

Tłıchǫ Government
Administrative Policy and Procedures

Effective Date: April 1, 2013

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Subject: GUIDING PRINCIPLES	

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 Tłıchǫ Government employees. The guiding principles were derived in part from the Tłıchǫ 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 Tłıchǫ community.
3. Strive for consensus.
4. Full, free expression and participation of Tłıchǫ 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 Tłıchǫ employees and Chiefs Executive Council.
11. Honour the principles of the Tłıchǫ Constitution and our Elders.

Section: Foundations	1.2
Subject: CODE OF ETHICS	

1. Definitions

“Code of Ethics” is a set of written guidelines issued by the Tłıchq Government based on Tłıchq values and commonly accepted standards of conduct that govern the behavior of employees in their relationships with others.

2. Authority and Application

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

3. Purpose and Position

The purpose of this policy is to develop and hold accountable employees of the Tłıchq 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 Tłıchq 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 Tłıchq communities to the best of my abilities;
- b) Where I am responsible for the expenditure of Tłıchq 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 Tłıchq Government policies and procedures, and will use these policies to guide my workplace actions;
- d) I will not use the Tłıchq 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 Tłıchq Government in my home or elsewhere in my community except with other Tłıchq Government employees when it is appropriate and on a *need to know* basis;
- f) I will not talk about Tłıchq Government leadership, managers, colleagues or other Tłıchq 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;

Section: Foundations	1.2
Subject: CODE OF ETHICS	

- 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; and,
- 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.

5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

The Tłchq Executive Officer is responsible for monitoring and enforcing 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) 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.

Section: Foundations	1.2
Subject: CODE OF ETHICS	

- d) During orientation all employees are to be provided with a copy of this policy and must complete the Tłıchǫ Government Code of Ethics Declaration found in Appendix F.

Effective Date: April 1, 2013

Section: Basic Commitments	2.1
Subject: POLICY DEVELOPMENT	

1. Definitions

“Administrative policy” means a set of basic principles and associated guidelines approved by the Chiefs Executive Council to direct the operations of the Tłıchǫ Government and administration.

2. Authority and Application

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

3. Purpose and Position

The purpose of this policy is to establish guidelines for developing administrative policy and to define the role of the Chiefs Executive Council, the Tłıchǫ Executive Officer and the Policy Working Group with respect to administrative policy development.

This policy does not apply to public policy development, the deliberations of the Annual Gathering or the Tłıchǫ Assembly.

The Tłıchǫ Government’s position is that there should be an effective and efficient process for developing policy to ensure that: 1) employees and the Chiefs Executive Council are engaged in the process and 2) there is consistency in Tłıchǫ Government Administrative Policies and Procedures.

4. Requirements

- a) A Policy Working Group will be chosen at the discretion of the Tłıchǫ Executive Officer and its members will: conduct policy research and analysis; prepare draft policies for the Tłıchǫ Executive Officer; and consult with directors, managers and Community Directors when drafting policies.
- b) The Tłıchǫ Executive Officer makes policy recommendations to the Chiefs Executive Council.
- c) The Chiefs Executive Council is responsible for approving all administrative policies of the Tłıchǫ Government.
- d) Policies shall become effective on the date established by the Chiefs Executive Council.
- e) The current official version of this policy document will be in the possession of the Tłıchǫ Executive Officer. All other copies are uncontrolled copies and may not be current.

5. Monitoring

Section: Basic Commitments	2.1
Subject: POLICY DEVELOPMENT	

All Tłchq Government employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

The Tłchq Executive Officer is responsible for enforcing 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, Community Directors, managers and directors will identify policy compliance issues and make suggestions or recommendations that may be researched and developed by the Policy Working Group. Employees may provide their policy suggestions or recommendations to their supervisors.
- b) The Policy Working Group will gather and vet policy suggestions and recommendations. Selected content will be drafted into policies and submitted to the Tłchq Executive Officer for review.
- c) The Chiefs Executive Council is responsible for approving all policies.
- d) The Tłchq Executive Officer will maintain the current official version of this policy.
- e) Once approved, all draft policies are to be published in accordance with the requirements of Policy 4.2 – Policy Distribution and subject to any requirements in Policy 2.2 – Official Languages.
- f) All policies shall be written simply and defined clearly to the greatest extent possible.

Effective Date: September 3, 2012

Section: Basic Commitments	2.2
Subject: OFFICIAL LANGUAGES	

1. Definitions

“Official languages” means languages that are given special status in the Tłıchǫ Government and used in the Annual Gathering, Assembly and administration of the Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. The policy applies to the Tłıchǫ Government administration and is made pursuant to the Tłıchǫ Constitution, Section 1.3.

3. Purpose and Position

The purpose of this policy is to create and maintain an environment that supports the use of the Tłıchǫ language and ensures the administration is communicating with and serving Tłıchǫ citizens in their language.

The Tłıchǫ Government recognizes that the Tłıchǫ language is essential for the expression of Tłıchǫ values and knowledge and is committed to its preservation, protection and promotion. Furthermore, it is important that employees and citizens are able to conduct business with the Tłıchǫ Government in the official language of their choice.

4. Requirements

- a) The official languages of the Tłıchǫ Government are Tłıchǫ and English.
- b) All Tłıchǫ citizens have the right to speak and communicate with the Tłıchǫ Government in both official languages.

Meetings

- c) Meetings may be conducted in Tłıchǫ and English, with interpreter services provided by the Tłıchǫ Government.

Signage

- d) Signs in Tłıchǫ Government buildings will be in both Tłıchǫ and English.

Translation Services

- e) The Tłıchǫ Government department arranging the service will pay for all translation services.
- f) Translation services will be provided on an “as requested” or “best effort” basis. This means that wait times or delays could occur subject to availability and cost of translators, experts or other resources.

Section: Basic Commitments	2.2
Subject: OFFICIAL LANGUAGES	

g) The department director or Community Director will arrange for translation services upon request.

5. Monitoring

All Tłıcho Government employees are responsible for implementing this policy.

The Director of Language, Culture and Communication is responsible for monitoring this policy.

The Senior Director of Administration is responsible for enforcing this policy.

6. Process

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

- a) Citizens may request that official documents of the Tłıcho Government be verbally translated into Tłıcho. Requests may be made in writing or verbally via designated department directors and Community Directors.
- b) Where a meeting will require verbal translation services or when a Tłıcho citizen requests translation services, the budget authority that authorizes the expenditures for the meeting will ensure that translation services are arranged.
- c) The Department of Language, Culture and Communication will maintain a list of preferred translators.
- d) Where citizens feel this policy is not being respected, they may make a complaint to the Director of Language, Culture and Communication for review.

Effective Date: September 3, 2012

Section: Basic Commitments	2.3
Subject: ENVIRONMENTAL STEWARDSHIP	

1. Definitions

“Environmental stewardship” means protecting the environment through recycling, conservation, regeneration and restoration of resources within Tłı̨cho Government daily operations and on Tłı̨cho lands.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council pursuant to Section 5.2(e) of the Tłı̨cho Constitution.

This policy applies to decisions, actions and activities of the Tłı̨cho Government administration.

3. Purpose and Position

The purpose of this policy is to ensure that Tłı̨cho Government operations and programs consider the protection of the environment in day-to-day operations.

The protection of Tłı̨cho lands, water, wildlife and resources will be respected and considered by the Tłı̨cho Government and all employees.

The Tłı̨cho Government recognizes that it is our tradition as a people to live in harmony with the land in a relationship of respect and reciprocity. Everyone has a responsibility to conserve and manage the resources of the land in a respectful manner so as to leave a healthy and sustainable environment for our children.

4. Requirements

- a) The Tłı̨cho Government will support, develop and implement conservation measures in our operations and programs by:
 - i. managing the resources of the Tłı̨cho area in a manner that is effective, efficient and environmentally responsible;
 - ii. reaffirming the responsibility of individual employees for the conservation of resources;
 - iii. implementing programming that informs the Tłı̨cho communities about environmental concerns and develops a personal sense of responsibility; and
 - iv. purchasing materials that are recycled, can be reused or, in the case of chemicals and cleaners, are environmentally safe.
- b) Subject to Policy 2.4 – Review of Departments and Programs, operational and program decisions will explicitly consider their impact on Tłı̨cho lands, waters and resources.
- c) Where it is found that operations and programs are being managed with consideration for the conservation of resources as outlined in this policy, employees should be recognized for their efforts.

5. Monitoring

Section: Basic Commitments	2.3
Subject: ENVIRONMENTAL STEWARDSHIP	

All Tłıcho Government employees are responsible for implementing this policy.

The Lands Protection Director is responsible for monitoring this policy.

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

6. Process

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

- a) All employees are required to consider the preservation and protection of Tłıcho lands, waters and resources in their operational decisions and the delivery of programs. All employees are responsible for educating citizens about the preservation and protection of Tłıcho lands.
- b) The Tłıcho Lands Protection Department is responsible for developing marketing materials, educational materials and programs to inform both employees and citizens of preservation requirements and conservation efforts.
- c) If employees or citizens identify cases in which this policy is not being respected, they may make a complaint to the Lands Protection Director for review.
- d) Where an employee is concerned about the use of resources by another employee, the complaint will be resolved in accordance with Policy 6.10 – Employee Complaints and Appeals.

Effective Date: September 3, 2012

Section: Basic Commitments	2.4
Subject: REVIEW OF DEPARTMENTS AND PROGRAMS	

1. Definitions

“Review of departments and programs” means the in-depth assessment of department/program goals, processes and outcomes, including consideration of operational issues and outcomes. The findings and recommendations serve as a framework for program renewal, planning and purposeful change.

2. Authority and Application

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

3. Purpose and Position

The purpose of this policy is to ensure that departments and programs are reviewed on a consistent basis so as to better serve Tłı̨cho citizens, improve program delivery and ensure the efficient and effective operation of the Tłı̨cho Government.

4. Requirements

- a) The Tłı̨cho Government administration will regularly conduct a full review of departments and programs.
- b) Departments and programs will be reviewed according to terms of reference approved by the Chiefs Executive Council.
- c) The Tłı̨cho Executive Officer will oversee and direct the review of departments and programs.
- d) At a minimum, all department and program reviews will document the following:
 - i. purpose of the department and program and its mandate or the problem it aims to solve;
 - ii. resources devoted to the department and program. (i.e., O&E, capital, salaries, etc.);
 - iii. expected/actual results and outcomes of the department or program;
 - iv. options for change;
 - v. any environmental impact/mitigation;
 - vi. the extent to which the mandate or terms and conditions of agreements are being respected and fulfilled; and
 - vii. compliance with all laws and legislation.
- e) In addition to those requirements, the Tłı̨cho Government administration will provide an analysis of whether (in its opinion) the department or program is meeting the needs of Tłı̨cho citizens and whether the department or program adheres to the core principles set out in the Tłı̨cho Constitution. Where appropriate, the Tłı̨cho Government administration may also provide options for improvement.

Section: Basic Commitments	2.4
Subject: REVIEW OF DEPARTMENTS AND PROGRAMS	

f) The results of the review will be presented to the Chiefs Executive Council.

5. Monitoring

The Tłı̄cho Executive Officer is responsible for implementing, monitoring and enforcing this policy.

6. Process

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

- a) As part of all regular operations of departments and delivery of programs, a self-evaluation component should be included to ensure accountability and relevance.
- b) The Tłı̄cho Executive Officer will identify the departments and/or programs to be reviewed prior to the development of the annual budget.
- c) The Tłı̄cho Executive Officer will develop terms of reference for approval by the Chiefs Executive Council.
- d) The Tłı̄cho Executive Officer will identify the necessary resources required to conduct the review.
- e) Draft department and program reviews will be submitted to the Tłı̄cho Executive Officer for review and approval before being submitted to the Chiefs Executive Council.

Effective Date: September 3, 2012

Section: Governance	3.1
Subject: ESTABLISHING TŁİCHO COMMITTEES OR OTHER ENTITIES	

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

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Effective Date: May 3, 2010

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

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 the supervisor.
- b) 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 will not be reimbursed.
- c) 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 per cent (75%) advance of their meals and incidental expenses with submission and approval of a travel request form. The remaining twenty-five per cent (25%) and all other expenses will be paid upon submission of approved expense claim forms and receipts within 30 days from date of travel.
- d) Travel time includes one hour before a scheduled flight and one hour after the flight lands.

