensures good government, oversees the management and administration of the affairs of the Tłıchq Assembly and that reports to and takes direction from the Tłıchq Assembly.

“conflict of interest” is a perceived or actual situation where an employee’s undue influence or decision results in themselves or their immediate family or close friends benefitting directly or indirectly from the activities of the Tłıchq Government.

“conservation” means:

- (a) the maintenance of the integrity of ecosystems by measures such as the protection and reclamation of wildlife habitat and, where necessary, restoration of wildlife habitat; and
- (b) the maintenance of vital, healthy wildlife populations capable of sustaining harvesting under the Tłıchq Agreement.

“Contract translators” means individuals who provide translation services under a contract with the Tłıchq Government. Translators who provide services and invoice under the name of a company are not included in the classification of contract translators.

## GLOSSARY

“Department Director” means the individuals holding the position of Director for any of the Community Programs department, Community Services department, Corporate Services department and/or the Culture & Lands Protection department.

“Dependants” means a child aged 18 or younger, step child, adopted child, or a child that the student has legal guardianship of (legal documentation signed by one of the parents is required), not attending post-secondary education and receiving ONE funding, where they are financially dependent upon the student and are living with the student for at least 50% of the time in each semester that the student is receiving assistance.

“Designated institution” means an institution include in the Master List of Designated Educational Institutions produced by the Canada Student Loan Program, Human Resources and Skills Development Canada.

“elder” is an individual who is over the age of 55 or persons serve on an elders committee.

“Eligible destination” is either the employees point of recruitment or the employees new residence, whichever results in less cost

“Employee” means an employee of the Tłıchq Government.

“enforcement” means the process of ensuring employees are following policy requirements and processes.

“equipment” means small equipment such as chainsaws and axes, motorized vehicles such as snowmobiles or all-terrain vehicles and any other motorized or non-motorized vehicles or equipment.

“evaluate policy” to judge or determine the significance or quality of policy

“Executive Group” means all Department Directors and positions reporting directly to the supporting the Tłıchq Executive Officer.

“expenditure” means the acquisition of a single item, good or service.

“extended family member” means an employee’s father, mother, brother, sister, spouse, mother-in-law, father-in-law, grandmother, grandfather, child, step-child, foster child, grandchildren, brother-in-law, sister-in-law, aunts and uncles or any relative with whom the employee permanently resides. As per Tłıchq custom, extended family member should be interpreted to include individuals who are not related by blood but were raised together in a family unit.

“full-time” means all employees who regularly work 25 hours per week or greater

“Funder” means a person, corporation, association, foundation, government or organization that provides money to the Tłıchq Government for the administration of projects, programs or services.

“funding agreement” means an agreement between the Tłıchq Government and a person, corporation, association, foundation, government or organization whereby the Tłıchq Government receives money for the administration of projects, programs or services.

## GLOSSARY

“Government” means the Tłıchq Government.

“Government Department” means any of the Community Programs department, Community Services department, Corporate Services department and/or the Culture & Lands Protection department of the Tłıchq Government.

“implementation” means the activities directed at executing the requirements of the policy.

“immediate family member” means an individual’s father, mother, brother, sister, spouse, child, step-child, foster child, or any relative with whom the individual permanently resides. As per Tłıchq custom, immediate family member should be interpreted to include individuals who are not related by blood but were raised together in a family unit.

“inform policy” means to give or impart knowledge, evidence and direction in the development of policies.

“information technology,” also called IT, means any electronic communication, voice mail, fax, database(s), intranet, Internet, World Wide Web, electronic media, hardware and software that is owned, managed and supported by the Tłıchq Government.

“Internet” means a worldwide computer network made up of interconnected networks that provide a variety of information and communication facilities, including, but not limited to, applications, email, chat rooms and gaming.

“IT provider” means the individual or company responsible for information technology (IT) support and services for the Tłıchq Government.

“layoff” means a temporary suspension of employment that does not terminate employment with the Tłıchq Government.

“length of service” is years of uninterrupted employment with the Government.

“loans” means any amount of money or property given to an individual in advance of being earned. This includes an advance on payroll.

“local vendor” means Tłıchq citizens hired to support special events.

“medical emergency” refers to a life threatening illness or injury, this may include a patient in ICU.

