

## **VISION AND MISSION STATEMENTS**

### **Vision Statement:**

*“It is the **Vision** of the Alamo Navajo School Board Inc., that Alamo community members will attain physical, spiritual and emotional well-being; community and individual self-sufficiency; and realize harmony between tradition, cultural values, and the mainstream environment.”*

### **Mission Statement:**

*“It is the **Mission** of the Alamo Navajo School Board Inc., to provide the resources and services necessary to empower community members to attain good health and self-sufficiency through excellence in education. ANSBI will carry out its mission in the spirit of Indian Self-Determination and local decision-making in the planning and administration of its programs.”*

**ALAMO NAVAJO SCHOOL BOARD  
Employee Personnel Handbook  
Employee Acknowledgement of Receipt**

This is to acknowledge that I have received and will read and understand the Alamo Navajo School Board (ANSBI) Employee Personnel Handbook. If I have any questions or do not understand any part or portion regarding the contents or interpretation of the Handbook, I will bring them to the attention of my immediate supervisor both verbally and in writing as to provide a record of the issue and to provide an opportunity for an answer to be presented. I understand that it is my responsibility to abide by the policies and procedures set forth in the Employee Personnel Handbook at all times. I understand that the Employee Personnel Handbook is a binding contract and a set of guidelines and expectations regarding standards of performance in the workplace. I also understand that the Governing School Board may modify any of the provisions of the Employee Personnel Handbook at any time and such modifications may supersede, change, or eliminate existing policies or procedures.

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Employee Signature

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Date

Copy to Personnel file

*Alamo Navajo School Board Inc.  
Employee Personnel Handbook*

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## **SECTION 1 -EMPLOYEE PERSONNEL POLICIES**

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Welcome to the Alamo Navajo School Board. We are honored and excited that you have joined our team!

The Board of Trustees (Board) governs the affairs of the Alamo Navajo School Board, (ANSBI), and is subject to applicable federal and state law and to provisions of the Navajo Tribal Code. The Board is creating a Personnel Management System in its basic operational organization and has adopted this Employee Personnel Handbook to provide systematic policy protocol for the Chief Executive Officer's management of ANSBI employees. These policies apply to all ANSBI employees including full-time, part-time, substitutes, trainees, and interns. These policies also apply to the conduct of independent contractors while in the workplace but does not extend any benefits including but not limited to leave or insurance to such independent contractors

### **EMPLOYEES SHALL FOLLOW APPROPRIATE POLICIES, GUIDELINES AND PROCEDURES**

Employees shall follow the normal procedures established in Department, Division, and Administrative Manual, Employee Position Description, Guidelines, and other directives concerning purchasing, reimbursements, timekeeping and payroll, travel, and other routine ANSBI business processes, without seeking special treatment or privileges as an individual.

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### **SECTION 1.01 INTENT OF PERSONNEL POLICIES**

This Handbook is intended to provide employees with a general understanding of our personnel policies. Employees shall familiarize themselves with the contents of this Handbook, and they are responsible to know and understand its provisions. It will answer many common questions concerning employment with ANSBI.

This Handbook cannot anticipate every situation or answer every question about employment. This Handbook is intended to be the guide to the Board and the employees and is to be considered a part of the employment contract.

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**SECTION 1.02  
ORGANIZATIONAL CHARTS**

The structure of the organization is presented in the organizational charts shown in the Appendix. The organizational charts are drafted by the Human Resources Director and presented to the Board for approval. The organizational charts shall identify the supervisory relationships of all employees and shall be consistent as approved by the Board.

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**SECTION 1.03  
EMPLOYEE HANDBOOK REVISIONS**

It is understood by employees and employer that the Employee Personnel Handbook may be amended from time to time by the School Board. The employee shall be notified of any modifications to the Employee Personnel Handbook and are expected to follow any modification as adopted by ANSBI. Any modifications to the Employee Personnel Handbook will become part of the employment contract.

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**SECTION 1.04  
PERFORMANCE STANDARDS**

The following are Performance Standards that employees are expected to follow.

**.1 HONESTY:**

ANSBI believes that honesty and integrity are the cornerstones of the organization, and it is paramount that employees are honest in all of their dealings with and on behalf of ANSBI and in particular when asked to respond to a question by a client, colleague, supervisor, Division Director and the Chief Executive Officer. The employee shall be truthful in all his/her dealings with and on behalf of his/her employer.

In addition, employees are expected to be honest at all times and when being questioned during an administrative inquiry, administrative investigation, grievance hearing or any situation that would have an impact upon ANSBI.

ANSBI makes resources available to its employees. Employees shall honestly and responsibly protect those resources from waste, loss, damage, or theft.

## **.2 MUTUAL SUPPORT AND COOPERATION:**

Employees in the various ANSBI programs are expected to work cooperatively for the benefit of ANSBI and its clients. The employee shall be supportive of the efforts of fellow employees. Many programs and positions share purpose, goals, or objectives, and the employees involved shall avoid duplication of effort and make the best cooperative use possible of the resources available to them to achieve these ends.

## **.3 PROTECTING AND MAINTAINING THE WORK ENVIRONMENT:**

Employees shall remain aware that the work environment is shared both with other employees and with the clients of ANSBI. He/she shall do his/her work in ways that keep this environment as safe, healthy, and physically and socially acceptable to others as is possible within the requirements of the work to be accomplished.

## **.4 RELATIONS WITH OTHER EMPLOYEES:**

Employees shall not bring personal problems, conflicts, concerns, or personal relationships with other ANSBI employees or clients in the workplace so as to create a negative or uncomfortable work climate.

Employees are expected to be professional and courteous with all other employees, parents, visitors and students. Employees shall not gossip or carry malicious rumors about students, staff, school organization, or community members. Employees shall not allow family issues to impact relationships with fellow employees and students. Employees shall leave family problems at home. **Consequences for conflicts impacting work and unprofessional behaviors and/or if an employee has an issue, follow your chain of command (see Organizational Chart, i.e., Supervisor, Division Director, HR, CEO then Board). Failure to follow the chain of command may result in disciplinary action.** Please refer to Section 6-Disciplinary Actions.

## **.5 PERSONAL RELATIONSHIPS POLICY (ROMANTIC/INTIMATE)**

Employees off duty conduct is generally regarded as private as long as such conduct does not create problems within the workplace. ANSBI expects employees to act professionally and not allow personal relationships to interfere with the workplace. Personal relationship is defined as a relationship between individuals who currently have a relationship of a romantic or intimate nature.

Individuals involved in a personal relationship will not be allowed to supervise the employee with whom he or she is involved. Failure to disclose such a relationship may



result in disciplinary action. Employees in such relationship are expected to take action to end the supervisor-subordinate relationship. The supervisor-subordinate may resolve the issue by one or the other moving from the relationship or one transferring to another position to eliminate the supervisor-employee conflict in having a personal relationship. If no resolution is made of such situation, ANSBI will take action to resolve the issue.

#### **.6 RELATIONS WITH THE BOARD:**

The employee shall not ask for favors from members of the Board or provide information in order to get favorable treatment, obtain unfair advantage, or circumvent a supervisor's authority or decision. Employees shall refrain from any conduct or contact with Board members that would place the Board member in jeopardy of violating the Navajo Nation Ethics in Government Act. **Failure to follow the chain of command may result in disciplinary action.** Please refer to Section 6-Disciplinary Actions.

#### **.7 CONFLICT OF INTEREST:**

It is a conflict of interest for an ANSBI employee to act as a supervisor of an ANSBI employee who is a member of his/her immediate family, or to use the influence, authority, or privileges of his/her position in order to realize a personal gain or privilege in addition to his/her regular pay or a financial gain, or preferential treatment or privilege for any member of his/her immediate family.

#### **.8 OFF-DUTY CONDUCT:**

Employees shall avoid activities off-duty, Off-duty behavior that impairs the employee's job performance such as a prosecutable offense, or harms the operations, public image, or business reputation of ANSBI, or creates a conflict of interest. Such prohibited action includes but are not limited to, arrest or indictment on any charge, a finding of misconduct by another employer or by a tribunal or agency of any state, tribe, federal or local government, or making inappropriate or unauthorized public comments or social media posts that are detrimental to the interests of ANSBI. See Social Media Policy at Sec. 1.05.

#### **.9 SEXUAL MISCONDUCT:**

Employees shall avoid any conduct or behavior that is considered improper by the person or persons being targeted or the person or persons witnessing the behavior, such as, but not limited to: jokes of a sexual content, language or body gestures of a sexual nature, e-mails and/or any type of correspondences of sexual nature, physical contact, or behavior which is sexual in its content. Employees must maintain the public trust and confidence of the ANSBI's service population to the satisfaction of the Board.