Meals and Incidentals

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

e) Meal and incidental allowances will be paid based on the federal Treasury Board rates.

f) 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.

g) Incidentals are paid for every night spent away.

Accommodation

h) Tłıchq Government employees will make every effort to use preferred vendors.

i) Where an individual billets at a private residence in the Tłıchq communities, a rate of \$125/night will be paid to the host after the billeting stay, following Policy 5.11 – Payment Procedures.

j) Where an individual billets at a private residence in any community other than one of the Tłıchq communities, a rate of \$50/night will be paid to the host.

Vehicle Rental

k) All vehicle rentals must be pre-approved.

l) Vehicle rental is to be limited to the most economical practical option, depending on justifiable need and the prudent expenditure of Government funds.

m) It is the responsibility of the traveler to ensure that they have the appropriate license to drive the rental vehicle.

n) It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.

Private Vehicle

o) 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.

p) 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

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

impractical. Where the use of a privately owned vehicle is authorized, the reimbursable allowances will be based on federal Treasury Board rates.

- q) 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.
- r) 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

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

Other Travel

- x) Tłchq Government employees will make every effort to use preferred vendors when using other transportation.
- y) 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

- z) Delegates and employees 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

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

- aa) When an employee who is a sole caregiver is required to complete overnight travel, the Tłı̨chǫ Government will reimburse up to \$50 per day per child for child-care expenses upon the submission of child-care receipts.

Local Vendors

For local vendors, the following policy requirements apply:

- bb) 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 Tłı̨chǫ Government. Rates are outlined in Appendix C. The Chiefs Executive Council may change these rates at its discretion.
- cc) All honoraria are subject to deductions as required by law.
- dd) A local vendor who does not attend the committee or board meeting will not receive payment.
- ee) Payments will be issued according to Policy 5.11 – Payment Procedures.

Assembly Members

For Assembly members, the following policy requirements apply:

- ff) Travel arrangements and other expenses for formal sessions will be arranged by the Senior Community Director.
- gg) An honorarium will be paid to Assembly Members as per rates established in the Tłı̨chǫ Government law.
- hh) Seventy-five per cent (75%) of the honoraria will be paid in advance of the meeting and twenty-five per cent (25%) of the honoraria will be paid after the meeting.
- ii) 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.
- jj) 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.
- kk) Travel expenses will be reimbursed according to the same rules and rates as those for Tłı̨chǫ Government employees.
- ll) 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 per cent (75%) advance of their meals and incidentals expenses with submission and approval of a travel request form. The remaining twenty-five per cent (25%) of meals and incidentals and all other expenses will be paid upon submission of approved expense claim form and receipts.

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

mm) Payment will be issued according to Policy 5.11 – Payment Procedures.

Chiefs Executive Council

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

- nn) The Chiefs may travel on official Tł̥ch̥q Government business with the approval of the Chiefs Executive Council within the limits of the approved travel budget for the Chiefs Executive Council.
- oo) The Chiefs and Grand Chief must attend a meeting or be on official Tł̥ch̥q Government business in order to claim travel expenses.
- pp) Given that salary is already paid, no additional honoraria will be paid.
- qq) Travel expenses will be reimbursed according to the same rules and rates as Tł̥ch̥q Government employees.
- rr) 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 per cent (75%) advance of their meals and incidentals expenses with submission of a travel request form. The remaining twenty-five per cent (25%) of meals and incidentals and all other expenses will be paid upon submission of an approved expense claim form and receipts.
- ss) Payments will be issued according to Policy 5.11 – Payment Procedures.

Elders and Translators

For Elders and translators, the following policy requirements apply:

- tt) Travel arrangements and other expenses for formal sessions will be arranged by the Senior Community Director.
- uu) Travel arrangements for all other events are to be arranged by the budget authority.
- vv) An honorarium will be paid to Elders as per rates established in Appendix D.
- ww) An honorarium will be paid to translators as per rates established in Appendix D.
- xx) All honoraria are subject to deductions as required by law.
- yy) Elders may request one hundred per cent (100%) of the honoraria in advance of the meeting.
- zz) Contract translators may receive seventy-five per cent (75%) of the honoraria in advance of the meeting and twenty-five per cent (25%) of the honoraria after the meeting.

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

- aaa) 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.
- bbb) Travel expenses will be reimbursed according to the same rules and rates as Tłıchq Government employees.
- ccc) 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 per cent (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.
- ddd) Payment will be issued according to Policy 5.11 – Payment Procedures.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

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

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

6. Process

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 Finance 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 Finance 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.

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

- f) The Finance Department will be responsible for checking with the Treasury Board of Canada and communicating any changes in federal Treasury Board rates to Tłıchǫ Government employees and other individuals who conduct travel on behalf of the Tłıchǫ Government.
- g) Both the employee 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 Tłıchǫ 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 Tłıchǫ Government are responsible for any damages they cause to property during their travel.

Effective Date: April 1, 2013

Section: Governance	3.3
Subject: ALCOHOL, DRUG ABUSE AND ATTENDANCE AT MEETINGS	

1. Definitions

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

2. Authority and Application

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

3. Purpose and Position

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

The Tłı̨cho 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 Tłı̨cho representatives at meetings is a betrayal of public trust and cannot be tolerated by the Tłı̨cho Government.

4. Requirements

- a) All Tłı̨cho Government representatives invited to meetings must attend all sessions of the meeting unless excused by their supervisor, the Senior Director of Administration or the Tłı̨cho Executive Officer.
- b) When a representative of the Tłı̨cho Government has abused their responsibilities, the supervisor, the Senior Director of Administration or the Tłı̨cho 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. the Senior Director of Administration will 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 Tłı̨cho Government employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

Section: Governance	3.3
Subject: ALCOHOL, DRUG ABUSE AND ATTENDANCE AT MEETINGS	

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

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 Tłcho 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 Tłcho Government, the employee with concerns should immediately notify the disruptive employee's supervisor, the Senior Director of Administration or the Tłcho Executive Officer.
- c) The individual who is taking corrective steps (the Tłcho Executive Officer, Senior Director of Administration 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: September 3, 2012

Section: Governance	3.4
Subject: PUNCTUALITY AT MEETINGS	

1. Definitions

“Punctuality at meetings” refers to Tłıcho 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 Tłıcho Government employees or delegates.

3. Purpose and Position

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

The Tłıcho Government recognizes that Tłıcho Government employees and delegates are brought to meetings at Tłıcho Government expense to represent the interests of the Tłıcho people. As such, employees and delegates have a responsibility to the Tłıcho 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 the supervisor.
- b) Travel on official Tłıcho 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 per cent (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

Section: Governance	3.4
Subject: PUNCTUALITY AT MEETINGS	

All Tłıcho Government employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

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

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 Finance Department and the Human Resources Department by the employee's supervisor. Human Resources will ensure that absences are noted on the employee's time sheet and appropriate disciplinary measures are taken. The Finance Department will ensure that any additional costs (i.e., travel expenses) are deducted and/or recovered.

Effective Date: September 3, 2012

Section: Administration and Management	4.1
Subject: ADMINISTRATION IN LIEU OF POLICY	

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

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Effective Date: May 3, 2010

Section: Administration and Management	4.2
Subject: POLICY DISTRIBUTION	

1. Definitions

“Policy distribution” means the distribution of administrative policies of the Tłı̨cho Government to Tłı̨cho Government employees and Tłı̨cho 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 Tłı̨cho Government administration.

3. Purpose and Position

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

The Tłı̨cho Government’s Administrative Policy and Procedures manual affirms the standards and procedures for operating the Tłı̨cho Government and is a tool for communicating the principles, values and goals of the Tłı̨cho Government to supervisors, employees and Tłı̨cho 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 Tłı̨cho Executive Officer. All other copies are uncontrolled copies and may not be current.
- b) As part of orientation, all Tłı̨cho Government employees will be provided with a copy of the Tłı̨cho Government Policies and Procedures Manual.
- c) Policy documents will be made available to Tłı̨cho citizens at all Tłı̨cho Government offices free of charge.
- d) Tłı̨cho Government employees will be notified by email and hard copy of any updated, revised or new policies.
- e) All policies will be available at the Tłı̨cho Government website.
- f) Subject to reasonable constraints, the Tłı̨cho Government will aim to have updates and revisions published within five (5) business days of approval. Notifications will be circulated internally.

5. Monitoring

All Tłı̨cho Government employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

Section: Administration and Management	4.2
Subject: POLICY DISTRIBUTION	

The Senior Director of Administration and Senior Community Director are responsible for enforcing this policy.

6. Process

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

- a) The Tłcho 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 Tłcho Government logo. The master copy of the document will be kept by the Tłcho Executive Officer.
- b) The Tłcho Executive Officer will forward a copy of the policy manual or amended policy to the Human Resources Director, who will be responsible for forwarding copies to all Tłcho Government employees and posting the policy on the Tłcho 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: September 3, 2012

Section: Administration and Management	4.3
Subject: COPYRIGHT ON TŁİCHO GOVERNMENT WORKS	

1. Definition

“Copyright” pertains to the requirement to properly represent and credit unpublished or published materials produced by or for the Tłıcho Government when producing or reproducing Tłıcho Government works.

2. Application and Authority

This policy is made under the authority of the Chiefs Executive Council and applies to all works produced by the Tłıcho Government.

3. Purpose and Position

The purpose of this policy is to make certain there are safeguards in place to ensure that Tłıcho Government works are protected, yet easily accessible to Tłıcho citizens.

The Tłıcho Government publishes information, presentations, documentation, stories and research based on the stories, beliefs, practices and heritage of the Tłıcho citizens. This research is unique and priceless for all Tłıcho citizens.

4. Requirements

- a) To safeguard the ownership of these materials created by the Tłıcho Government, the Tłıcho Government will ensure the copyright of these publications.
- b) These publications will bear the necessary copyright protection information on the reverse of the cover page, or in another appropriate place, indicating the following:

“[The title of the resource]”

“Copyright [date of publication], Tłıcho Government”

5. Monitoring

All Tłıcho Government employees are responsible for implementing this policy.

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

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

6. Process

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

- a) When the Tłıcho Government hires a new employee or enters into a contract for services with a consultant or other professional, the Director of Human Resources or Tłıcho Executive Officer will include in the letter of offer or contract for services provisions indicating that all works created in the execution of their work duties are the property of the Tłıcho Government.

Section: Administration and Management	4.3
Subject: COPYRIGHT ON TŁİCHO GOVERNMENT WORKS	

- b) Documents intended for public distribution will not be distributed until approved by the Tłıcho Executive Officer as per Policy 4.8 – Communications Policy.
- c) Once approved, the Senior Policy Advisor of Priorities and Planning will be responsible for public dissemination of the document and will ensure that copyright information is included with the document.
- d) Where it is found that an employee has violated the copyright policy, employees may be disciplined in accordance with Policy 6.2 – Discipline of Employees.

Effective Date: September 3, 2012

Section: Administration and Management	4.4
Subject: TELEPHONE, CELLULAR TELEPHONE AND CALLING CARD USE	

1. Definitions

“Telephone, cellular telephone and calling card use” means all communication devices and electronic media used by Tłıcho 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 Tłıcho Government employees.

3. Purpose and Position

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

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

4. Requirements

- a) Telephones and cellular phones are a privilege provided to employees to facilitate the fulfillment of their duties. Although it is recognized that communication privileges may from time to time be used for personal reasons, the Tłıcho Government expects that personal telephone, cellular phone or data charges will be kept to a minimum. Any excessive personal use of Tłıcho Government communication resources will be subject to disciplinary action.
- b) Collect calls of a personal nature must not be accepted on Tłıcho Government telephones.
- c) Employees who are provided with a cellular phone must execute and abide by the Tłıcho Government Cellular Telephone – Use and Acknowledgement Agreement.
- d) Communications expenses will be paid by the Tłıcho Government as per Appendix A.
- e) The Senior Director of Administration must approve all telecommunication contracts in accordance with Policy 5.7 –Budget/Spend Authorities. The Tłıcho Executive Officer will approve the contract for the Senior Director of Administration.
- f) Violations of this policy may be dealt with under Policy 6.2 – Discipline of Employees.
- g) Where an employee’s role involves unique communication needs not covered by this policy, the Tłıcho Executive Officer may approve issuance of a cellular phone and reimbursement of communication costs at their discretion.
- h) Guidelines for payment and processing of cellular phone, PDA and long-distance charges are outlined in Policy 5.11 – Payment Procedures and Policy 3.2 – Travel Expenses and Honoraria.