“meeting” means a conference, workshop, gathering, coming together of individuals or event that staff attend on behalf of the Tłıchq Government.

“monitoring” means overseeing the requirements of the policy to ensure they are being followed and that they are efficient and effective.

“non-medical escort” means an adult authorized to 1) accompany a patient who is unable to travel without some assistance or 2) to stay for part or all of the patient’s medical treatment.

“northern travel” means travel to Canadian destinations north of the 60th parallel.

## GLOSSARY

“offences” includes being habitually late for work, poor attendance, demonstrating poor work attitude, acting disrespectfully to employees or others in the course of employment, acting contrary to instructions or Tłchq Government policies, poor work performance or insubordination.

“official documents” means documents intended for public consumption, such as meeting minutes, annual reports and financial statements.

“point of recruitment” is the employees residence on initial appointment to the Government

“probationary employees” means any employee who has been employed by the Tłchq Government for less than six consecutive months in the same position.

“program proposal” means an application for project, program or service funding, developed and put forward for consideration by a funder.

“preferred vendor” means a vendor who is favoured above others because of a contract, arrangement or long-established relationship. The Manager: Financial Services will maintain a list of preferred vendors.

“presenter” means any Tłchq Government employee presenting a submission to the Chief’s Executive Council.

“project” means any planned activity of the Tłchq Government, including attendance at conferences, delivery of programs, and meetings or assembly sessions.

“reasonable expenses” means expenses that are moderate, that reflect prudence and good judgment and that are defensible to a reasonable and impartial observer.

“project authority” means an Employee responsible for approving and as set out in Appendix P – Project Authorities.

“project holder” means an Employee who applies for funding and administered related projects, programs or services and set out in Appendix O – Project Holders.

“quorum” means four or more members of the Chief’s Executive Council, including the Grand Chief.

“social media” means web-based and mobile technologies that allow the creation and exchange of user-generated content. This includes, but is not limited to, Facebook, Twitter, Snap chat, Instagram and LinkedIn.

“southern travel” means travel to Canadian destinations south of the 60th parallel.

“spend authority” means an individual designated by a budget authority to spend Tłchq Government funds. An individual can be both a spend authority and a budget authority.

“submission” means any briefing note, concept paper, proposal, financing request, update, or other type of material prepared and delivered to the Tłchq Chief Executive Officer for presentation to the Chief’s Executive Council and the act of presenting such material to the Chief’s Executive Council.



## GLOSSARY

“supervisor” means the employee who assigns and co-ordinates the work of subordinate employees, approves leave for subordinate employees, approves time records for subordinate employees and is responsible for conducting evaluations.

“terms of reference” means a statement outlining the background, objectives and purpose of a project.

“travel” means to go from an employee’s place of hire to another location on behalf of the Tłıchǫ Government to conduct Government business.

“Tłıchǫ citizen” means a person whose name is on the Register.

“Tłıchǫ communities” means the communities of Behchokò (Rae-Edzo), Whatì (Lac La Martre), Gamètì (Rae Lakes) or Wekweètì (Snare Lake).

“Tłıchǫ Government” means the Government of the Tłıchǫ First Nation established in accordance with the Tłıchǫ Agreement.

“Tłıchǫ Government administration” means the arm of the Government that administers and manages the activities of the Tłıchǫ Government in exercising its powers and duties.

“Tłıchǫ Nation” means the Aboriginal people of Canada who have used and occupied lands in and adjacent to the Northwest Territories from time immemorial.

“vehicle” means all mobile equipment purchased by the Tłıchǫ Government for its own use, including boats, ATVs, cars, trucks, snowmobiles, etc.

“workplace” means buildings and facilities leased, rented, owned or operated by the Tłıchǫ Government.

“work problems” include being habitually late for work, poor attendance, demonstrating poor work attitude, acting disrespectfully toward employees or others in the course of employment, acting contrary to instructions or Tłıchǫ Government policies, poor work performance or insubordination.

“World Wide Web” or “web” means the subset of the Internet that consists of pages accessed using a web browser.

“youth” refers to an individual who is a Tłıchǫ citizen under the age of 25 and enrolled in one of the following schools; Alexi Arrowmaker School, Elizabeth MacKenzie Elementary School, Chief Jimmy Bruno School, Jean Wetrade School; and, Mezi Community School.

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