

Subject: Hours of Work, Tardiness, Breaks
Policy Number: B-2
Pages: 2
Original Date: 04/13/2013
Review Date: 11/12/2016
Approval Date: 11/12/2016
Approved by: Resolution Number 16-133

POLICY

The Nation's pay periods will run on a bi-weekly basis. The work week starts at 12:00 a.m. Monday and ends at 11:59 p.m. on Sunday. The standard hours of operation will consist of a forty (40) hour work week from Monday through Friday for most administrative functions; however, service departments, such as the police department/wellness center, etc. will develop schedules to provide essential and necessary coverage to tribal members.

Employees shall be at their place of work in accordance with their assigned hours. Employees are expected to document their work hours by clocking in and out on a time system. The Human Resources Department shall review all electronic time and leave sheets for correct hours, holiday, accrued leave, including employees/directors signatures at the end of each payroll period.

Each employee shall be authorized up to two (2) ten (10) minute rest periods in a full working day. Directors are authorized to modify the schedule for shift work or to continue the flow of work at peak periods.

Each employee is allowed a lunch period of thirty (30) minutes. Employees may leave the work site for lunch as long as they can return within the 30 minutes. If time is needed exceeding the 30 minutes, they will request leave time in advance from their Director and take approved leave time. The only exceptions to this rule are business related lunches and authorized travel. Employees are not to play in any Casino during their scheduled work time, unless for a work related reasons and authorized by their Director. This schedule may be modified by a Director to provide continued service during peak periods or as a result of working modified hours.

Time shall be submitted to the Human Resources Department on the Monday by 10:00 a.m. before a Friday payday. Payday will be on Fridays, unless a Holiday falls on payday Friday, then the payday will be on the last regular business day before the Holiday. When this occurs the Human Resource Director will notify staff when to submit time to meet the deadline.

Any employees who are tardy or leaves early six (6) times in a six (6) month period shall be suspended without pay for a period of two (2) working days. Nine (9) tardies within a nine (9) month time period will may result in termination of the employee, with the approval of the Chair. Directors will monitor tardies/leave earlies each pay period and track the number of times each employee is tardy/leaves early. Directors shall be responsible for taking the appropriate

disciplinary actions to enforce this policy and failure to do so may result in the Director being subject to disciplinary action up to and including termination. All disciplinary actions must be reviewed and approved by the Director of Human Resources prior to any discipline being given to employees.

Hours of work for all employees are from 8:00 a.m. until 4:00 p.m. Monday through Friday unless previously approved by the employee's Director.

Please remember you are to be at your workstation and ready to work at the beginning of your shift. Your attendance and need to be at work on time are not only of importance for the pay you receive, but also are an important part of your overall performance which is used to determine pay increases. Please remember the citizens of the Kaw Nation expect the services we provide during these office hours.

Work outside the scheduled hours shown above will be authorized by the Chair and Director in advance, who will give notice to the employee of the need to work and hours to be worked. The supervisor will schedule weekend work by Thursday of each week. If a Director schedules an employee for weekend work, then the scheduled weekend work is mandatory. These hours will only be subject to overtime after the employee has worked forty-hours during a seven day work week.