Section: Administration and Management	4.4
Subject: TELEPHONE, CELLULAR TELEPHONE AND CALLING CARD USE	

5. Monitoring

All employees are responsible for implementing this policy.

The Director of Finance is responsible for monitoring this policy.

The Senior Director of Administration and Director of Finance are responsible for enforcing 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 familiarizing themselves with the requirements of this policy. Abuse of this policy may lead to penalties not limited to reimbursement of funds. Employees are responsible for notifying their supervisors if their use of communication services exceeds normal usage.
- b) On a monthly basis, the Director of Finance will review all cellular phone and telephone bills.
- c) The Director of Finance will prepare a report for the Senior Director of Administration highlighting any significant variances or violations of this policy.
- d) The Senior Director of Administration and Director of Finance will follow up and take action as required.
- e) 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.
- f) Suspected misconduct will be dealt with as stated in Policy 6.2 – Discipline of Employees.

Effective Date: September 3, 2012

Section: Administration and Management	4.5
Subject: USE OF INFORMATION TECHNOLOGY	

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 Tłı̨cho Government.

2. Application and Authority

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

3. Purpose and Position

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

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

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

The Tłı̨cho Government accepts that employees will from time to time use its information technology resources for personal use. When employees use Tłı̨cho 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 Tłı̨cho Government property and may be accessed or deleted at any time by an employee’s supervisor.
- b) An employee’s use of Tłı̨cho 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 Senior Director of

Section: Administration and Management	4.5
Subject: USE OF INFORMATION TECHNOLOGY	

Administration or designate in order to assess the security of the network and compliance with this policy.

General Computer Management

- d) The Tłı̄cho 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 department director or the Senior Director of Administration.
- g) The Senior Director of Administration is responsible for ensuring that computers are virus-free. Maintaining a virus protection program, including an up-to-date virus definitions subscription, will achieve this. An employee who becomes aware that a virus protection program or virus definitions subscription is not present on their computer will immediately inform their supervisor.
- h) An employee who suspects their computer has been infected will immediately inform the supervisor.
- i) An employee will not allow others to use their computer without the consent of their supervisor. The Tłı̄cho Executive Officer can designate individuals who may access any or all computers owned by the Tłı̄cho Government.

Electronic Mail and the Internet

- j) Employees are expected to be courteous and follow network etiquette when using electronic mail (email) or the Internet. Training will be provided if required.
- k) Employees should respect all intellectual rights and copyright for information posted on the World Wide Web.
- l) The Tłı̄cho Government will provide all employees with email accounts for work-related use. These email accounts are to be used for work-related purposes only.
- m) Use of personal email accounts (i.e., Hotmail, Yahoo, Gmail or other accounts) for work-related business is not permitted.
- n) Employees must remember that emails are a method of communication and, as such, the content of emails sent externally should reflect Tłı̄cho Government positions.
- o) All emails on Tłı̄cho Government accounts are considered Tłı̄cho Government property and may be accessed at any time by a department director, Senior Director of Administration or Tłı̄cho

Section: Administration and Management	4.5
Subject: USE OF INFORMATION TECHNOLOGY	

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

- p) The following uses of email and the Internet are not permitted and may result in disciplinary procedures:
- sending unsolicited junk mail;
 - sending chain mail;
 - personal use, including personal business;
 - political lobbying;
 - sending or receiving slanderous, hateful or harassing mail;
 - distributing viruses;
 - distributing pornography or obscene, lewd, violent or racist material; and
 - any illegal activity.
- q) Unless authorized by an employee's supervisor, in writing, the use of chat rooms is not permitted.
- r) 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

- s) 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.
- t) 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 or supervisor and following proper financial policies and procedures.
- u) 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;

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Subject: USE OF INFORMATION TECHNOLOGY	

- 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.

The Senior Director of Administration is responsible for monitoring this policy.

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

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 Tłı̨cho Government environment, the Senior Director of Administration will be responsible for monitoring and maintaining information technology. The aim is to keep hardware and software current, compatible and at a minimum standard. On a yearly basis, new hardware will be identified for purchase and included in the annual budget. Users with the greatest information technology needs will be allocated the most current hardware. When new hardware is purchased, existing hardware will be redistributed or disposed of properly.
- b) The Senior Director of Administration 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 Tłı̨cho 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.

Section: Administration and Management	4.5
Subject: USE OF INFORMATION TECHNOLOGY	

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: September 3, 2012

Section: Administration and Management	4.6
Subject: VEHICLE USE POLICY	

1. Definitions

“Vehicle” means all mobile equipment purchased by the Tłı̨cho 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 Tłı̨cho Government employees and Chiefs.

3. Purpose and Position

The Tłı̨cho Government recognizes that the Tłı̨cho communities may have a need for vehicles to conduct Tłı̨cho Government business. Responsibility for the vehicles will be assigned to Community Directors in the respective communities and the Senior Director of Administration for the head office.

4. Requirements

Eligible Drivers

- a) Only employees conducting business on behalf of the Tłı̨cho Government are eligible to drive Tłı̨cho Government vehicles. The Community Director and the Senior Director of Administration will maintain a list of eligible drivers, noting any driving restrictions on their licences.
- b) In order to be eligible to drive a Tłı̨cho Government vehicle, persons must provide a driver’s abstract and valid copy of their driver’s licence to the Community Director/Senior Director of Administration and be approved on the Tłı̨cho Government Insurance Policy. Eligible drivers may be required to provide proof of a valid driver’s licence once every six (6) months.
- 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 Tłı̨cho 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 Community Director/Senior Director of Administration.

Use of the Vehicle

- e) The use of a Tłı̨cho Government vehicle is a privilege. If the Senior Director of Administration or Community Director determines that an employee is abusing the privilege, they may revoke driving privileges.
- f) Pursuant to Policy 4.7 – Tobacco Use in the Workplace, no smoking or consumption of other forms of tobacco is permitted in Tłı̨cho Government vehicles.

Section: Administration and Management	4.6
Subject: VEHICLE USE POLICY	

- g) The Community Directors and Senior Director of Administration must approve all uses of the Tłcho Government vehicle in their respective communities. A sign-out sheet will be maintained and must be used by all drivers.
- h) Tłcho Government vehicles are not for personal use.
- i) Passengers of Tłcho Government vehicles shall be limited to Tłcho Government employees and individuals who are directly associated with Tłcho Government work activity (committee/board members, consultants, contractors, etc.). Family members shall not be transported in Tłcho Government vehicles unless they are accompanying the employee or individual for work directly associated with the Tłcho 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 Tłcho Government vehicle outside of the respective community without the approval of the Senior Director of Administration. As Behchokö is part of the all-weather road system, Tłcho 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 Tłcho Government office and the keys returned to the Community Director or Senior Director of Administration. If there is abuse or suspected abuse of the use of Tłcho Government vehicles, the Senior Director of Administration may extend the care and control of the Tłcho Government vehicle to the local chief.
- m) Persons may not operate Tłcho 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 Tłcho Government vehicles shall obey all applicable traffic and parking regulations, ordinances and laws.
 - i. Persons who incur parking or other fines in Tłcho Government vehicles will be personally responsible for payment of such fines.
 - ii. Persons who are issued citations for any offence while using a Tłcho Government vehicle must notify the Community Director or Senior Director of Administration 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 Tłcho Government vehicle, must notify the Community Director and Senior Director of Administration no later than 24 hours after the offence is issued. Conviction for such an offence may be grounds for loss of Tłcho Government vehicle privileges and/or further disciplinary action.

Section: Administration and Management	4.6
Subject: VEHICLE USE POLICY	

- o) The Tłıcho Government shall not be liable for the loss or damage of any personal property transported in the vehicle.
- p) Drivers are expected to keep Tłıcho Government vehicles clean and to report any malfunction or damage to the Community Director or Senior Director of Administration immediately.

5. Monitoring

All employees are responsible for implementing this policy.

The Community Directors and the Senior Director of Administration will monitor the sign-out sheets.

The Community Directors or the Senior Director of Administration are responsible for regular maintenance of the vehicles and for maintaining vehicle records.

The Community Directors and Senior Director of Administration are responsible for enforcing 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 Tłıcho Government vehicle is required, a request will be made to the Senior Director of Administration or the applicable Community Director for approval.
- b) The Senior Director of Administration 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 or the Senior Director of Administration, 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: September 3, 2012

Section: Administration and Management	4.7
Subject: TOBACCO USE IN THE WORKPLACE	

1. Definitions

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

2. Authority and Application

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

3. Purpose and Position

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

The Tłı̨cho Government recognizes the health hazards associated with tobacco use in the workplace. Therefore, the Tłı̨cho Government does not permit the use of tobacco, in any form, by employees or the general public in Tłı̨cho Government workplaces.

4. Requirements

- a) All employees, including new employees, will be informed that using tobacco is not allowed in the workplace.
- b) If an employee or member of the public observes an individual using tobacco in the workplace, it should be reported to the Community Director or Senior Director of Administration. Supervisors should then take steps to stop the use of tobacco.
- c) An employee will be disciplined if found using tobacco 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 Tłı̨cho Government will be treated as a Tłı̨cho Government workplace.
- e) Employee discipline and reporting measures will be dealt with in accordance to Policy 6.1 – Employee Conduct, Policy 6.2 – Discipline of Employees and Policy 6.13 – Personnel Files.

5. Monitoring

All employees are responsible for implementing this policy.

The Senior Director of Administration is responsible for monitoring this policy.

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

Section: Administration and Management	4.7
Subject: TOBACCO USE IN THE WORKPLACE	

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 in the workplace, the supervisor will take disciplinary measures. The supervisor will report the incident to the Human Resources Director, who will record the incident and the measures taken in the employee's file.

Effective Date: September 3, 2012

Section: Administration and Management	4.8
Subject: COMMUNICATIONS	

1. Definition

“Communications” means information shared by the Tłı̨cho Government with Tłı̨cho 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 Tłı̨cho Government for public distribution.

3. Purpose and Position

The purpose of this policy is to ensure that communications are well co-ordinated, effectively managed and responsive to the needs of the Tłı̨cho citizens.

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

4. Requirements

- a) All advertisements intended for public distribution must be approved for publication by the director for the department responsible for the information.
- b) All documents intended for public distribution must be approved for publication by the Senior Policy Advisor of Priorities and Planning.
- c) Documents for public distribution will bear the Tłı̨cho Government copyright mark as described in Policy 4.3 – Copyright on Tłı̨cho Government Works.

5. Monitoring

All Tłı̨cho Government employees are responsible for implementing this policy.

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

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

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 Tłı̨cho Government Style Guide will be applied to all documents and advertisements intended for public distribution.

Section: Administration and Management	4.8
Subject: COMMUNICATIONS	

- 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 and the Senior Director of Administration 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

Subject: PREVENTION AND MANAGEMENT OF DISRESPECTFUL BEHAVIOUR IN THE WORKPALCE.**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 Ṭ̣cḥo 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 Ṭ̣cḥo 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 Ṭ̣cḥo Government will provide training.
- b) 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 Ṭ̣cḥo 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.

Section: Administration and Management	4.9
Subject: PREVENTION AND MANAGEMENT OF DISRESPECTFUL BEHAVIOUR IN THE WORKPALCE.	

- 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 Senior Director of Administration and the Tł̓chq 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 Senior Director of Administration.
- h) Any signage posted in Tł̓chq Government offices must be approved as per the requirements in Policy 4.8 – Communications.

5. Monitoring

All employees are responsible for implementing this policy.

All supervisors are responsible for monitoring this policy.

The Senior Director of Administration is responsible for enforcing this policy.

6. Process

- a) The Human Resources Department will coordinate prevention and management of disrespectful behaviour in the workplace training.
- b) Directors should make requests for training for employees to the Human Resources Department.

Effective Date: April 1, 2013

Section: Administration & Management	4.10
Subject: CITIZEN COMPLAINTS AND APPEALS	

1. Definitions

“citizen complaints” are an expression of dissatisfaction with the Tłıchǫ Government’s policies, procedures, employees or quality of service.

”appeals” is the opportunity for a citizen to request an official decision.

2. Authority and Application

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

3. Purpose and Position

The Tłıchǫ Government has established this complaints policy to provide employees with a clear procedure to follow when a citizen has a formal complaint about the Tłıchǫ Government.