**.10 DRESS AND APPEARANCE IN THE WORKPLACE:**

Employees are expected to dress and appear in a manner appropriate to their positions and job responsibilities. Supervisors are authorized to interpret this standard. A supervisor may dismiss an employee from work for the amount of time necessary to change the employee's dress in a manner appropriate to his/her position. For example: T-shirts, warm ups and sweat pants are not acceptable employee dress attire unless recognized as being pertinent to performance of job duties.

ANSBI discourages employees from marring their appearance, i.e., visible hickeys, distasteful tattoos (foul language, gang affiliation and/or inappropriate graphics), etc.

**.11 UNLAWFUL ACTIONS:**

Employees convicted of any crime whether a felony or misdemeanor, involving drugs or alcohol; or any crime involving a crime of violence toward another or a child or drugs or alcohol as defined at 25 CFR Part 63 while an ANSBI employee shall report the incident to the employee's supervisor and resign his/her position with the ANSBI immediately. A plea agreement is the equivalent of a conviction; an imposition of a deferred sentence by the court, this may impact an employee's ability to retain/secure employment.

When presented to a supervisor by an employee, restraining orders will be honored whenever possible in a confidential manner. ANSBI does not have access to court records.

**. 12 PUBLIC STATEMENTS:**

Employees who are not duly authorized may not give public statements on official matters relating to ANSBI. All contacts or attempted contacts by the media or any administrative or law enforcement agency shall be reported to the appropriate Division Director or the Chief Executive Officer. Any employee officially authorized as a spokesperson for the ANSBI shall at all times be accurate, exercise proper restraint, and show respect for the opinions of others.

**. 13 TARDINESS:**

All employees are required to report to work on time as designated by their position description and as directed by their Division Director. Constant or chronic tardiness hampers effectiveness and causes delays and disruption in services. Tardiness is any measurement of time that is past the recognized employee's shift reporting time. Hand/Face scanners and or badges are a recognized mechanism to monitor and verify employees' attendance; failure to log in and out of the division's recognized hand scanner

is a violation of this policy. Employees should be at workstations at the appointed time and clock out at the appointed time and includes the lunch period.

#### **.14 USE OF ANSBI TELEPHONES:**

Employees are entrusted to use telephones in their daily activities to conduct ANSBI business. Employees shall not use ANSBI telephones to conduct personal business when that use interferes with or interrupts their duties or service to ANSBI clients and/or employees.

#### **. 15 USE OF ANSBI VEHICLES:**

Proper operation and use of an ANSBI vehicle is essential to providing effective and efficient services. ANSBI employees who operate an ANSBI vehicle shall obey all motor vehicle laws and rules of courteous driving. Unauthorized use of an ANSBI vehicle constitutes use that is not authorized by a supervisor and in which the employee uses the vehicle for personal purposes. Additionally, unlawful operation of an ANSBI or GSA vehicle, such as reckless driving reported in writing or ANSBI employees, receiving a traffic citation and being convicted of a traffic violation, while operating an ANSBI/GSA vehicle will constitute unauthorized use of an ANSBI/GSA vehicle. Employees are not permitted to operate an ANSBI/GSA vehicle after having consumed alcohol in any amount or having consumed legal or illegal drugs which impair the employee's driving capabilities. Unauthorized use of a vehicle includes any deviation from official ANSBI business including taking ANSBI/GSA vehicles home for personal use. Accidents occurring during unauthorized use of a vehicle may subject the employee to personal criminal or civil liability. Damage due to negligence will be charged to the responsible employee.

An employee is prohibited from using a cell phone while driving an ANSBI vehicle. This includes texting while driving.

Authorized Passengers-The following list of personnel that may be passengers in an ANSBI/GSA departmental vehicle:

ANSBI employees.

Persons with whom the driver is conducting ANSBI business.

Persons serving in an official capacity who have been approved by the employee's supervisor.

#### ANSBI Vehicle Accidents:

If an ANSBI vehicle is involved in an accident that results in injury to anyone or damage to any vehicle or property, the employee must report this accident to the

appropriate law enforcement officials, Human Resources Director and their supervisor at the earliest opportunity.

There are some moving violations that would disqualify an employee from being insured by the ANSBI insurance policy. It is up to the employee to report moving violations that occur while driving vehicles other than ANSBI vehicles to the Human Resources office in a timely manner.

#### **. 16 INSUBORDINATION:**

Insubordination is generally defined as a willful disregard of express directions of the employer whether made directly or in a policy statement or written directive, and/or a refusal to obey reasonable orders and/or a demonstrated lack of cooperation. Employees shall not obey any order or directive, which they know or should have known, that would require them to commit any illegal act. If in doubt as to the legality of an order or directive, employees shall request the issuing supervisor to either clarify the order or to confer with higher authority. Refer to Section 6 – Disciplinary Actions.

#### **. 17 MAINTAINING JOB REQUIREMENTS AND CERTIFICATION AND LICENSING:**

Employees shall maintain their physical and mental fitness to do their job and shall avoid activities, which reduce their effectiveness in performing it. Supervisors or Directors may request a physical/mental job fitness evaluation by a qualified professional. Employees are required and responsible for maintaining all necessary licenses and certifications and for any applicable continuing education necessary to retain such licensing or certification. Employees are responsible for education attainment, Licensing, certification, or other validating documents as detailed in their respective position descriptions and within the time frames established therein. Employees/Supervisors must provide required/updated documents to HR.

#### **. 18 WORKDAY EXPECTATION**

Employees shall responsibly use the time for which the ANSBI pays the employee giving full service in return for pay. Employees shall carry out the duties of their approved position description without fail. Hourly employees shall work or take approved leave to make a 40-hour workweek, unless otherwise scheduled for approved leave. Salaried/Exempt employees shall also work 40 hours a week, and are also expected to attend meetings, travel, and execute job duties and assignments outside of scheduled or office work hours. Use of ANSBI compensated time for other purposes will subject an employee to disciplinary action. See Section 2.02, Employee Position Definitions, page 28.

**. 19 PUT OUR CLIENTS FIRST:**

Employees shall remember that all positions at ANSBI serve the people of the Alamo Navajo Community, either directly or indirectly, as clients. Employees are expected to exercise great courtesy in dealing with ANSBI clients and to put those client's needs ahead of their own personal convenience and interests.

**. 20 CONFIDENTIALITY:**

The ANSBI adheres to the requirements of the Navajo Nation's Privacy Act, 2 N.T.C. § 81 *et seq.*, in handling employee records. Where an employee is in possession of information protected by these Privacy Act standards, Health Information Protection Accountability Act (HIPAA), and Family Educational Rights and Privacy Act (FERPA) in connection with that employee's job, the employee shall refuse to give that information to any person who does not have "need-to-know" legal access to it under those standards, unless otherwise ordered to produce or provide those records by the Chief Executive Officer or a court of competent jurisdiction. All employees are required to attend HIPAA Training and sign Confidentiality Agreement. HR shall maintain record of updated HIPAA Training completed. See related Appendices, current Navajo Nation Privacy and HIPAA Compliance. FERPA Training is provided as required (student record management, etc.)

**. 21 EFFECTIVE PERFORMANCE:**

ANSBI employees are hereby informed that any acute egregious (extremely bad in a way that is very noticeable) or chronic failure to adequately perform one's assigned job duties shall subject an employee to discipline. A single instance of an employee's failure to perform ones assigned duties resulting in demonstrable harm to the organization, division, or department, shall justify disciplinary action.

Failure to adhere to these Performance Standards could lead to disciplinary action up to and including termination. Refer to Section 6 – Disciplinary Actions.

**SECTION 1.05**

**INTERNET AND INTRANET  
ACCEPTABLE USE POLICY**

It is the policy of ANSBI to:

- (a) Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) Prevent unauthorized access and other unlawful online activity;
- (c) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) Comply with the current provisions of the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

To help you do your job, ANSBI may give you access to computers, computer files, the email system, and software. You should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, ANSBI may monitor computer and email usage.

ANSBI strives to have a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we do not allow employees to use computers and email in ways that are disruptive, offensive to others, or harmful to morale.

**PROHIBITED BEHAVIOR**

Steps shall be taken to promote the safety and security of users of the ANSBI’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Additionally, inappropriate network usage includes cyber bullying and improper use of social networking sites.

Employees shall not display, download, or email sexually explicit images or videos, messages, and cartoons. Employees shall not use computers and email for ethnic slurs, racial comments, off-color jokes, or anything that another person might take as harassment or disrespect. Employees shall

not use any ANSBI computer or its related equipment to promulgate profane, abusive or impolite language. If you encounter material by accident that violates this policy, you must notify the person in charge or a supervisor immediately.