The Tłıchǫ Government strives to operate in a professional and courteous manner by treating citizens fairly and openly. To achieve this, the following are guiding principles in dealing with complaints:

- Complaints are to be dealt with promptly and resolved as quickly as possible.
- Employees must treat complaints as confidential and protect complainant’s privacy.
- Complaint investigations are fair, impartial and respectful of parties involved.
- Complainants are advised of their options to escalate their complaint if they are dissatisfied with treatment or outcome.
- Complainants are provided clear and understandable reasons for how decisions on the complaint were made.
- Updates are provided to complainants during investigations.
- Complaints are used to assist in improving services, policies and procedures.

4. Requirements

- a) A complaint may be received verbally in person, by telephone or in writing by hand delivery, mail, fax or email.
- b) If a verbal complaint cannot be resolved, the employee receiving the complaint should advise the complainant to put their complaint in writing.
- c) When written complaints are received they must be date stamped and immediately referred to the relevant manager or director and copied to the Senior Director of Administration.

5. Monitoring

All employees are responsible for the implementation of this policy

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

6. Process

Section: Administration & Management	4.10
Subject: CITIZEN COMPLAINTS AND APPEALS	

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

- a) Complainants who require assistance with writing letters should be directed to the Community Services Department.
- b) Complaints involving staff members should be discussed with the affected employee prior to meeting with the complainant.

First Step

- c) The staff member receiving the complaint should attempt to resolve it, if necessary with input from their supervisor and the Senior Director of Administration
- d) If the complaint is made directly to management, the staff member involved shall be notified.
- e) If a verbal complaint can not be resolved the complainant should be advised to put the complaint in writing.

Second Step

- f) Management reviews the complaint and may attempt to resolve it immediately with the involvement of the staff member
- g) If further investigation is required, the manager, with the involvement of the Senior Director of Administration records the complaint and contact details, investigates the complaint to determine its validity and proposes a resolution
- h) For all complaints requiring investigation, the manager indicates to the complainant when they will be contacted with a resolution or update.

Third Step

- i) If not resolved to the complainant's satisfaction, at the manager discretion or at the complainant's request, it is referred to the Senior Director of Administration.
- j) The Senior Director of Administration reviews the complaint and may attempt to resolve it immediately.
- k) If further investigation is required, the Senior Director of Administration records the complaint and contact details, investigates the complaint to determine its validity and proposes a resolution.
- l) For all complaints requiring investigation, the Senior Director of Administration indicates to the complainant when he or she will be contacted with a resolution or update.

Fourth Step

Section: Administration & Management	4.10
Subject: CITIZEN COMPLAINTS AND APPEALS	

- m) If not resolved to the complainant's satisfaction at the Senior Director of Administrations discretion or at the complainant's request it is referred to the Tḥchḡ Executive Officer
- n) The Tḥchḡ Executive Officer reviews the complaint, and may attempt to resolve it immediately
- o) If further investigation is required, the Tḥchḡ Executive Officer records the complaint and contact details, investigates the complaint to determine its validity and proposes a resolution
- p) For all complaints requiring investigation, the Tḥchḡ Executive Officer indicates to the complainant when he or she will be contacted with a resolution or update.
- q) If the Tḥchḡ Executive Officer is unable to resolve the complaint to the complainant's satisfaction the matter will be taken to the Chief's Executive Council.

Investigations

- r) Investigation may be conducted during the second, third and fourth step. The investigation may include:
 - a. Discussion(s) with the complainant to clarify the complaint, confirm common understanding, clarify outcome sought and explaining complaint procedures.
 - b. Discussion with staff involved.
 - c. Review of background information such as policies and procedures, previous written communication and other documentation.
 - d. Obtain and review other expert opinions or perspectives.
- s) At each stage of escalation, it should be determined whether the previous investigation has been adequate.

Notice of Decision and Resolution

- t) Written complaints receive a written notice of decision.
- u) Verbal complaints receive written or verbal notice.
- v) If investigation determines that the reasons for the complaint are not justified, and no further action is required, the complainant is notified.
- w) If investigation determines that the complaint is justified, the complainant is notified of corrective action to be taken and any remedy proposed.

Record of the Complaint

- x) During complaint escalation staff maintain a record at all stages including:
 - a. Name of complainant
 - b. Details of complaint
 - c. Communications with complainant and other parties
 - d. The decision and action taken, and
 - e. The complainant's response.

Effective Date: April 1, 2013

Section: Financial Management	5.1
Subject: BUDGET	

1. Definitions

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

2. Authority and Application

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

3. Purpose and Position

The resources of the Tłı̨cho 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 Tłı̨cho Government administration and the Chiefs Executive Council on how to manage the resources of the Tłı̨cho Government effectively.

4. Requirements

- a) The Tłı̨cho Assembly will meet annually prior to the beginning of a new fiscal year to approve all work plans and budgets of the Tłı̨cho 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 Tłı̨cho Government budget approved by the Tłı̨cho Assembly.
- d) The Chiefs Executive Council will review annual budgets and financial information on a quarterly basis.
- e) Department directors and the Finance Department will make sure that all financial transactions are within the budget approved by the Tłı̨cho Assembly and will report on a regular basis to the Chiefs Executive Council.
- f) The Tłı̨cho Executive Officer has the overall responsibility to lead discussions regarding the budget and will co-ordinate the budget development process.
- g) The Tłı̨cho Executive Officer assigns budget authorities.
- h) 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.

5. Monitoring

All employees are responsible for implementing this policy.

The Director of Finance is responsible for monitoring this policy.

Section: Financial Management	5.1
Subject: BUDGET	

The Tłcho Executive Officer is responsible for enforcing this policy.

6. Process

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

- a) The Tłcho 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 Director of Finance 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 immediately:
 - i. to the Senior Director of Administration in cases involving the Administration and Programs and Services classes of the budget; and
 - ii. to the Tłcho Executive Officer in cases involving the Legislative and Governance class of the budget.
- 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: September 3, 2012

Section: Financial Management	5.2
Subject: BUDGET PLANNING	

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

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Effective Date: May 3, 2010

Section: Financial Management	5.3
Subject: BUDGET MANAGEMENT	

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 Tłı̄cho Government financial resources.

3. Purpose and Position

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

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

4. Requirements

- a) The Director of Finance shall be responsible for monitoring all budgets of the Tłı̄cho Government. The Director of Finance will ensure all transactions are accurately recorded and reported against the budget. The Director of Finance 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 Tłı̄cho Government.
- c) Budget authorities are responsible for ensuring that expenses are within the approved budget for their department or program.
- d) The Tłı̄cho Executive Officer is ultimately responsible for management and oversight of the Legislative and Governance classes of the budget.
- e) The Senior Director of Administration is ultimately responsible for the management and oversight of the Administration and Programs and Services classes of the budget.
- f) The Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłı̄cho Assembly but may not exceed the amount allocated by the Assembly.

5. Monitoring

The Director of Finance is responsible for implementing and monitoring this policy.

The Tłı̄cho Executive Officer and the Senior Director of Administration are responsible for enforcing this policy.

6. Process

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

Section: Financial Management	5.3
Subject: BUDGET MANAGEMENT	

- 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 the Legislative and Governance section of the budget, they should be forwarded to the Tłcho Executive Officer.
- c) Where variances are identified in the Administrative or Programs and Services sections of the budget, they should be forwarded to the Senior Director of Administration.

Effective Date: September 3, 2012

Section: Financial Management	5.4
Subject: FINANCIAL REPORTS AND STATEMENTS	

1. Definitions

“Financial reports and statements” means documents issued by the Director of Finance or Finance Department detailing the Tłıcho 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 Tłıcho Government.

3. Purpose and Position

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

The Tłıcho Government Finance Department 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 Finance 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 Tłıcho 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 Tłıcho 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 Tłıcho Executive Officer and Senior Director of Administration 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.

5. Monitoring

Section: Financial Management	5.4
Subject: FINANCIAL REPORTS AND STATEMENTS	

The Director of Finance is responsible for implementing and monitoring this policy.

The Senior Director of Administration is responsible for enforcing this policy.

6. Process

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

- a) The Director of Finance 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 T̄ho Executive Officer prior to being forwarded to the Assembly.

Effective Date: September 3, 2012

Section: Financial Management	5.5
Subject: INVESTMENT OF FUNDS	

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

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Effective Date: May 3, 2010

Section: Financial Management	5.6
Subject: ASSET MANAGEMENT SYSTEM	

1. Definitions

“Asset management” means the process by which equipment, including office equipment, vehicles, machinery, real estate, etc., of value to the Tłıcho 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 Tłıcho Government.

3. Purpose and Position

The purpose of this policy is to define accounting requirements for tangible capital assets. The Tłıcho 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 Tłıcho 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 Tłıcho 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 Senior Director of Administration and the Director of Finance to ensure they fit Tłıcho Government long-term commitments and plans and that they make economic sense.
- d) The Senior Director of Administration 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 Director of Finance as soon as they are discovered or recovered.

5. Monitoring

The Director of Finance is responsible for implementing, monitoring and enforcing this policy.

Section: Financial Management	5.6
Subject: ASSET MANAGEMENT SYSTEM	

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 Tl̄cho Government.
- b) The Director of Finance 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 Finance Department.

Effective Date: September 3, 2012

Section: Financial Management	5.7
Subject: BUDGET/SPEND AUTHORITIES	

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 Tłıchō administration employees.

“Spend authority” means an individual designated by a budget authority to spend Tłıchō 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 Tłıchō Finance Law and applies to expenses incurred by the Tłıchō 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 Tłıchō Government understands the importance of accountability and transparency throughout the government. All transactions must be approved in the Tłıchō 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 Tłıchō Assembly is required.
- c) Once the Tłıchō Assembly has approved a budget, the Tłıchō Executive Officer designates budget authorities and which budget over which they have authority
- d) Budget authorities may delegate project budget authority to employees with spend authority through the approval of a project budget.
- e) Project budget authority thresholds are outlined in Appendix G. Project Budget authorities must not authorize projects outside their project budget threshold.
- f) Spend authorities are outlined in Appendix B. Spend authorities must not authorize expenditures outside their spend authority threshold.

5. Monitoring

The Director of Finance is responsible for implementing and monitoring this policy.

Section: Financial Management	5.7
Subject: BUDGET/SPEND AUTHORITIES	

The Senior Director of Administration and Tłıchq Executive Officer are responsible for enforcing 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 Finance Director
- 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 1, 2013

Section: Financial Management	5.8
Subject: CREDIT CARDS	

1. Definitions

“Credit cards” means the line of credit extended by the bank to the Tłıcho 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 Tłıcho Government credit card.

3. Purpose and Position

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

The Tłıcho 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 Tłıcho Government. Expenses that do not meet these criteria will not be reimbursed and may be recovered.
- b) Authorized receipts, purchase orders and other supporting documents must be submitted to the Director of Finance as soon as possible to be used as a supporting document for payment processing.
- 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 Tłıcho Government credit card are responsible for implementing this policy.

The Director of Finance is responsible for monitoring this policy.

The Tłıcho Executive Officer is responsible for implementing and enforcing this policy.

6. Process

Section: Financial Management	5.8
Subject: CREDIT CARDS	

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 Senior Director of Administration to recover the funds.
- d) Where the Director of Finance detects an improper transaction by a Tł̓cho Government employee prior to the Chiefs Executive Council meeting, the Senior Director of Administration may undertake necessary action and will notify the Chiefs Executive Council at the next possible meeting.

Effective Date: September 3, 2012

Section: Financial Management	5.9
Subject: PURCHASE ORDER SYSTEM	

1. Definitions

“Purchase order system” means the system used by the Tłı̨cho Government’s Finance Department 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 Tłı̨cho Government employees.

3. Purpose and Position

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

The Tłı̨cho 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 employees are responsible for implementing this policy.

The Director of Finance is responsible for monitoring this policy.

All budget authorities are responsible for enforcing this policy.

6. Process

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

Section: Financial Management	5.9
Subject: PURCHASE ORDER SYSTEM	

- 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 Tłıcho Government's financial plan/budget.
- c) The Finance Department is 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 Finance Department on a weekly basis.

Effective Date: September 3, 2012

Section: Financial Management	5.10
Subject: TRAVEL EXPENSES	

1. Definitions

“Travel expenses” are expenditures incurred during travel authorized by the Tłı̨cho 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 Tłı̨cho Government travel. Policy 3.2 – Travel Expenses and Honoraria establishes rates.