Employees shall not use email to solicit others about businesses outside of ANSBI, religious or political causes, outside organizations, or any other non-business matters.

ANSBI buys and licenses computer software for business purposes. ANSBI does not own the copyright to this software or its documentation. Unless the software developer authorizes ANSBI, ANSBI does not have the right to use the software on more than one computer. You may not install your own software, shareware, freeware, search bars, internet plug-ins, or peer to peer software.

You may only use software on local area networks or on multiple machines according to the software license agreement. ANSBI prohibits the illegal duplication of software and its documentation. Before installing any software, it must be approved by the Information Technology Department.

If you know about any violations to this policy, notify your supervisor, the Human Resources Director, Chief Executive Officer, or any member of management.

It shall be the responsibility of all members of the ANSBI staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Information Technology Department.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as defined in section 2256 of title 18, United States Code; or

### 3. Harmful to Minors

HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

#### **Privacy:**

Network Administrators will monitor computers, E-Mail, and Computer storage areas. Network Administrators may review computers, computer storage areas, communications (e-mail), etc. to maintain system integrity, safety, and to ensure that students and staff are using the network responsibly.

#### **Social Media:**

ANSBI does not allow you to post on social media sites with ANSBI servers and computers. ANSBI does not control what you post on social media sites on your own time, however, ANSBI will take disciplinary action up to and including termination against employees who post indecent, embarrassing, intolerant, or disturbing content that reflects poorly on the employees and ANSBI. Before posting, consider some of the risks and embarrassment that you can cause to yourself, your family, and ANSBI.

#### **Storage Capacity:**

Users are expected to delete email or other material that take up excessive storage space on a computer or network drives.

#### **Copying:**

Users should never download or install any software or Music CD to ANSBI for the purpose of making copies for any reason unless it is approved by the Information Technology Department.



**User Agreement:**

Before any person is allowed to use any ANSBI computer, its related equipment and the related materials produced or consumed by the potential user, the user must sign ANSBI's Internet and Intranet Acceptable Use Agreement.

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**SECTION 1.06**

**ANSBI VEHICLES, EQUIPMENT, KEYS,  
AND PERSONAL PROPERTY**

Employees are responsible for all ANSBI property including but not limited to:

Electronic devices: computers, laptops, printers, software, computer-generated materials, passwords, electronic files, cameras, projection equipment, camcorders, tablets and computers, I-Pads, public address systems, ANSBI generated documents, hard copies, manuals, printed materials, written information, tables, chairs, desks, carts, cabinets, refrigerators, vehicles, etc.

Employees must return all ANSBI property immediately upon request or upon termination of employment. If above items are not returned, the Director of Finance will determine the value of the unreturned or damaged property; the employee will be responsible for the replacement cost. If necessary, this replacement cost will be deducted from pay.

Any and all information generated by, stored on, or contained in any ANSBI computer is or becomes the property of ANSBI and may not be damaged, altered, copied or removed from ANSBI.

Any materials, designs, plans, data, writings, drawing, or other information, from whatever source, electronic or written, done by an employee for and on behalf of ANSBI, shall remain the property of ANSBI. ANSBI shall own and control all copyrights that may attach to such electronic or written information. Said property of ANSBI shall not be given to an outside firm or individual except with appropriate authorization or upon an appropriate request under the Freedom of Information Act.

Any employee who violates the provisions of this section will be subject to disciplinary action, up to and including possible termination of employment. No ANSBI property may be taken off campus without authorization by the appropriate Supervisors in consultation with the Division Director.

**Vehicles/Property/Equipment/Keys/Personal Property**

All employees are required to abide by this policy to insure the integrity of all real and personal property under the control of ANSBI. ANSBI ensures that property is accounted and cared for in

a manner that satisfies requirements under various federal grants award and sound business practices.

Please notify the supervisor if any equipment, machines, tools, or vehicles appearing to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others; the improper, careless, negligent, destructive, or unsafe use of operation of equipment can result in disciplinary action, up to and including termination of employment.

Use of ANSBI equipment and vehicles shall be for official ANSBI use only. ANSBI equipment and vehicles shall only be used for the specific purpose for which it was checked out. No other use is permitted. ANSBI equipment may not be loaned or used for personal use under any conditions.

*\*\*For further instruct of ANSBI's vehicle use policy, please refer to the Administrative Policies and Procedures Manual*

### **Key Policy**

Keys to offices, school buildings, and housing will be issued at the beginning of employment or the beginning of the school year and must be returned at the end of the school year, or upon the termination of employment with ANSBI. Each employee shall be held strictly accountable for the key(s) issued to him/her. Should any key(s) be lost or misplaced, it will be promptly reported to the employee's immediate supervisor. This includes the loss of ANSBI vehicle keys.

Employees will be assessed for each key to cover the cost of replacement of the key and changing of the lock(s). Should a master key be lost or misplaced, the person assigned the key shall be held responsible for the cost of replacing all of the locks that could be opened by the key up to the amount of replacement.

*\*\*For further instruction of ANSBI's Key Policy, please refer to the Administrative Policies and Procedures Manual*

### **Use of Employee-Owned Property on ANSBI Premises:**

Employees who bring personal property to ANSBI do so at their own risk. ANSBI will not be responsible for any loss or damage to an employee's personal property.

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**SECTION 1.07**

**TOBACCO FREE WORKPLACE**

Pursuant to the Navajo Nation Air is Life Act, CO-58-21, ANSBI prohibits the non-ceremonial use of tobacco products in any form, including smokeless tobacco (aka “chew”), on ANSBI property at any time, or in the outdoor public areas frequented by students when students are present. All employees will be provided with a copy of the Air is Life Act as required by law.

The use of electronic smoking devices (“e-cigarettes” or “vape pens”) is also prohibited on ANSBI property.

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**SECTION 1.08**

**ALCOHOL AND DRUG FREE WORKPLACE**

ANSBI promotes the safety and well-being of all employees and those community members who are clients of the ANSBI. ANSBI conducts Pre-Employment Drug Testing, For Cause Testing, and Random/Quarterly Testing. Applicants for employment who are recommended for hire shall be required to submit to drug and alcohol testing in order to be considered for employment, and all current employees including full-time, part-time, substitutes, trainees, interns, and independent contractors stationed at ANSBI, shall sign a consent form permitting ANSBI to take urine and saliva samples to test for illegal drugs as defined herein or alcohol on a random basis or on the basis of reasonable suspicion that the employee is under the influence of illegal drugs or alcohol.

Over-the-counter drugs used as intended by the manufacturer, and drugs prescribed by a physician for an employee's valid medical use under a current prescription in quantities not exceeding reasonable or specified dosage requirements, are not subject to this policy. Any employee who is taking medication prescribed by a physician must be able to provide to the Human Resources Director a record of the prescription, including the name of the medication, the prescribing physician's name, and any limitations the prescription may place on the employee's ability to perform assigned duties. Further, employees and trainees taking prescription or non-prescription medication are responsible for being aware of any potential effect such drugs may have on their reactions, judgment, or ability to perform their duties, and if impairment is possible, to report such use and possible side effects or reactions to their supervisor prior to reporting to work.

Employee and trainee drug testing required by ANSBI may be conducted by the Health Services Division or by an offsite testing laboratory. All expenses related to the testing will be incurred by ANSBI. All employees must acknowledge and sign ANSBI’s Alcohol and Drug Free Workplace

Policy that outlines the substances which are screened. ANSBI reserves the right to conduct a periodic review of the following drugs and to add additional drugs to the list, with or without notice:

- Alcohol
- Hallucinogens Propoxyphene \*(Darvon)
- Amphetamines
- Marijuana (cannabinoid metabolites) medicinal and/or recreation
- Barbiturates
- Methadone
- Benzodiazepines
- Opiate derivatives (heroin, morphine, codeine)
- Cocaine Metabolites
- Phencyclidine (PCP)

In addition to the foregoing, any drug or alcoholic beverage that alters the perception of, or physical reaction of, the person using or consuming the substance, or the vapors therefrom is prohibited on ANSBI grounds, and shall not be used while on ANSBI official business. Possession of prohibited substances may be reported to law enforcement. An employee who is determined to be under the influence of a controlled substance shall be subject to removal from ANSBI property if such removal can be safely accomplished. Any employee who violates the controlled substance and alcohol policy is subject to disciplinary action, up to including termination, depending on the circumstances of the violation, for the first and any subsequent offenses.

An employee who has apparently consumed alcoholic beverages or controlled substance prior to arriving to work, or during work, will not be allowed to continue working and may be subject to drug or alcohol testing. If an employee's supervisor suspects that an employee is impaired due to use of alcohol or drugs, a drug test may be ordered. Such judgment shall be based on observations by the supervisor, ANSBI personnel, or others, and the factual basis for such judgement shall be documented in writing by a signed statement or memo. Such conclusion shall be supported by facts showing that it is more likely than not that the employee was impaired, which is the preponderance of evidence standard.

In addition to drug tests requested by a supervisor, ANSBI may also conduct random drug testing. Refusal to cooperate with testing will be grounds for disciplinary action up to and including termination. The ANSBI administration is authorized to develop and implement an employee drug testing protocol to be followed by all departments. Any reports of drug tests pursuant to this policy should be reported on a form in which any limitations on use for legal or employment purposes are deleted.

If the employee tests positive on the drug or alcohol test, they will be placed on paid administrative leave, and the results and options for action will be submitted to the ANSBI Board for a determination. The ANSBI Board may make a determination to permit rehabilitation or counseling, disciplinary action, or termination.

In making its determination, ANSBI will consider the fact that while use, possession, and sale of marijuana is illegal on the Navajo Nation; that: (1) some employees have medical marijuana cards issued pursuant to New Mexico or other state law; (2) recreational marijuana is legal for use by adults in New Mexico; and, (3) that use of marijuana can result in a positive drug test for days, weeks, or even months after use of marijuana, depending on factors such as frequency of use and the type of test used (*i.e.*, saliva, blood, urine, or hair); (4) a drug test does not show in which jurisdiction the marijuana was consumed, nor does a drug test pinpoint the date of use because traces of cannabinoids are cleared from the human body through metabolism, and individual metabolic rates can vary widely; (5) neither the Navajo Nation nor the State of New Mexico has established a standard for impairment due to marijuana use; (6), and that the mere presence of cannabinoids in a test sample is not proof of impairment; (7) whether the employee has a prescription for a controlled substance other than marijuana; (8) the employee's past record for safety and performance; (9) whether the employee is amenable to treatment or counseling.

For positive tests for alcohol, the use of handheld portable breath test (PBT) devices are discouraged because of the lack of precision of such devices. A breath test on a certified and calibrated instrument such as an Intoxilyzer 9000 performed by a certified operator, or a blood or urine test is preferred. For purposes of impairment, ANSBI will use the standard of 0.08 grams of alcohol per 100 milliliters of blood or 210 liters of breath to determine the employee's breath or blood alcohol content. If at such time of the employee's breath or blood test the employee's BAC was 0.05 or less, it may be inferred that the employee was not under the influence of alcohol or impaired. If at such time the employee's BAC exceeds 0.05 but is less than 0.08 percent, that fact may also be considered with other competent evidence in determining whether the employee was under the influence of alcohol and impaired.

This policy shall not limit the authority of ANSBI to rely on information other than a controlled substance and alcohol testing such as observation by other employees or supervisors in the discipline of employees for drug and/or alcohol use.

### **Refusal to Test**

Employees including trainees, who refuse to submit to drug testing, as provided for in the Alcohol and Drug Free Workplace Policy, will be asked to leave the office or project site immediately and the refusal shall be the basis for immediate termination or in the case of trainee disqualified from the training program.

## **Searches**

ANSBI reserves the right to conduct unannounced searches of ANSBI premises, property, vehicles, and facilities, including work areas, desks and lockers assigned to employees, at any time. No employee has the right to interfere with or object to such searches of ANSBI property based on expectations of privacy or otherwise.

ANSBI will **not** perform searches on the person of employees or trainees, or articles of clothing being worn by employees or trainees.

Employees who do not voluntarily admit to alcohol/drug problems and test positive for drugs/alcohol are subject to disciplinary action up to and including termination.

## **Prohibition of Use and Possession on ANSBI Grounds**

The prohibition on the use and possession of alcohol-controlled substances as defined above applies to the entire ANSBI campus and grounds. The prohibition extends to the ANSBI housing area, in which tenants have an expectation of privacy as regards searches.



## **SECTION 1.9 SEXUAL HARASSMENT**

ANSBI is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. ANSBI will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic.

### **Prohibited Behavior**

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or; (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome.

Prohibited sexual harassment includes any offensive or unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. It also includes many forms of offensive behavior and includes gender-based harassment with a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- \* Unwanted sexual advances.
- \* Offering employment benefits in exchange for sexual favors.
- \* Making or threatening reprisals after a negative response to sexual advances.
- \* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
- \* Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- \* Verbal sexual advances or propositions.
- \* Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- \* Physical conduct that includes touching, assaulting, or impeding or blocking movements, pinching, brushing against another's body, assault and coercing sexual intercourse.

### **Harassment by Non-employees**

In addition, ANSBI will take all reasonable steps to prevent or eliminate sexual harassment by non-employees such as customers, clients and suppliers who are likely to have workplace contact with ANSBI employees.

### **Monitoring**

ANSBI shall take all reasonable steps to see that all employees, supervisors, and others who have contact with our employees, follow this policy prohibiting sexual harassment. This prevention plan will include training sessions, ongoing monitoring of the worksite and confidential employee surveys to be conducted and evaluated periodically.

### **Retaliation**

Employees bringing a sexual harassment complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated, and appropriate administrative action will be taken.

### **Complaint Procedure and Investigation**

Immediately report sexual or other unlawful harassment at work to your supervisor. If a supervisor is unavailable or an employee believes it would be inappropriate to discuss concern(s) with their supervisor, the employee should immediately contact the Human Resources Director or any other

member of management. Immediately reporting the incident facilitates a prompt management response, collection of statements and evidence and witness recollection of the event in question. There will not be punishment or reprisal if an employee reports sexual harassment or ask questions or raise concerns about it.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, the employee’s confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the employee will be informed of the outcome of the investigation to the extent possible.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Director or any member of management so it can be investigated in a timely and confidential manner. Employees who engage in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

**Training**

ANSBI will establish yearly training sessions for all employees concerning their rights to be free from sexual harassment and the options available if they are harassed. In addition, training sessions will be held for supervisors and managers, educating them in how to keep the workplace as free from harassment as possible and in how to handle sexual harassment complaints.



**SECTION 1.10**

**WORKPLACE HARASSMENT,  
DISCRIMINATORY AND NON-DISCRIMINATORY**

Workplace harassment violates the Navajo Preference in Employment Act (NPEA), 15 N.N.C. § 604(B)(9), which states as follows: “All employers shall maintain a safe and clean working environment and provide working conditions which are free from prejudice, intimidation, and harassment.” The NPEA states that it is the employer’s responsibility to ensure that harassment, intimidation, and discrimination (or “prejudice,” as stated in NPEA) does not occur.

The Navajo Nation Supreme Court stated in a decision relating to law enforcement that workplace disputes occurring in programs that serve the Diné have community implications and, therefore, the involved personnel must take the community into account in otherwise personal decisions. Breakdowns in in the workplace relationships can lead to disharmony. *See Wauneka v. Navajo Dep't of Law Enforcement.*

For purposes of this policy, ANSBI recognizes that harassment can be discriminatory or non-discriminatory. (Sexual harassment is addressed at Sec.1.10.)



### **Non-Discriminatory Harassment.**

Petty slights, annoyances, disagreements, workplace decisions or evaluations that are free of malice and not specifically intended to cause harm to an employee from the point of view of the person whose actions are questioned, and isolated incidents between employees (unless extremely serious) will not rise to the level of prohibited conduct. Harassment does not include constructive comments or guidance on one's work.

To violate this policy, the questioned conduct must create a work environment that would be intimidating, hostile, or offensive to a reasonable person. In some cases, there is also the possibility that a person who makes a claim of the existence of a hostile work environment may themselves be the cause or source of disharmony in the workplace, or that the person making a complaint of harassment may not view normal workplace conduct in the same manner as a reasonable person would.

**Discriminatory Harassment.** Harassment is unwelcome conduct that is based on race, religion, national origin, political affiliation, marital status, gender, or sexual orientation.

**Violations of the Policy.** Harassment violates this policy when the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

Harassment may include, but is not limited to, offensive jokes, slurs, epithets, or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance. It is not a defense to an allegation of harassment to state that one was "only joking" because words are sacred under Navajo fundamental law.

An employee may not be harassed in retaliation for filing a discrimination charge; testifying, or participating in any way in an investigation, proceeding, or lawsuit involving ANSBI; or, opposing employment practices that they reasonably believe harasses, discriminates, or intimidates individuals in violation of these policies.