4. Requirements

- a) Individuals travelling on Tłı̨cho 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 Finance Department, 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) The Finance Department will then review the requests made for travel arrangements. The Finance Department will issue a travel expense cheque according to Policy 3.2 – Travel Expenses and Honoraria and Policy 5.11 – Payment Procedures.
- e) Tłı̨cho Assembly members (with the exclusion of the Chiefs) will arrange all travel through the Senior Community Director.
- 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 Tłı̨cho Government business.

Section: Financial Management	5.10
Subject: TRAVEL EXPENSES	

5. Monitoring

All employees are responsible for implementing this policy.

The Director of Finance will be responsible for monitoring this policy.

All budget authorities are responsible for enforcing 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 their supervisors 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 Finance Department.
- 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

Section: Financial Management	5.11
Subject: PAYMENT PROCEDURES	

1. Definitions

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

2. Authority and Application

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

3. Purpose and Position

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

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

4. Requirements

- a) All payment claims will be processed by the Director of Finance or designate 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 Finance Department and authorized by signing authorities. The cheque stub and attachments will be filed in alphabetical order in the vendor file.

5. Monitoring

All Finance Department employees are responsible for implementing this policy.

The Director of Finance is responsible for monitoring and enforcing 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

Section: Financial Management	5.11
Subject: PAYMENT PROCEDURES	

or services received. All expenditures must be assigned to appropriate budget codes and classifications.

- b) The Director of Finance or designate will match invoices for goods or services received from vendors and contractors.
- c) The Director of Finance will approve payment of invoices and travel expenses upon receipt of supporting documentation.

Effective Date: September 3, 2012

Section: Financial Management	5.12
Subject: FINANCIAL CONTRIBUTIONS	

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

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Effective Date: May 3, 2010

Section: Financial Management	5.12.1
Subject: FINANCIAL CONTRIBUTIONS FOR GRIEVING	

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

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Effective Date: May 3, 2010

Section: Financial Management	5.13
Subject: LOANS TO EMPLOYEES	

1. Definitions

“Loans to employees” means short-term advances of Tłı̨cho 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 Tłı̨cho Government administration.

3. Purpose and Position

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

4. Requirements

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

5. Monitoring

All employees are responsible for implementing this policy.

The Director of Finance is responsible for monitoring this policy.

All budget authorities are responsible for enforcing 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

Section: Financial Management	5.14
Subject: EQUIPMENT RENTAL	

1. Definitions

“Equipment rental” means vehicles, tools, etc., that the Tłı̨cho 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 Tłı̨cho Government may rent equipment from community members to meet ad hoc operational needs and support the local economy.

4. Requirements

- a) The Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho 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 employees are responsible for implementing this policy.

The Director of Finance is responsible for monitoring this policy.

All budget authorities are responsible for enforcing this policy.

6. Process

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

Section: Financial Management	5.14
Subject: EQUIPMENT RENTAL	

- 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 Tłıcho Government employee must inspect the rental to identify any damage or changes to the rental.

Effective Date: September 3, 2012

Section: Human Resource Management	6.1
Subject: EMPLOYEE CONDUCT	

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 Tłıchq Government employees.

3. Purpose and Position

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

The Tłıchq Government is the government of Tłıchq citizens and employees are representatives of the Tłıchq 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 Tłıchq 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) Employees are expected to conduct themselves in a courteous manner and treat all others with respect and dignity in accordance with the Tłıchq values of co-operation, healing, harmony and self-sufficiency.
- c) Employees are expected to ensure confidentiality of privileged information they may have access to as a result of their employment with the Tłıchq Government. The obligation to maintain confidentiality is permanent, even after employment is terminated with the Tłıchq Government, as per requirements Policy 6.8 – Termination of Employment.
- d) Employees are expected to care for Tłıchq 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 Tłıchq Executive Officer prior to engaging in activities in addition to their current position with the Tłıchq Government including: other employment; entrepreneurship; and/or representation on 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 Tłıchq Government.
- f) Employees shall not engage in political activity on behalf of an elected official or potential elected official while at work.

Section: Human Resource Management	6.1
Subject: EMPLOYEE CONDUCT	

- 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.

5. Monitoring

All employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

The Senior Director of Administration and the Tłchq Executive Officer are responsible for enforcing 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 Senior Director of Administration.
- e) If escalation is required or the Senior Director of Administration cannot deal with the issue, the issue should be directed to the Tłchq Executive Officer.

Effective Date: April 1, 2013

Section: Human Resource Management	6.2
Subject: DISCIPLINE OF EMPLOYEES	

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 Tłı̨cho 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 Tłı̨cho Government policy and in accordance with Canadian labour standards.

The Tłı̨cho 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 Tłı̨cho Executive Officer will determine when a suspension will be with pay.
- f) The Tłı̨cho Executive Officer or a director authorized by the Tłı̨cho Executive Officer will give notice of termination or suspension to an employee.

Section: Human Resource Management	6.2
Subject: DISCIPLINE OF EMPLOYEES	

- g) Where issues are raised with an employee, the discussion will emphasize steps the employee can take to correct their actions and behaviours.
- h) 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.
- i) 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.
- j) The Human Resources Department will maintain a personnel file for each employee. The file will be confidential and can be reviewed only by authorized supervisors, the Senior Director of Administration, the Tłcho Executive Officer and the employee and a representative designated by the employee.
- k) All disciplinary measures will be recorded in the employee's personnel file, including verbal warnings.

5. Monitoring

All supervisors are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

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

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 Human Resources Director to ensure all actions are in compliance with policy.
- d) The supervisor, Human Resources Director and employee will meet to discuss the agreed-upon corrective measures and disciplinary measures to be implemented.
- e) If the disciplinary measure involves suspension or termination, pursuant to the Human Resources Law, the Tłcho Executive Officer must authorize such actions.
- f) The Tłcho Executive Officer or director as designated by the Tłcho Executive Officer will notify the employee of suspension or termination.

Section: Human Resource Management	6.2
Subject: DISCIPLINE OF EMPLOYEES	

- g) The Human Resources Director will record any measures taken in the employee's personnel file.
- h) Termination of employees will be dealt with in accordance with Policy 6.8 – Termination of Employment.

Effective Date: September 3, 2012

Section: Human Resource Management	6.3
Subject: PROFESSIONAL DEVELOPMENT AND TRAINING	

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 permanent, full-time employees of the Tł̓cho 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 Tł̓cho 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 Human Resources Director 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 Human Resources Director is responsible for monitoring and enforcing 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 permanent, full-time 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.
- c) The Tł̓cho Government’s preference is to hold courses internally, whenever possible.

Section: Human Resource Management	6.3
Subject: PROFESSIONAL DEVELOPMENT AND TRAINING	

- 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 Human Resources Director for the course before reimbursement will be authorized.

Effective Date: September 3, 2012

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

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 permanent, full-time employees of the Tł̨cho 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 Tł̨cho Government believes in providing a work environment for its employees that is based on fairness, equity and recognition of work/life balance.

4. Requirements

Leave credits will not be advanced.

The Tł̨cho Government will adhere to the following procedures in regard to leave provisions for employees:

Medical/Sick Leave

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) Sick leave credit can be accumulated from year to year.

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

Special Leave

Special leave credits cannot be accumulated from year to year.

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

- h) 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.
- i) 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 immediate family, or when an employee is required to care for an immediate family member due to illness, or when a member of the immediate family residing outside the employee's community of residence becomes seriously ill.
- j) 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.
- k) Marriage Leave: Employees will be granted up to five (5) days of special leave with pay for the purpose of getting married.
- l) 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.

Education Leave

- m) 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 Tł̓cho Executive Officer or Senior Director of Administration. The employee will provide no less than two months' notice unless otherwise agreed upon.

Other Leave

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

Annual Leave

Pay Levels 1 to 5

- p) 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:

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

- 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

- q) 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.

Part-time and casual employees

- r) Annual leave will be paid at a rate of four per cent (4%) of the hourly wage and will be paid on biweekly paycheques.

Maternity/Paternity Leave

- s) Maternity and paternity leave will be dealt with in accordance with Canadian laws and regulations.

Cultural Leave

- t) All employees will be eligible for up to three (3) days of leave for cultural purposes.
- u) "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. Cultural leave will be approved at the discretion of the employee's supervisor.
- v) Culture leave is a unique benefit of Tł̓cho employees. Any abuse of this benefit may result in future requests for cultural leave being denied.

General Requirements

- w) A leave will be based on sufficient leave credits being available to the employee and on approval by the supervisor.
- x) 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.
- y) Employees are not permitted to carry over more vacation leave credits than can be earned in one (1) fiscal year. Excess annual leave credits will be paid out.

5. Monitoring

All employees are responsible for implementing this policy.

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

The Human Resources Director is responsible for monitoring this policy.

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

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 Human Resources Director 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: September 3, 2012

Section: Human Resource Management	6.5
Subject: HOURS OF WORK	

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, full-time employees of the Tłıcho Government administration.

3. Purpose and Position

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

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

4. Requirements

The standard hours of work for Tłıcho 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) Part-time employees 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 arrangement with the supervisor to change their standard hours of work.

5. Monitoring

All employees are responsible for implementing this policy.

Section: Human Resource Management	6.5
Subject: HOURS OF WORK	

The Human Resources Director is responsible for monitoring this policy.

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

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 Human Resources Director to be reported on the payroll system.
- c) The Human Resources Department 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: September 3, 2012

Section: Human Resource Management	6.6
Subject: DESIGNATED HOLIDAYS	

1. Definitions

“Designated holidays” are paid holidays recognized by the Tłıcho 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 Tłıcho Government administration.

3. Purpose and Position

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

The Tłıcho Government provides permanent, full-time employees with a number of paid designated holidays.

4. Requirements

- a) The following days are designated as paid holidays for employees of the Tłıcho Government:
- New Year’s Day (January 1)
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Aboriginal Day (June 21)
 - Canada Day (July 1)
 - Civic Holiday
 - 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 Tłıcho 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.

5. Monitoring

All supervisors are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

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

Section: Human Resource Management	6.6
Subject: DESIGNATED HOLIDAYS	

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 Tłcho Government.
- b) The payroll clerk and the Human Resources Director will record the designated paid holidays in the payroll system.
- c) Designated holidays will also be posted on the Tłcho Government website and in Tłcho Government offices.

Effective Date: September 3, 2012

Section: Human Resource Management	6.7
Subject: EMPLOYEE PERFORMANCE EVALUATION	

1. Definitions

“Employee performance evaluation” means the process by which the Tłıcho 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 permanent, full-time employees of the Tłıcho Government administration with the exception of the Tłıcho Executive Officer.

3. Purpose and Position

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

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

4. Requirements

- a) The Tłıcho 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 Human Resources Director 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

The Human Resources Director will be responsible for implementing, monitoring and enforcing this policy.

6. Process

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

- a) The Human Resources Director will send notification of required performance evaluations to employees and supervisors at least sixty (60) days before evaluations are due.

Section: Human Resource Management	6.7
Subject: EMPLOYEE PERFORMANCE EVALUATION	

- 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 Human Resources Director.
- d) The Human Resources Director will investigate all appeals and review the findings with the Senior Director of Administration, Thcho Executive Officer and the supervisor who conducted the evaluation.
- e) The Human Resources Director 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 Human Resources Director 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 Human Resources Director to record performance evaluation and payroll adjustments.

Effective Date: September 3, 2012

Section: Human Resource Management	6.8
Subject: TERMINATION OF EMPLOYMENT	

1. Definitions

“Termination of employment” means the end of the employment relationship with the Tłı̨cho 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 Human Resources Law. This policy applies to Tłı̨cho Government employees.

3. Purpose and Position

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

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

4. Requirements

The Tłı̨cho 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 or the Senior Director of Administration prior to the termination date.
- c) Any equipment, keys or other belongings of the Tłı̨cho 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 Tłı̨cho 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.

Termination by the Tłı̨cho Government

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Subject: TERMINATION OF EMPLOYMENT	

- i) The Tłıcho Government may terminate employees in accordance with Policy 6.2 – Discipline of Employees.
- j) Pursuant to the Human Resources Law, notice of termination will be provided in writing to the employee by the Tłıcho Executive Officer or a director authorized by the Tłıcho 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 Tłıcho Government terminates an employee who has completed fewer than twelve (12) consecutive months of continuous employment, the Tłıcho 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 Tłıcho 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 Tłıcho 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 Tłıcho 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 employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

The Human Resources Director and Tłıcho Executive Officer are responsible for enforcing this policy.