Harassment in the workplace or on official business can occur in a variety of circumstances, including, but not limited to, the following: The harasser can be the victim's supervisor, a supervisor in another area, an officer of the employer, a co-worker, or a non-employee in the workplace. Unlawful harassment may occur without economic injury to, or discharge of, the victim.

**Responding to Harassment.** Prevention is the best tool to eliminate harassment in the workplace. ANSBI will take appropriate steps to prevent and correct unlawful harassment. They

should clearly communicate to employees that unwelcome harassing conduct will not be tolerated. This can be done through establishing an effective complaint or grievance process, providing anti-harassment training to managers and employees, and taking immediate and appropriate action when an employee complains. ANSBI aspires to create an environment in which employees feel free to raise valid workplace concerns and are confident that those concerns will be addressed.

The Navajo Nation Supreme Court has held that a person who claims to suffer physical or emotional harm from alleged workplace conditions that affect their performance have the responsibility to document and seek treatment for such alleged harm and to follow the prescribed course of treatment from a licensed medical or mental health professional. Claims of expenses incurred in traditional forms of treatment must be documented and the practitioner identified. *See Wauneka v. Navajo Dep't of Law Enforcement.*

### **Definitions:**

**Harassment.** Words, conduct, or actions (usually repeated or persistent) that, being directed at a specific person with the specific intent to annoy, alarm, or cause substantial emotional distress to that person and serves no legitimate purpose. Harassment must be intentional on the part of the speaker or person taking action; unintentional, misconstrued, or mischaracterized words or actions do not constitute harassment. The burden of proof is on the person making the claim of harassment, which must be based on actual facts and not assumptions or baseless statements on the part of the person making a claim of harassment.

**Hostile workplace.** A hostile workplace is one in which an employee is subject to unwelcome verbal or physical behavior that is either severe or pervasive. Communications related to legitimate expectations of the employer including but not limited to performance, punctuality, job duties, or employee conduct do not constitute hostile workplace behavior. An employee's erroneous subjective interpretation of looks, actions, or written or verbal communications by the employer or other employees does not constitute a hostile work environment.

**Intimidation.** Intimidation is pressure from one person within the organization that has no legitimate workplace function, but instead is intended to prevent an employee from doing their job or which pressures an employee to violate law or policy with an express or implied threat of punishment. Being told to perform or improve performance of one's job duties, or to refrain from action in violation of workplace policies or applicable law, or face disciplinary action is a legitimate action by the employer and does not constitute intimidation.

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**SECTION 1.11  
ANTI-DISCRIMINATION**

Consistent with the limitations of other sections of this Policy, ANSBI employees and candidates for employment will be considered without regard to race, religion, national origin, political affiliation, marital status, gender, or sexual orientation.

The ANSBI will not discriminate against qualified individuals with disabilities who can perform the essential functions of the job, with or without a reasonable accommodation. This provision of this Handbook shall not be construed as expanding the applicability of federal discrimination statutes to ANSBI, nor shall it be construed as altering or limiting the ANSBI's Indian Preference and Veterans Preference policies.

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**SECTION 1.12  
ADMINISTRATIVE INVESTIGATIONS POLICY**

**PURPOSE:** The purpose of this policy is to establish an effective system for the receipt and investigation of complaints relating to employee misconduct. Additionally, it is the intent of this policy to comply with Navajo Employment Law and its application of "just cause" when an ANSBI employee is under investigation for alleged actions that could result in administrative sanctions being levied against an employee.

**Definitions:**

**External Complaint:** A complaint filed by a non-employee against an employee.

**Internal Complaint:** A complaint filed by one employee against another employee; or, a complaint initiated by the Board.

**Chief Administrator of the Employee's Employer:** The Chief Executive Officer of the ANSBI or the Chief Executive Officer's designee. In the event of a conflict of interest with the Chief Executive Officer, the Chief Executive Officer's designee shall fill the role of Chief Administrator. The Board may designate an acting Chief Administrator if the Chief Executive Officer is the subject of an administrative investigation.

**Supervisor Receiving Complaint:** Supervisor who initially receives an internal or external complaint. The Board is the Supervisor of the Chief Executive Officer.

*Alamo Navajo School Board Inc.  
Employee Personnel Handbook*

**Investigator:** A supervisor who actually investigates the complaint, who has attended and passed an ANSBI recognized training program in administrative investigations. Also, an outside independent contractor with training and experience in the field of administrative or employment investigations.

**Administrative Proceedings/Investigation:** A non-criminal, departmental proceeding/investigation, which could result in an employee being exonerated of the allegation(s) of misconduct or, the employee being suspended, demoted, reprimanded, or terminated.

**Under Investigation:** The status of an ANSBI employee who is the subject of a written notice of the investigation issued by ANSBI. Employees may not be represented by counsel during the course of an administrative investigation, which is an internal administrative process.

**Investigative Interview:** To question formally and systematically, with written and audio assisted documentation.

**Notice of Investigation:** Correspondence sent or delivered electronically, by mail or in person to the employee(s) by the Chief Executive Officer or designee or the Board if the subject of the investigation is the Chief Executive Officer informing the employee(s) that an administrative investigation is being initiated against the employee and specifying the nature of the investigation. In the event that the employee refuses or evades delivery of such notice, the refusal or evasion may be noted on a copy of the notice.

**POLICY:** It is the policy of the ANSBI to accept or initiate and investigate complaints of alleged employee misconduct or wrongdoing lodged by any person who has direct knowledge of the alleged employee misconduct.

**ALL INVESTIGATIONS ARE TO BE HELD IN THE STRICTEST CONFIDENCE.**

Complaints shall be submitted in writing by the complainant or the investigator as soon as possible after it is reported to any supervisor. A complaint may be accepted at any departmental facility by a supervisor. No employee shall attempt to discourage, interfere, retaliate against or delay an individual from registering a complaint. Every effort shall be made to facilitate the convenient, courteous, and prompt receipt and processing of a complaint. An employee with knowledge of misconduct involving another employee shall verbally notify his/her supervisor, except in those instances in which the alleged misconduct involves that supervisor. An internal complaint shall then be initiated by the reporting employee and processed by the notified supervisor to the Chief Executive Officer. The Board may initiate investigations of the Chief Executive Officer upon receipt of an outside complaint or upon becoming aware of violations or alleged violations of ANSBI policies or applicable law.

**Complaint Investigation Jurisdiction:** The Chief Executive Officer or the Chief Executive Officer's designee may assign a trained supervisor to conduct an administrative investigation. ANSBI may also contract with an outside investigator with experience and training in the field of administrative or employment investigations.

**Compelled Statements:** All employees must answer questions referring to the performance of his/her duties and responsibilities and the allegations concerning violations of ANSBI's personnel policy manual: a refusal to answer or cooperate will constitute grounds for appropriate disciplinary actions up to and including termination.

**PROCEDURE:** Upon review of a complaint by the Chief Executive Officer or designee or the Board or its designee if the employee under investigation is the Chief Executive Officer and upon recognition of the need to initiate an administrative investigation, the procedures listed below shall be followed by ANSBI and the assigned administrative investigator:

- A. Ensure that the Chief Executive Officer, Board or designee has sent the affected employee a Notice of Administrative Investigation letter that sets forth the fact that there will be an administrative investigation, the general nature of the allegation (*i.e.*, violation of ANSBI policies) and the employment status of the employee until administrative investigation resolution.
- B. Supervisor shall determine if/when an employee is placed on paid leave until the investigative process is complete, unless otherwise determined by the ANSBI Board. External investigation when employee is related to Board may be required.
- C. Contact the Complainant; verify that there is in fact a complaint or alleged violation of ANSBI policy.
- D. Interview the complainant and obtain a written statement and/or tape recording of the interview. Identify the specific allegations of the complaint.
- E. Interview witnesses and obtain written and/or audio tape recordings of witness interviews.
- F. Gather and examine physical and documentary evidence.
- G. Interview the employee, which shall be conducted at one of ANSBI's facilities or other convenient or neutral place.
- H. Upon completion of an investigation, the investigator shall prepare a written report. The report will detail the facts revealed during the investigation and state any policies and procedures that were violated by the employee.

- I. The report shall conclude with the findings of the investigator as regards any alleged violations of ANSBI policy or applicable law. The statement shall include one of the following findings:
- a. Sustained: The employee committed all or part of the alleged act.
  - b. Not-Sustained: The investigation did not produce information sufficient to prove or disprove the allegation.
  - c. Exonerated: The employee committed all or part of the alleged act, but the act was lawful or justified.
  - d. Unfounded: The employee did not commit the alleged act.
- J. The administrative investigator will not make recommendations for penalties concerning the violations of the ANSBI personnel policy manual unless it is conducted by the Chief Executive Officer, with the approval of the ANSBI Board, who can implement administrative sanctions based upon the investigative findings.