6. Process

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

- a) Employees must submit their resignation to their supervisor and complete all requirements.
- b) Upon termination of an employee, the Tłıcho Executive Officer or director authorized by the Tłıcho Executive Officer must provide the employee with written notice of termination.

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Subject: TERMINATION OF EMPLOYMENT	

- c) Records of employment and final compensation must be made available to the employee within five (5) days of separation from the Tł̥cho Government as per labour standards guidelines.

Effective Date: September 3, 2012

Section: Human Resource Management	6.9
Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME	

1. Definitions

“Payment of employees including overtime” means compensation for work performed for the Tłı̨cho Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho 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 Human Resources 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 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 Community Director 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) The Senior Director of Administration may appoint all other acting positions.
- f) An employee acting in a higher position will be paid acting pay of up to fifteen per cent (15%) of their regular salary.
- g) Only the Tłı̨cho Executive Officer may appoint an employee to an acting position that exceeds twenty-five (25) days.

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Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME	

- h) The Tłcho Executive Officer may appoint an acting TEO for up to twenty-five (25) days. All acting TEO 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 per cent (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 Human Resources Department.
 - 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 Tłcho Executive Officer.

5. Monitoring

All employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

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

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 Human Resources Director will track all overtime and provide regular reports to the supervisor on employee overtime.
- d. The Human Resources Director will notify the supervisor, Senior Director of Administration and Tłcho Executive Officer if an employee reaches the maximum overtime hours allowed per fiscal year as established under 4(j)vii of this policy.

Section: Human Resource Management	6.9
Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME	

Effective Date: September 3, 2012

Section: Human Resource Management	6.10
Subject: EMPLOYEE COMPLAINTS AND APPEALS	

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 Tłı̨cho Government employees.

3. Purpose and Position

The purpose of this policy is to establish a process for resolving disputes between employees.

The Tłı̨cho 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 the Senior Director of Administration, the complainant should take the matter directly to the Tłı̨cho 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 Human Resources Director to attempt to resolve the complaint.
- d) If the complaint cannot be resolved, the complainant may appeal in writing to the Senior Director of Administration or designate. The Senior Director of Administration or designate must respond in writing to the complaint within ten (10) working days.
- e) If, after review by the Senior Director of Administration, the matter remains unresolved to the employee’s satisfaction, the employee may appeal in writing to the Tłı̨cho Executive Officer.
- f) Subject to the Tłı̨cho Constitution, the Tłı̨cho Executive Officer’s decision is final in regard to any personnel matter. The Tłı̨cho Executive Officer will render a decision no later than thirty (30) working days after the appeal is received.

5. Monitoring

All employees are responsible for implementing this policy.

Section: Human Resource Management	6.10
Subject: EMPLOYEE COMPLAINTS AND APPEALS	

The Human Resources Director is responsible for monitoring this policy.

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

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

Section: Human Resource Management	6.11
Subject: SEXUAL HARASSMENT	

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 Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho Government. Reports of sexual harassment will be investigated promptly, fairly and confidentially.
- b) The Tłı̨cho 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 Tłı̨cho Executive Officer. In the event that the Tłı̨cho Executive Officer is the alleged offender, the written correspondence would be directed to the Chiefs Executive Council.
 - iii. The Tłı̨cho 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.

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Subject: SEXUAL HARASSMENT	

- 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 Tł̨cho 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

The Human Resources Director will be responsible for implementing this policy by ensuring that complaints are investigated and tracked.

The Tł̨cho Executive Officer will be responsible for monitoring and enforcing this policy.

6. Process

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

- 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 Tł̨cho Executive Officer.
- b) The Tł̨cho Executive Officer is required to take appropriate action, including speaking to both parties involved in the incident and documenting those findings.

Section: Human Resource Management	6.11
Subject: SEXUAL HARASSMENT	

Effective Date: September 3, 2012

Section: Human Resource Management	6.12
Subject: EVALUTION OF THE TẢÏCHÔ EXECUTIVE OFFICER	

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

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Effective Date: May 3, 2010

Section: Human Resource Management	6.13
Subject: PERSONNEL FILES	

1. Definitions

“Personnel files” means confidential files kept by the Human Resources Department for all permanent, full-time and part-time 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 Tłı̨cho Government employees.

3. Purpose and Position

The Tłı̨cho 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 Human Resources Director 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 Tłı̨cho 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 Human Resources Director. The Human Resources Director 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 Human Resources Director is responsible for implementing, monitoring and enforcing this policy.

6. Process

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

- a. The Human Resources Director or approved designate will create, cleanse, update and archive all employee personnel files.

Section: Human Resource Management	6.13
Subject: 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 Human Resources Director 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: September 3, 2012

Section: Human Resource Management	6.14
Subject: PERMANENT, FULL-TIME POSITIONS – RECRUITMENT	

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 permanent, full-time positions with the Tłı̨cho Government. This policy does not apply to the position of Tłı̨cho Executive Officer.

3. Purpose and Position

The purpose of this policy is to clarify the principles and process and to guide the hiring of Tłı̨cho Government employees.

The Tłı̨cho 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 Tłı̨cho citizens.

4. Requirements

Filling or Creating Positions

- a) The Human Resources Department will co-ordinate the hiring process for all permanent, full-time positions, with the exception of the Tłı̨cho 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 Human Resources Director 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 Human Resources Director before the hiring process can begin.
- e) Job descriptions are to be approved by the Tłı̨cho Executive Officer before the recruitment process begins.

Recruitment

Section: Human Resource Management	6.14
Subject: PERMANENT, FULL-TIME POSITIONS – RECRUITMENT	

- f) All positions will be advertised within local Tł̥cho Government offices, on the Tł̥cho 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 Human Resources Director.
- h) Interviews and the selection of the Senior Director of Administration and Senior Community Director will be conducted by the Tł̥cho Executive Officer and members of the Chiefs Executive Council.
- i) Interviews and the selection of department directors will be conducted by the Tł̥cho Executive Officer and Senior Director of Administration.
- j) Interviews and the selection of Community Directors will be conducted by the Tł̥cho Executive Officer and Senior Community Director. Chiefs may also participate at their discretion.
- k) 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 Human Resources Director.

Limited Competitions

- l) When it is in the best interest of the Government, the Tł̥cho Executive Officer may authorize that recruitment be limited in scope to ensure it is conducted in the most responsive and effective manner.
- m) Limited competitions shall be supported by a brief written rationale that is to be included in the competition file.
- n) Competitions may be narrowed in scope to hire a candidate that is:
 - i. currently employed by the Tł̥cho Government;
 - ii. a Tł̥cho citizen; or
 - iii. residing in a specific geographic area or community.
- o) Recruitment for limited competitions will follow regular recruitment guidelines as listed above.

Appointments

- p) In special circumstances, as determined by the Tł̥cho Executive Officer, the recruitment process may not be followed and the Tł̥cho Executive Officer may make direct appointments to a position.
- q) The Tł̥cho Executive Officer may make appointments, but such appointments must be submitted prior to the recruitment process commencing.

Salary

Section: Human Resource Management	6.14
Subject: PERMANENT, FULL-TIME POSITIONS – RECRUITMENT	

- r) Once a candidate is selected for hire, the Human Resources Department 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.

Job Offer

- s) The Human Resources Department is responsible for making the job offer to the successful candidate.

Orientation

- t) The Human Resources Department 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 supervisors are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring and enforcing 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 Tł̓cho 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 Human Resources Director may consider the merit of limiting the scope of a competition.
- c) If a limited competition is desirable, approval will be requested from the Tł̓cho 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 Tł̓cho Government offices and on the website, in northern publications and, when necessary, in southern newspapers.
- e) The Director 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 Director of Human Resources will be responsible for reviewing the new employee orientation package with them.

Effective Date: September 3, 2012

Section: Human Resource Management	6.15
Subject: PARTICIPATION BY AN EMPLOYEE ON BOARDS AND COMMITTEES	

1. Definitions

“Participation by an employee on boards and committees” means permanent, full-time employees being involved in boards and committees as approved by the Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho Government.

The Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho Government, the employee will notify the Tłı̨cho Executive Officer and Human Resources Director so the situation can be monitored to ensure there are no conflicts of interest in the future.

Section: Human Resource Management	6.15
Subject: PARTICIPATION BY AN EMPLOYEE ON BOARDS AND COMMITTEES	

5. Monitoring

All employees are responsible for implementing this policy.

The Human Resources Director will be responsible for monitoring this policy and tracking board membership.

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

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 Tłıcho Government board or committee, this will be noted on the time sheet. The Finance Department 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: September 3, 2012

Section: Human Resource Management	6.16
Subject: ABSENT WITHOUT LEAVE	

1. Definitions

“Absent without leave” refers to employees who are not present during established Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho 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 Tłı̨cho 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.

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Subject: ABSENT WITHOUT LEAVE	

- 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 Human Resources Director.
- 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.

Section: Human Resource Management	6.16
Subject: ABSENT WITHOUT LEAVE	

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 Tlicho Government terminates their employment, the supervisor will make every effort to assist the former employee in accessing appropriate counselling and support services.

5. Monitoring

All employees are responsible for the implementation of this policy.

Section: Human Resource Management	6.16
Subject: ABSENT WITHOUT LEAVE	

The Human Resources Director is responsible for monitoring this policy.

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

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

Section: Human Resource Management	6.17
Subject: EMPLOYEE TARDINESS	

1. Definitions

“Employee tardiness” means employees being repeatedly late as per established work hours or late for Tłıcho Government meetings.

2. Authority and Application

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

3. Purpose and Position

The Tłıcho Government recognizes the importance of employees beginning work at the regularly scheduled time.

Therefore, all Tłıcho 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 Tłıcho 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 employees are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

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

6. Process

Section: Human Resource Management	6.17
Subject: EMPLOYEE TARDINESS	

- 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

Section: Human Resources	6.18
Subject: Casual Employees	

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

- i) Budget authorities will ensure that funds are available within their respective budgets for the hiring and payment of casual employees.
- j) Supervisors will be responsible for identifying the need for and for hiring casual employees.
- k) Any employee needed for more than twenty (20) working days should follow the hiring policy for permanent, full-time positions.
- l) Only the Senior Director of Administration or Senior Community Director may extend the time period of the position when it is actively being recruited.

5. Monitoring

All supervisors are responsible for implementing this policy.

The Human Resources Director is responsible for monitoring this policy.

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

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.

Section: Human Resources	6.18
Subject: Casual Employees	

- 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 per cent (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: September 3, 2012

Section: Human Resources	6.19
Subject: TERM EMPLOYMENT	

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 Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to establish entitlements for employees who are hired on a term basis.

The Tłıchq 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 – Permanent Full-time Recruitment.
- b) Employees in a term position are entitled to the normal terms and conditions of Tłıchq Government employment.
- c) Term employees are bound by all relevant policies, procedures and laws of the Tłıchq 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

All employees are responsible for implementing this policy

Section: Human Resources	6.19
Subject: TERM EMPLOYMENT	

The Human Resource Director is responsible for monitoring and enforcing this policy

6. Process

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

- a) The Human Resources Director 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 1, 2013

Section: Human Resources	6.20
Subject: Relocation & Removal Expenses	

1. Definitions

“Relocation Expenses” means the reasonable expenses an employee incurs when moving themselves and their dependents to assume a position with the Tłı̨cho Government.

“Removal Expenses” means the reasonable expenses an employee incurs when their employment with the Tłı̨cho 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 Tłı̨cho Government.

It is the position of the Tłı̨cho 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 Human Resources Director will recommend if it should be eligible for relocation assistance.
- b) The Supervisor in consultation with the Tłı̨cho 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 Tłı̨cho Government are expected to work for the government for a minimum of one year. If they do not complete one year of employment, the Tłı̨cho 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 Human Resources Director 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.
- h) Distance will be calculated using the most direct route.

Section: Human Resources	6.20
Subject: Relocation & Removal Expenses	

- i) Upon termination an employees removal to an eligible destination maybe covered if the cost of relocation was paid by the Tłı̨cho Government

Allowable Expenses

- j) Transportation by the most economical airfare or equivalent if traveling by vehicle. The Tłı̨cho 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) 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%

- n) Employees receiving removal assistance employed in Gamètì , Whatì and Wekweètì are entitled to a non-taxable benefit.
- o) Employees receiving removal assistance employed in Behchokò and Yellowknife will have removal benefits reported on a T4A.