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**SECTION 1.13  
CHILD ABUSE AND NEGLECT POLICY**

ANSBI is committed to providing a work and school environment that is free from all forms of conduct that can be considered child abuse and/or neglect. ANSBI believes that the safety of children is a most fundamental responsibility of any family, community, and government entity. ANSBI will not tolerate any employee's actions, words, or comments that would fall within the definition of abuse or neglect as delineated in statutes promulgated in the State of New Mexico, Federal Law, and Navajo Nation Law. ANSBI mandates the reporting of suspected Child Abuse and/or neglect either committed by an employee or information revealed to an employee concerning a child, client, or student under the age of 18.

Every ANSBI employee who has reason to believe that a child under the age of 18 has been or is being abused or neglected is required to report the suspected abuse or neglect to their immediate supervisor who shall then immediately contact the appropriate authorities. The appropriate authorities include but are not limited to the following:

Navajo Nation Division of Social Services (505) 786-2236  
Navajo Nation Crownpoint Police (505)786-2050;  
BIE SCAN Division (505) 563-5290.

ALL employees who work with or around children are required to go through SCAN training annually.

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**SECTION 1.14  
WORKPLACE VIOLENCE**

ANSBI is committed to preventing workplace violence and to maintaining a safe work environment for its employees. As such, ANSBI has a zero tolerance for violence, either actual or threatened. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times.

All violent conduct in the workplace or threats of violence should be reported to a supervisor, the Human Resources Director, or the Chief Executive Officer as soon as possible. An individual's verbal report should be supported by a written statement.

ANSBI will promptly and thoroughly investigate all reports of threats of (or actual) violence as well as suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practical. In order to maintain workplace safety and the integrity of its investigation, ANSBI may place the suspected employee on administrative leave pending the outcome of the investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

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**SECTION 1.15  
WEAPON-FREE WORKPLACE**

ANSBI ensures a safe and violence free workplace for all employees and persons coming on to ANSBI property. ANSBI prohibits the possession or use of perilous weapons and the carrying of weapons worn openly or concealed. A license to carry the weapon does not supersede ANSBI policy. All ANSBI employees are subject to this provision, including contract and temporary employees, visitors and customers on ANSBI property. Dangerous weapons include, but are not limited to, firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy. This policy does not extend to Law Enforcement Personnel.

ANSBI reserves the right at any time and at its discretion to search all company-owned or leased vehicles. In addition, ANSBI reserves the right to search all vehicles, packages, containers,

briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy if reasonable suspicion exists and a weapon is in plain sight. Employees who fail or refuse to promptly permit a search under this policy that is based on reasonable suspicion will be subject to discipline up to and including termination.

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**SECTION 1.16  
AUTOMATIC PAYROLL DEPOSIT**

**PURPOSE:** The purpose of this policy is to guide personnel and the payroll department regarding automatic payroll deposits; the number of times an employee can sign up or withdrawal from automatic payroll deposit program.

**POLICY:** It is the policy of the ANSBI. Employees are offered the program in an effort to effectively and efficiently process their payroll in a timely manner without the need (due to ANSBI's remote location) of the employee to travel long distances to deposit a payroll disbursement. Automatic payroll deposits occur electronically and thus assist the employee and ANSBI in efforts to reduce time and materials reduction efforts.

**PROCEDURE:**

An employee is encouraged to enlist in the automatic payroll deposit program when initially hired during the orientation process.

The employee fills out and files the automatic deposit form along with a voided check with their banking account routing number. The payroll clerk will process the request once the appropriate forms are filed. Note: due to time constraints and banking institutions processes an automatic payroll deposit may take two payroll disbursements before it is implemented formalized.

When an employee initiates the payroll deposit the employee is responsible for the ensuring their personal banking account is maintained with an account total that enables them to meet their debt responsibilities. Any employee who transitions from auto/direct deposit to paper check shall not be able to re-enroll into direct deposit for 365 days thereafter.

When an employee receives notification from the banking institution that there are overdrafts in their account it is the employee's responsibility to rectify these issues in a timely manner.

An employee that withdrew from the automatic deposit program due to a banking institution error or fraud will be allowed to re-enter the automatic deposit program again once the overdraft issues is resolved and is documented as such through a banking institution's correspondence.



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**SECTION 1.17  
CELL PHONE USE WHILE AT WORK**

Employees shall limit use of their cell phone for personal business while on duty. It is up to the supervisor to determine if personal cell phone use is interfering with the employee's job performance. The supervisor may prohibit the use of the employee's personal cell while the employee is on duty.

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## **SECTION 2 - EMPLOYMENT PRACTICES, RECRUITMENT AND SELECTION**

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### **SECTION 2.01 NEPOTISM**

The Human Resources Director shall not recommend for employment or place any employee in a position for which the immediate supervisor is the employee's immediate family member. For purposes of this policy, the term "immediate family member" is defined as first degree blood relative which includes individuals, parents, full siblings, children and the individual's spouse. No employee shall serve, even temporarily, as immediate supervisor for an immediate family member. At least one other person, not so related, shall be in an intermediate supervisory position between all regular ANSBI employees who are related as immediate family members. Nepotism also applies to the Interview Committees; interview committee members cannot be related up to the immediate first degree by blood or marriage to the applicants to the extent possible.

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### **SECTION 2.02 EMPLOYEE POSITION DEFINITIONS**

- Full Time Employee:** Employees who work twelve (12) months a year and thirty-two (32) hours or more per week.
- Academic Year Employee:** Employees who work ten (10) months a year and thirty-two (32) hours or more per week.
- Part-Time Employee:** Employees who work ten (10) or twelve (12) months and less than twenty-nine (29) hours or less per week.
- Trainee:** An employee or intern who is receiving training as a component of his/her employment, or as part of his or her educational program.
- ANSBI processes other trainees to provide training and pre-employment skills that include but are not limited to the access and use of heavy equipment and power tools. To ensure a safe and healthy work and training environment these trainees must meet the pre-employment drug testing and screening requirement as all employees.

**Introductory Employee:** A new employee during his/her first ninety (90) calendar days is considered a introductory employee. During this period the employee is eligible to accrue but is not eligible to utilize leave benefits except earned sick leave. An introductory period may be paused or extended in extenuating circumstances or for performance-based reasons. The introductory period does not alleviate the necessity of just cause in cases of implementing administrative sanctions, disciplinary action or termination.

If a introductory or non-introductory employee changes jobs within ANSBI, a 90-introductory period will apply upon acceptance of the new position.

A non-introductory employee who changes jobs within ANSB will be entitled to all benefits of a non-introductory employee, including but not limited to leave.

**Substitute/Temporary** Those employees hired on a day-to-day basis to replace an employee who is on some form of leave. Substitute/Temporary employees are limited to 29 hours week.

**Exempt employees:** Exempt (salaried) employees are employees who, because of their positional duties and responsibilities and level of decision-making authority, are exempt from the overtime provisions.

**Non-Exempt employees:** Non-exempt (hourly) employees are employees who, because of the type of duties performed, the usual level of decision-making authority, and the method of compensation, are subject to the payment of overtime. Non-exempt employees are normally required to account for hours and fractional hours worked.

**Student Intern:** An employee who is a full-time college student satisfactorily pursuing a declared academic major, who is between academic years, and employed by ANSBI.

This employee will work during the designated summer months of May through September and other school breaks, not to exceed ninety (90) calendar days during a calendar year or twenty-nine (29) hours or more per week.

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**SECTION 2.03  
POSITION DESCRIPTIONS**

The review and approval of position descriptions is a significant means by which the Board governs the activities of ANSBI and its programs, and determines what is to be expected of its employees, including those employed in particular positions designated as “trainee positions.” Each new or substantively revised position description developed for positions approved by the Board shall be developed in consultation with the appropriate Division Director and Human Resources Director. Position descriptions must be approved formally by the Board to be official.

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**SECTION 2.04  
BACKGROUND INVESTIGATIONS**

All employees of the ANSBI or community volunteers who come in contact with students or clients of the ANSBI shall be subject to background investigations. Background investigations shall ensure that no ANSBI employee or volunteer shall have been found guilty of or entered a plea of nolo contendere (“no contest”) or guilty to, any offense under Federal, State or Tribal law involving crimes of violence, sexual assault, molestation, exploitation, unlawful sexual contact or prostitution, or other crimes against persons. All applicants and prospective volunteers will consent to the release of information from prior employers, educational institutions, law enforcement agencies and other authorized individuals, and agencies as a prerequisite for a background investigation for the applicant to be considered eligible for employment or the volunteer to serve in a volunteer capacity.

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**SECTION 2.05  
ADJUDICATION PROCESS**

The Human Resources Director provides the background investigation findings to the committee chosen to carry out the adjudication hearing.

The CEO shall appoint a panel of three individuals who have direct knowledge of the quality of the job performance and the nature of the job held by the employee subject to adjudication. One member of that panel shall be the immediate supervisor of the employee subject to adjudication. Within five (5) working days after the panel has been appointed, the panel shall convene to review the findings of the character investigation, interview the employee subject to adjudication, and develop a set of recommendations for submission to the Executive Director regarding the

employment status of the employee subject to adjudication. The Executive Director may accept, modify, or reject the recommendations of the panel and shall notify the employee of his/her determination.



**SECTION 2.06  
PERSONNEL FILES POLICY**

ANSBI maintains one official personnel file for each of its employees. The Human Resources Director shall securely maintain the confidential official personnel file with the assistance of the Human Resources staff. The personnel files are the property of ANSBI, and ANSBI is the sole authority on who may have access to its personnel files.

**Contents of Personnel Files**

A personnel file may include but is not limited to the following: job application, current job description, copies of job required examination, licenses or certifications; personnel action forms; disciplinary actions such as notes of written warnings, suspensions, demotions, etc.; performance reviews; corrective action plans; tax, payroll and benefit records; education and training records; and letters, certificates and other awards.

It is the responsibility of employees to promptly notify the ANSBI Human Resources office of any changes in their personnel data such as personal mailing addresses, telephone numbers, names of dependents, emergency contacts, transcripts, driver's license and other employee information. In addition, employees are responsible to provide their Supervisor/HR with updated licenses, certificates and other job related documents.



**SECTION 2.07  
REQUEST FOR REFERENCES**

ANSBI will make references available for former employees upon request in writing from the former employee. References are to be completed on the Board approved ANSBI Former Employee Reference form available in the Human Resources Office. Only the Human Resources staff shall complete the form when the reference is requested for submission to the individual or agency requesting the reference, in some instances, i.e. termination, exceptionally poor performance, ANSBI might only confirm the dates of employment of a former employee.



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**SECTION 2.08**  
**RECRUITMENT AND SELECTION**

ANSBI is committed to a policy of non-discrimination relative to race, sex, age, religion, disability and national and/or ethnic backgrounds with the exceptions provided to “Indians” under federal law and the preferences set forth under the Navajo Preference in Employment Act (NPEA). Accordingly, ANSBI will undertake active recruitment efforts to locate qualified Navajo applicants for all vacancies. Similarly, active efforts will be undertaken to notify Navajo employees of opportunities for promotion and training. Recruitment sources include, but are not limited to radio, newspapers, and the internet.

With the above-noted qualifications, ANSBI is an Equal Opportunity Employer and complies with employment requirements of the Navajo Nation, and other applicable laws.

**INTERNAL PROMOTIONS, IN-HOUSE RECRUITMENT**

ANSBI may identify and consider qualified Navajo employees for in-house for employment or promotional opportunities in the event of any job opening. Employees must meet minimum requirements to be considered.

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**SECTION 2.09**  
**NAVAJO PREFERENCE IN EMPLOYMENT ACT**

The ANSBI gives preference in employment to enrolled members of the Navajo Nation in accordance with the provisions of the Navajo Preference in Employment Act, 15 N.N.C. § 601, *et seq.* The Navajo Preference in Employment Act shall apply to all classes of employment with ANSBI.

ANSBI is required by the Navajo Preference in Employment Act, 15 N.N.C. § 604(C) to hire Navajos who met the necessary qualifications for employment over other non-Navajo candidates; and, where the applicant pool is made up only of Navajos, ANSBI must hire the best qualified Navajo candidate. (NPEA does not permit local preferences in hiring). The only exception to this requirement is when the ANSBI Board waives the Navajo preference requirement for educational positions on a case-by-case basis per 10 N.N.C. § 124(C).

Furthermore, any adverse action against an employee such as disciplinary actions or termination must be supported by a written statement stating the factual basis for such action per NPEA at § 604 (B) (8). ANSBI is also required to maintain a workplace that is free from prejudice, intimidation, and harassment per NPEA at § 604 (B)(9).

Supervisors and administrators are advised to seek training in key provisions of NPEA and personnel policies in order to ensure compliance with the law.

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**SECTION 2.10  
NATIVE AMERICAN PREFERENCE**

The ANSBI otherwise extends preferential treatment to qualified Native Americans in regard to recruitment, employment, reduction in force, promotion, training, and related employment actions. This preference shall apply after Navajo Preference has been exercised. The ANSBI will employ non-Indians when no qualified Indian can be recruited, trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost consistent with business necessity, or when, in the discretion of the Board, the interest of the ANSBI can better be served through the employment of a non-Indian except as otherwise prohibited by Tribal or Federal Indian Preference laws. The Native American Preference policy shall apply to all classes of employment with ANSBI.

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**SECTION 2.11  
VOLUNTEERS**

The ANSBI is eager to have the support of community members who wish to volunteer their support in various capabilities in ANSBI programs. To adequately safeguard the clients served by the ANSBI, volunteers shall be required to complete the standard ANSBI Employee Application form. In so doing, the prospective volunteer will be authorizing and be subject to character, background investigation and fingerprint checks and other requirements specific to divisions as required of all employees and volunteers.

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**SECTION 2.12  
COMMUNICABLE DISEASES, TESTING AND IMMUNIZATION**

In order to protect the health and safety of ANSBI students, staff and the community, ANSBI requires that all staff be tested for and immunized against tetanus, diphtheria, measles/rubella, and of tuberculosis status by skin test or X-ray, tested for Hepatitis C, COVID-19, within thirty (30) days of hiring, on an annual basis, or more frequently if warranted by school and community health concerns. Documentation of any required immunizations shall be provided to the ANSBI Human Resources Office. Temporary staff and substitutes may also be asked to comply with this policy.

Each ANSBI division may develop its own standards as may be required by grant conditions, federal law or with the approval of the Board that may be more, but not less, stringent than the general ANSBI requirement(s). Failure to provide immunization records within the prescribed time frame is a violation of this policy.

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**SECTION 2.13  
ORIENTATION OF NEW EMPLOYEES**

The Human Resources Department and Supervisors are responsible for providing each new employee the basic information concerning hours of work, wages, benefits, etc., along with the essential forms on or before the first day of work. Specific job expectations, such as, prescribed procedures for completing assignments, where to obtain supplies and other necessary information will be provided by the immediate supervisor.

All new employees shall be required to sign an acknowledgement of orientation and for receipt of a copy of the ANSBI Employee Personnel Handbook.

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**SECTION 2.14  
ANSBI EMPLOYEE IDENTIFICATION BADGES**

ANSBI strives to provide a safe and secure working environment. Therefore, all ANSBI employees are required to wear an ANSBI identification card while on ANSBI property and service sites. Employees share the responsibility of encouraging ANSBI employees to adhere to this policy. Employees are required to show their badge to enter the ANSBI property (i.e., security check point).

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**SECTION 2.15  
RESIGNATION**

The Board of Trustees delegates the authority to accept resignations tendered by ANSBI employees to the Chief Executive Officer. Resignations may be tendered in writing or orally subject to applicable contractual obligations on the part of the employee.

When tendered orally, the supervisor shall have the resignation stated in the presence of a witness, immediately document the date and time and forward such resignation notice immediately to the Human Resources Director. In the event an employee fails to provide adequate notice (two-week notice or longer as outlined in employee's contract) of such separation of employment that is stipulated by the employment contract, the result will be interpreted as a contractual violation and



the employee will forfeit all accrued annual leave credits and will not be subject to payout as described in the Annual Leave section of this Handbook and will be ineligible for reemployment for 12 months unless the resignation was due to circumstances beyond the control of the employee.

Once an employee submits their resignation then they have no further employee rights (i.e., access to HR files, or grievance rights, etc.)



**SECTION 2.16**

**RECOGNITION OF EMPLOYEE SERVICE AWARD**

ANSBI recognizes employees that have dedicated their time, effort and exhibited loyalty to ANSBI for ten years, and every 5 years of employment with ANSBI

Employees who separate from ANSBI in good standing after working for the ANSBI for 10 years or more, the employee will be awarded a \$500.00 check (in net proceeds), and a Pendleton blanket embroidered with the ANSBI logo and recognition of years of service.