5. Monitoring

The Director of Human Resources is responsible for implementing and monitoring this policy.

The Senior Director of Administration and Tłı̨cho Executive Officer are responsible for enforcing this policy.

6. Process

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

Section: Human Resources	6.20
Subject: Relocation & Removal Expenses	

- y) The Human Resources Director 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.
- z) The Human Resources Director 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.
- aa) The Travel Coordinator makes travel arrangements and obtains quotes for the movement of personal effects and has the appropriate budget authority authorize expenditures.
- bb) Within 30 days of arrival at the destination the employee completes the travel expense claim form.

Effective Date: April 1, 2013

Section: Human Resources	6.21
Subject: CRIMINAL RECORD CHECK	

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 Tłı̨chǫ 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

- h) All positions in the Tłı̨chǫ 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.
- i) The protection of individuals right to privacy shall be ensured to the fullest extent possible.
- j) Access to criminal record information shall be restricted to the supervisor of the position being staffed, the Human Resources Director the Tłı̨chǫ Executive Officer and any other person as required by GNWT or Tłı̨cho law.
- k) 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.
- l) 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.
- m) Candidates are responsible for payment of all fees required for the completion of a criminal record check.
- n) Criminal record checks are valid for a period of six months.
- o) Candidates must provide a statement as to whether or not there have any outstanding criminal charges and the details of such charges.

Section: Human Resources	6.21
Subject: CRIMINAL RECORD CHECK	

- p) 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.
- q) 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.
- r) Employees working with minors or other vulnerable persons must update their criminal record check and vulnerable sector search every three years.
- s) The Tłchq Government will cover the cost for employees to update their criminal record check.
- t) Employees working with minors and other vulnerable persons must update their statement of outstanding criminal charges annually.
- u) The Human Resources Director 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 employees and supervisors are responsible for implementing this policy

The Human Resource Director is responsible for monitoring and enforcing 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 Human Resources Director 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.
- 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.

Section: Human Resources	6.21
Subject: CRIMINAL RECORD CHECK	

- 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 Tłı̨chų Executive Officer, that an individual with a criminal record should be hired.
- l) The Tłı̨chų 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 envelop 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 envelop, marked confidential and kept on file for a period of 6 months. If the unsuccessful candidate applies on another position with the Tłı̨cho 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

Section: Financial Contributions	7.1
Subject: Sporting Events	

1. Definition

The term “youth” refers to an individual who is a Tł̓cho 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.

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 Tł̓cho 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 Tł̓cho 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 Tł̓cho 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 and Senior Director of Administration, contributions maybe made by: direct contributions to a team representative; direct payment to vendors; or reimbursement for eligible expenses upon submission of receipts.

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.

Section: Financial Contributions	7.1
Subject: Sporting Events	

5. Monitoring

The Senior Director of Administration is responsible for monitoring and enforcing 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 make a recommendation to the Senior Director of Administration
- d. The Senior Director of Administration will consider the recommendation of the Assistant to TEO and will make the final decision on contributions.

The Finance Department will process payments or reimbursements as approved by the Senior Director of Administration.

Effective Date: May 16, 2011

Section: Financial Contributions	7.2
Subject: Medical Emergencies	

1. Definition

An “immediate family member” includes a person’s mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, husband and wife.

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 Tłı̨cho 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 Tłı̨cho Government wishes to ensure that patients have adequate emotional support during these times. As such, the Tłı̨cho Government will consider applications from Tłı̨cho citizens living within Môwhî Gogha Dè Nîîtâèè on a case by case basis and provide financial support where economic need is demonstrated.

The Tłı̨cho 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 Senior Director of Administration or the Chief’s Executive Council. The Senior Director of Administration 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 Tłı̨cho 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 Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłı̨cho 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.
- d. Individuals making requests must demonstrate economic need.
- e. At the discretion of the Assistant to the TEO and Senior Director of Administration, contributions maybe 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 Senior Director of Administration will consider and may approve requests for contributions up to \$10,000

5. Monitoring

The Senior Director of Administration is responsible for monitoring and enforcing this policy

6. Process

Section: Financial Contributions	7.2
Subject: Medical Emergencies	

- 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 make a recommendation to the Senior Director of Administration
- d. The Senior Director of Administration will consider the recommendation of the Assistant to TEO and will make the final decision on contributions of less \$10,000
- e. For requests exceeding \$10,000 the Senior Director of Administration will make a recommendation to the Chief's Executive Council. The Chief's Executive Council will make the final decision on all contributions exceeding \$10,000
- f. The Finance Department will process required payments or reimbursements approved by the Senior Director of Administration and/or the Chief's Executive Council

Effective Date: May 16, 2011

Section: Financial Contributions	7.3
Subject: Grieving	

1. Definitions

“Extended family” includes a person’s child, step-child, foster child, grandchild, spouse, brother, sister, mother, father, mother-in-law, father-in-law, son-in-law and daughter-in-law, grandmother and grandfather.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to financial support for individuals and family during times of grieving.

3. Purpose and Position

The Tłı̨cho Government recognizes that gathering together at a time of loss to support family and friends is an important part of the grieving process in Tłı̨cho culture. The Tłı̨cho Government also recognizes that it may receive requests to financially contribute towards such gatherings.

This policy covers burials within the 4 Tłı̨cho communities.

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 Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłı̨cho Assembly but may not exceed the amount allocated by the Assembly.
- b. Request for financial support must be made by the family of the deceased or the community Chief. Requests should be made to the Assistant to the TEO when possible.
- c. All other forms of financial and in-kind support must be disclosed to the Tłı̨cho Government.
- d. At the discretion of the Assistant to the TEO and Senior Director of Administration, contributions maybe made by: direct contributions to the individual making the request; direct payment to vendors; or reimbursement for eligible expenses upon submission of receipts.
- e. Contributions may include:
 - i. An initial amount of up to \$500 for groceries to the grieving family hosting grievors in their home.
 - ii. A total of up to \$1,000 for groceries and supplies, if a feast is held in a Tłı̨cho community centre or hall.
 - iii. Travel may be provided, within the four Tłı̨cho communities, for extended family to gather in the community of the deceased.
 - iv. Travel may be provided to Tłı̨cho students residing outside the Tłı̨cho region to gather in the community of the deceased provided they are extended family.
- f. If a grieving person travels to a funeral at the Tłı̨cho Government’s expense, and does not return to their home community on the charter itinerary, then they are responsible for their own costs to return to their home community.

Section: Financial Contributions	7.3
Subject: Grieving	

- g. The Senior Director of Administration will consider and may approve contributions for groceries and travel under \$10,000.
- h. The Chief's Executive Council will consider and may approve requests for contributions over \$10,000 and all contributions which include travel by chartered aircraft

5. Monitoring

The Senior Director of Administration is responsible for monitoring and enforcing this policy

6. Process

- a. The Assistant to the TEO will receive requests when ever possible.
- b. The Assistant to the TEO will summarize the request. The summary will include but is not limited to: the names of peoples requesting travel support, the home communities of individual requesting travel support, the individuals student status, the individuals employment status and a budget.
- c. The Assistant to the TEO will confirm if there are funds available in the budget.
- d. The Assistant to the TEO will review requests to determine if they meet eligible program criteria and make a recommendation to the Senior Director of Administration.
- e. The Senior Director of Administration will consider the recommendation of the Assistant to TEO and will make the final decision on contributions of less than \$10,000 not including travel by chartered aircraft.
- f. For requests exceeding \$10,000 and requests for travel by chartered aircraft the Senior Director of Administration will make a recommendation to the Chief's Executive Council. The Chief's Executive Council will make the final decision on all contributions exceeding \$10,000 and travel by chartered aircraft.
- g. The Finance Department will process required payments or reimbursements approved by the Senior Director of Administration and the Chief's Executive Council.

Effective Date: May 16, 2011

Section: Programs & Services	8.1
Subject: SAFETY AND ON THE LAND PROGRAMS	

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 TG-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 programs sponsored and funded by the Tłıchǫ Government. These include the *Imbe Program*, the annual *Trails of Our Ancestors* summer canoe trip, *puberty camps* and any other wilderness experience programs the Tlıcho 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.

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 leaders. Trip leaders who are non-elders require either the approval of elders who testify to their traditional and land skills, or training and certification appropriate for the type of trip they will lead. Ensuring participant safety has several components: *trip planning, authorization and logistics; leadership readiness; participant readiness; equipment and technology; risk management; and emergency management.*

- a. **Trip Planning, Authorization and Logistics.** A trip plan must be submitted and authorized by the Tłıchǫ Government for each annual and other wilderness event. The plan must include the trip’s purpose, travel route, time involved, detailed budget, proposed participants, leaders and any other supervisors and their certifications (, inventory of equipment and supplies, risk insurance, and emergency plan. Leaders and any other supervisors must be identified at least two weeks prior to the beginning of the trip.

The Manager of Culture and Lands Protection or delegate must review the trip plan and give it approval in principle. The Chiefs Executive Council may authorize any funding required.

- b. **Leadership Readiness.** Tłıchǫ elders and other Tłıchǫ citizens who are recognized for having strong cultural and on-the-land skills are deemed able to lead a wilderness trip. Other trip leaders are required to have completed certificate training as appropriate to the type of trip and season involved: first aid, boating safety, winter camping, firearms safety, bear safety, GPS applications, etc.

Section: Programs & Services	8.1
Subject: SAFETY AND ON THE LAND PROGRAMS	

- c. **Participant Readiness.** It is recognized that many participants, especially youth, will have little experience with traditional on-the-land and wilderness survival skills. Trip organizers are responsible for ensuring that participants are physically capable of the demands the trip will place on them. Parents or guardians are responsible for notifying the trip organizer 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.
- d. **Equipment and Technology.** A complete inventory of the equipment required for the wilderness trip must be submitted as part of the proposal to the Tłı̨chǫ Government. All equipment must be inspected before departure to ensure it is in good working order. A mobile telephone and GPS are required as part of the equipment package for every trip, with a supply of fully charged batteries. Firearms to be used by authorized leaders will be carried on all wilderness trips.
- e. **Food and Other Supplies.** The trip 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 trip involving wilderness travel is permitted to leave a community without approved coverage by the Tłı̨chǫ Government’s liability insurance. During the trip, risk is to be managed through daily safety de-briefings by leaders/supervisors and the completion of daily logs indicating changes, incidents.
- 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. At least one of the trip leaders is required to have up-to-date emergency preparedness certification and the ability to use the communications equipment to call in emergency services if required.
- h. **Planning Checklist.** A checklist to ensure adequate planning and support authorization from the Tłı̨chǫ Government. The check list is provided in Appendix H
- i. **Wilderness Trip Report** The trip organizers, leaders and supervisors are required to submit a trip report, including comments from the participants, at the completion of each wilderness trip. Trip reports are to be submitted to the Manager of Culture and Lands Protection or delegate within thirty (30) days.

5. **Monitoring**

All employees are responsible for implementing this policy.

The Director Lands and Culture are responsible for monitoring this policy.

The Senior Director of Administration is responsible for enforcing this policy.

Section: Programs & Services	8.1
Subject: SAFETY AND ON THE LAND PROGRAMS	

6. **Process**

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

- a) Boat leaders need to be identified at least 2 weeks before the trip. They should have traditional experience or be certified with First aid, boat safety, communication equipment and GPS training. and ENR local to provide bear safety training. Leaders also need to keep a log book to record any changes to their boats, such as exchanges of participants, any incidents and have leaders meetings everyday. Everyday safety briefings and 1:50 maps with routes to each leader.
- b) All wilderness trip reports will be submitted by the Manager of Culture and Lands Protection or delegate to the Chiefs Executive Council as an information item.
- c) Any trip reports that involve a mishap, leadership failure, equipment failure, incident of inappropriate behaviour, or unforeseen situation causing concern will be accompanied by a recommendation from the Manager of Culture and Lands Protection or delegate, for review by the Chiefs Executive Council.
- d) The Chiefs Executive Council may direct that an amendment to this policy be made in response to the information in the trip report and any recommendation for an amendment.

Effective Date: April 1, 2013

APPENDIX A – COMMUNICATION EXPENSES

The following communication expenses will be paid for by the Tłı̨cho Government (TG):

Device	Level	TG will pay for	TG won't pay for
Cellphones/ Smartphones/ PDAs	Tłı̨cho Executive Officer	<ul style="list-style-type: none"> ○ Voice charges ○ Data charges (i.e., texting and email) ○ Call waiting ○ Fees (i.e., system access fee, roaming, etc.) 	<ul style="list-style-type: none"> ○ Additional features ○ Accessories
Cellphones/ Smartphones	Department directors, Senior Director of Administration, Senior Community Director	<ul style="list-style-type: none"> ○ Voice charges ○ Data charges (i.e., texting and email) ○ Call waiting ○ Fees (i.e., system access fee, roaming, etc.) 	<ul style="list-style-type: none"> ○ Additional features ○ Accessories
Cellphone not provided	Community Directors and other employees	<ul style="list-style-type: none"> ○ Voice charges 	<ul style="list-style-type: none"> ○ Data charges ○ Accessories ○ Fees
Long Distance (land lines)	All employees	<ul style="list-style-type: none"> ○ Voice charges 	<ul style="list-style-type: none"> ○ N/A

APPENDIX B – SPENDING AUTHORIZATION

Amount	Authorization
Up to \$100,000	Třchq Executive Officer
Up to \$50,000	Senior Director of Administration Senior Policy Advisor of Priorities and Planning
Up to \$20,000	Programs and Services Manager Department Directors Senior Community Director Implementation Facilitator
Up to \$5,000	Community Director Manager, Early Childhood Manager, Wellness Programs Assistant to the TEO Travel Coordinator

APPENDIX C – PAYMENT FOR LOCAL VENDORS

Payment for local vendors is approved as follows:

Event	Position	Amount
Annual Gathering	Community Foreman	\$400.00/day
	Community Maintenance	\$300.00/day
	Facility Helper	\$250.00/day
	Facility Pages	\$15.00/hour
	Ceremonial Drummers	\$100.00/day
	Ceremonial Rangers	\$100.00/day
	Regular Cooks	\$300.00/day
	Cook's Helpers	\$250.00/day
	Kitchen Helpers	\$300.00/day
	Head Cooks	\$450.00/day
Assembly Session	Community Foreman	\$400.00/day
	Foreman helper/assistant	\$300.00/day
	Community Maintenance	\$200.00/day
	Facility Helper	\$200.00/day
	Facility Pages	\$15.00/hour
	Drummers	\$100.00/day
	Regular Cooks	\$300.00/day
	Cook's Helpers	\$200.00/day
	Kitchen Helpers	\$200.00/day
General Maintenance		\$150.00/day

APPENDIX D – PAYMENT FOR ELDERS AND TRANSLATORS

The payment for Elders and translators is approved as follows:

Position	Honoraria
Elders	\$400.00
Translators	\$450.00
Contract Translators	\$500.00
Oda?a Elders	\$527.41¹

¹ Adjusted annually as per Tłchq Assembly and CEC Law

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

Policy Number	Policy Name	Date of Origin	*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 1, 2013
2.1	Policy Development	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
2.2	Official Languages	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
2.3	Environmental Stewardship (formerly Conservation of Resources)	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
2.4	Review of Departments and Programs	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2010
3.1	Establishing Tł̓cho 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 1, 2013
3.3	Alcohol, Drug Abuse and Attendance at Meetings	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
3.4	Punctuality at Meetings	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
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		September 3, 2012
4.3	Copyright on Tł̓cho Government Works	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
4.4	Telephone, Cellular Telephone and Calling Card Use	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
4.5	Use of Information Technology	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
4.6	Vehicle Use Policy	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
4.7	Tobacco Use in the Workplace	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
4.8	Communications Policy	September 3, 2012				September 3, 2012
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				April 1, 2013
5.1	Budget (formerly Financial Management)	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
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 1, 2013

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

5.8	Credit Cards	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
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		September 3, 2012
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
6.1	Employee Conduct	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 1, 2013
6.2	Discipline of Employees	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
6.3	Professional Development and Training	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
6.4	Leave Provisions for Employees	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
6.5	Hours of Work	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
6.6	Designated Holidays	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
6.7	Employee Performance Evaluation	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
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		September 3, 2012
6.14	Permanent, Full-Time Positions – Recruitment	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 1, 2013
6.15	Participation by an Employee on Boards and Committees	August 25, 2005	May 3, 2010	September 3, 2012		September 3, 2012
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		September 3, 2012
6.19	Term Employees	April 1, 2013				April 1, 2013
6.20	Relocation & Removal Expenses	April 1, 2013				April 1, 2013
6.21	Criminal Record Check	April 1, 2013				April 1, 2013
7.1	Sporting Events	May 16, 2011				May 16, 2011

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

7.2	Medical Emergencies	May 16, 2011				May 16, 2011
7.3	Grieving	May 16, 2011				May 16, 2011
8.1	Safety and on the land programs	April 1, 2013				April 1, 2013

*Amendments prior to May 3, 2010, were not tracked.

APPENDIX F – TLĪCHŪ GOVERNMENT CODE OF ETHICS DECLARATION

Declaration of consideration of the Tļchŭ Government Code of Ethics

*I, _____ (name)
have read and understand the Tļchŭ 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 Tļchŭ Government.

I agree that I am solely responsible for abiding by this declaration.

Print Name _____

Signed _____ *Date* _____

Witness

Print name _____

Signed _____ *Date* _____

APPENDIX G – PROJECT BUDGET AUTHORITY

Amount	Authorization
\$500,000 and above	Assembly
Up to \$500,000	Chiefs Executive Council
Up to \$100,000	Thchq Executive Officer
Up to \$50,000	Senior Director of Administration Senior Policy Advisor of Priorities and Planning
Up to \$20,000	Programs and Services Manager Department Directors Senior Community Director Implementation Facilitator
Up to \$5,000	Travel Co-ordinator Community Director Assistant to the TEO
Up to \$1,500	Manager, Early Childhood Manager, Wellness Programs

APPENDIX H – PLANNING CHECKLIST

WILDERNESS PROGRAM PLANNING CHECKLIST	Check off to confirm
Wilderness Trip Organization	
Trip organizer(s) confirmed	
Trip leader(s) confirmed at least two weeks before the trip	
Any other supervisors confirmed at least two weeks before the trip	
Purpose of trip identified	
Travel route identified	
Days/nights away from community identified	
Detailed budget prepared and entered into Trip Plan	
Equipment confirmed and inventoried	
Participants confirmed	
Emergency plan confirmed	
Wilderness Trip Plan	
Completed and submitted for approval in principle to Manager, Culture & Lands	
Budget approved by Chiefs Executive Council	
Tłı̨çq̓ Government liability insurance in place	
Leader/ Supervisor Qualifications	
Elder(s) with strong traditional knowledge and land skills	
Other Tlı̨çq̓ leader(s) with confirmed traditional knowledge and land skills	
Up to date St. John Ambulance Standard First Aid certificate	
Up to date St. John Ambulance Emergency Level First Aid certificate	
Up to date St. John Ambulance Wilderness First Aid certificate	
Canoe/boat safety training	
Winter camping training	
Snowmobile safety training	
Firearms safety training	
Bear Safety training (provided by GNWT/ENR)	
GPS training	
Ability to use satellite telephone	
Take precautions against weather conditions	
Participants (Especially Youth)	
Release forms completed for all participants	
Physical abilities confirmed	
Medical/dietary needs identified and provided for	
Required clothing and personal items checked before departure	
Briefed before departure on safety procedures	
Able to swim (summer canoe trip)/orientation to water safety	
Instructed on how to use Transport Canada approved Personal Flotation Device	
Overtured canoe procedures practiced before departure	
Maximum five youth participants per leader/supervisor	

APPENDIX H – PLANNING CHECKLIST

Briefed on respect for traditional Tlicho camp practices	
Briefed on camp cleanliness procedures	
Briefed on campfire safety	
Briefed on cooking and use of fuel-burning camp stoves	
Briefed on safe food storage and disposal of waste	
Briefed on wilderness swim safety	
Briefed on animal safety procedures	
Briefed on what to do in the event of becoming lost	
Youth participants restricted from using firearms, ax, chainsaw, camp stoves	
Equipment and Technology	
Complete inventory required prior to departure	
All equipment (canoes, snowmobiles etc.) inspected before departure	
Properly fitted Personal Flotation Device required for each participant	
Mobile telephone is required equipment	
GPS is required equipment	
Maps (1:50) with routes for each leader/supervisor	
Fresh batteries for mobile telephone and GPS are required	
Enough tents are required to ensure separate male/female accommodations	
Firearms are required equipment	
Possession and use of firearms restricted to leaders/supervisors	
Food and Other Supplies	
Complete inventory of food items required before departure	
Complete inventory of fuel required before departure	
Safe storage methods for food and other consumables are in place	
Risk Management	
Trip plan receives approval in principle from Manager of Culture & Lands	
Chiefs Executive Council authorizes trip funding if required	
Tłı̨chų Government liability insurance is in place before departure	
Leaders/Supervisors maintain daily log books of changes, incidents	
Leaders/Supervisors organize daily safety de-briefings	
Emergency Management	
Trip plan is filed with RCMP and ENR before departure	
Contact person(s) to be on standby confirmed before departure	
Communications equipment is tested before departure	
First Aid Kit suitable for wilderness first aid is fully stocked and safely stored	
Procedures are in place to keep participants together while travelling	
Participants are equipped with whistles and flashlights	
Participants are briefed on procedures to follow if they become lost	
At least one leader/supervisor is able to administer emergency first aid	
Emergency evacuation arrangements in place before departure	

APPENDIX H – PLANNING CHECKLIST

Post-trip Requirements	
Trip leaders/supervisors debrief participants for trip report	
Trip leaders prepare trip report on activities and expenditures	
Trip report is submitted to Manager, Culture and Lands within 30 days	
Equipment is cleaned, serviced as required and returned to storage	
Unused consumables are stored or disposed of to prevent spoilage	

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.

“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 Tł̓cho administration employees.

“business casual” means dressing professionally, looking relaxed yet neat and pulled together.

“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.

“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 Tł̓cho 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 Tł̓cho Agreement.

“Contract translators” means individuals who provide translation services under a contract with the Tł̓cho Government. Translators who provide services and invoice under the name of a company are not included in the classification of contract translators.

“Eligible destination” is either the employees point of recruitment or the employees new residence, whichever results in less cost

“enforcement” means the process of ensuring a policy is followed.

“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.

“expenditure” means the acquisition of a single item, good or service.

“Government” means the Tł̓cho Government.

“implementation” means the activities directed at the achievement of goals and objectives of policy statements.

GLOSSARY

“immediate 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.

“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 Tłı̨cho 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 Tłı̨cho Government.

“layoff” means a temporary suspension of employment that does not terminate employment with the Tłı̨cho 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 Tłı̨cho citizens hired to support special events.

“monitoring” means keeping track of policy after it has been adopted to determine whether it is 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.

“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 Tłı̨cho 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 Tłı̨cho Government for less than six consecutive months in the same position.

“preferred vendor” means a vendor who is favoured above others because of a contract, arrangement or long-established relationship. The Finance Department will maintain a list of preferred vendors.

“project” means any planned activity of the Tłı̨cho Government, including attendance at conferences, delivery of programs, and meetings or assembly sessions.

GLOSSARY

“reasonable expenses” means expenses that are moderate, that reflect prudence and good judgment and that are defensible to a reasonable and impartial observer.

“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, Bebo 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 Tłıcho Government funds. An individual can be both a spend authority and a budget authority.

“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 Tłıcho Government to conduct Government business.

“Tłıcho citizen” means a person whose name is on the Register.

“Tłıcho communities” means the communities of Behchokö (Rae-Edzo), Whatì (Lac La Martre), Gamètì (Rae Lakes) or Wekweètì (Snare Lake).

“Tłıcho Government” means the Government of the Tłıcho First Nation established in accordance with the Tłıcho Agreement.

“Tłıcho Government administration” means the arm of the Government that administers and manages the activities of the Tłıcho Government in exercising its powers and duties.

“Tłıcho 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 Tłıcho Government for its own use, including boats, ATVs, cars, trucks, snowmobiles, etc.

“workplace” means buildings and facilities leased, rented, owned or operated by the Tłıcho 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 Tłıcho 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.