Upon notification from an employee that he/she intends to separate from the employment relationship with ANSBI and has been employed by ANSBI for a period of ten or more years, a Personnel Action Form (PAF) will be produced by the Division Director as required. Every effort will then be made to provide the check and blanket to the employee at a regularly scheduled board meeting by the Board of Directors.



**SECTION 2.17**

**ANSBI SALARY SCALES**

ANSBI implements and maintains a General Salary Scale that is structured and maintained in a fashion that facilitates effective and efficient fiscal management. Each occupation within ANSBI is based upon an established job analysis, which dictates a job position. Within each occupation certain characteristics are identified that dictate a specific compensation rate to the employee. It is in recognition of this process that mandates the strict adherence to the approved ANSBI General Salary Scale.

Licensed Education employees with a minimum of a bachelor's degree fall under the approved Professional Teacher Salary Scale.

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**SECTION 2.18**

**TIMESHEET REPORTING AND OVERTIME AUTHORIZATION**

ANSBI expects employees' timesheets to be submitted in a timely and accurate manner. Timesheets are used as accurate records of "time worked" as well as leave taken in order to correctly calculate employee pay and benefits. Falsifying time records is a serious matter. An employee may not change a timesheet after it is already recorded, which occurs when signed off by the employee and the employee's supervisor and received in payroll, and *shall not* enter a false time on purpose (knowingly) or tamper with time records.

ANSBI offers overtime to non-exempt employees although the federal Fair Labor Standards Act does not apply to Indian tribes or tribal organizations.

1. A work hour is an hour of the day that is worked and authorized to be worked and is recorded to the nearest quarter (.25) of an hour.
2. Authorized hours are work hours that a manager assigns to complete a task.
3. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The workweek period is 40 hours.
4. Overtime is defined as authorized hours worked in excess of 40 hours in a workweek and may qualify for overtime pay at a rate of 1.5 times the hourly rate (or "time and a half") for projects requiring sustained effort that will result in the employee exceeding 40 work hours in a week. The supervisor to whom the employee reports must approve overtime pay in advance. Overtime pay hours should be recorded to the nearest quarter hour. If an employee takes leave during a workweek in which they worked overtime, their overtime total will be affected by the number of hours of leave taken during that workweek.
5. Exempt employees do not qualify for overtime pay, and are expected to record all hours worked to the nearest quarter hour.
6. Abuse of time clock sign-in/sign-out process to gain pay advantage is not allowed.
7. Supervisors shall follow up with employees with repeated clock in/out occurrences which, if not resolved, may be handled through an employee performance improvement plan (PIP).

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**SECTION 2.19**

**OUTSIDE EMPLOYMENT POLICY**

ANSBI permits outside employment (including chapter official duties) if it does not interfere, compete or conflict with ANSBI's interest. An employee holding a job with another organization must always demonstrate satisfactory performance in their job responsibilities. A written request [FORM?] shall be initiated by the employee seeking authorization for outside employment, to the

Chief Executive Officer, through the proper chain of command identified in the organization chart. The written request will contain the following:

1. The name of the organization.
2. The type and scope of work to be performed for the outside organization.
3. The address and phone number of the organization.
4. The name and job title of the supervisor the employee will be working for at the outside organization.

The written request will be reviewed by the employee's immediate supervisor and the Division Director and will document any concerns regarding the outside employment authorization request.

The Chief Executive Officer will review the outside employment authorization request to ensure that there are no conflicts of interest. Outside employment will present a conflict of interest if it has any type of negative impact or a potentially negative impact on ANSBI. The Chief Executive Officer will be the final authority deciding whether or not there is a conflict of interest. If none is determined, the Chief Executive Officer will issue correspondence to the employee, which will incorporate the requirement of the employee to review this policy, and approve the request.

Approval may later be withdrawn by ANSBI if it is determined that an employee's outside work interferes with performance or the ability to meet the requirements of the ANSBI, as they are modified from time to time. The employee may be asked to terminate the outside employment if he or she wishes to remain ANSBI. Refusal to comply with a request to discontinue employment may result in termination of employment with ANSBI.

## SECTION 3 - BENEFITS

**SECTION 3.01  
BENEFITS MATRIX**

Benefits are available to employees based on the following matrix:

<b>EMPLOYEE CATEGORY</b>	<b>LIFE AND HEALTH</b>	<b>RETIREMENT</b>	<b>ANNUAL LEAVE**</b>	<b>PERSONAL LEAVE**</b>	<b>SICK LEAVE**</b>
<b>FULL TIME</b>	YES	YES	YES	YES	YES
<b>ACADEMIC YEAR</b>	YES	YES	NO	YES	YES
<b>PART TIME 29 hours or less hours per week</b>	NO*	NO	NO	NO	NO
<b>TEMPORARY</b>	NO*	NO	NO	NO	NO
<b>SUBSTITUTE</b>	NO*	NO	NO	NO	NO

Benefits may be subject to change.

\*Yes, if the employee works more than 130 hours in a month.

\*\*Leave benefits for full-time employees working less than 40 hours are pro-rated.

**SECTION 3.02  
GROUP HEALTH INSURANCE**

The Board provides a Group Health Insurance program for all full-time employee covering primary care, emergency and major medical care, vision and dental care. Specific current benefits, employee options, annual deductible amounts, employee co-payment obligations at the time services are received, employee contributions, and other limitations in the program are described in an annually updated brochure distributed to all covered employees.

**SECTION 3.03  
GROUP LIFE INSURANCE**

The Board provides a Group Life Insurance program for all full-time employees, with the amount of coverage for each such employee based on his/her annual income from ANSBI up to a maximum

of \$100,000. Employee coverage, options and limitations in the program are described in a copy of the policy distributed to all covered employees.

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### **SECTION 3.04 RETIREMENT BENEFITS**

ANSBI offers a 403(b) retirement plan. Employees are eligible to participate in the plan immediately upon full-time employment.

Through the convenience of payroll deductions, employees can make before-tax or Roth after-tax elective deferrals up to the lesser of \$17,500 or 100% of includible compensation. Before-tax contributions – and any earnings – will accumulate tax deferred until withdrawn (generally at retirement), at which time withdrawals will be taxed as ordinary income. Withdrawals made prior to age 59 ½ are subject to a 10% federal withdrawal penalty (see IRS regulations for current amount) unless an exception applies.

Roth contributions will be included as taxable income. Earnings on Roth contributions will accumulate tax free, and retirement withdrawals may be exempt from federal income tax.

Employees that are 50 years of age or older during the calendar year may be able to contribute up to an additional \$6,500 (see IRS regulations for current amount) into your plan as a “catch-up” contribution. Employee contributions are always 100% vested.

The employer matching contributions and eligibility requirements are as follows:

- Employee must have attained age 18
- Completed 1 year(s) of service defined as working 1000 hours to be vested
- 4% for 0 through 5 years (after the initial 1,000 hours worked), 5% for 6 years, and 6% for 7 years employee contributing at the identified corresponding rate

Each employee shall review the summary plan description and plan documents for details and requirements for participation. **The Board reserves the right to change its match amount.** Employees will need to be cognizant of when the plan document allows them to increase their participation rates as specified in the plan document and explained in each yearly training and educational retirement program review.

Employees who take a loan on their retirement may only have two loans at a time. Before employees can take a third loan, one of the two loans must be paid in full and proof that it is paid in full.

To view and to receive a copy of the full retirement plan investment policy statement please see or request it from the Human Resources Department. Details of the plan as described above may be subject to change. In event of any conflict between this section and plan documents, the plan documents will prevail.

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**SECTION 3.05**  
**CHANGES IN FRINGE BENEFIT PROVISIONS**

The Board reserves the right to make any changes necessary in benefits, employee options, program limitations, and premium payment obligations based on changes in costs and funding levels for ANSBI programs subject to applicable federal law.

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**SECTION 3.06**  
**WORKERS' COMPENSATION INSURANCE**

All employees are covered for injuries sustained on the job, by law, under ANSBI's Workers' Compensation Insurance. Claim forms and assistance in filing in the event of such an incident are available from the Business Office. It is the responsibility of the employee to report any job-related injury on a Notice of Accident form to the ANSBI Business Office within five (5) days of its occurrence.

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**SECTION 3.07**  
**STATE UNEMPLOYMENT INSURANCE**

The New Mexico State Unemployment Program, in which ANSBI, as an employer, has voluntarily elected to participate, covers all employees. Benefits and claims are governed by state policy and procedures. Employees who resign or who are terminated for misconduct are not eligible for unemployment benefits as a matter of state law. ANSBI reserves the right to appeal any award of such benefits to an ineligible employee. An employee that submits his/her resignation does so with the understanding that this is a voluntary act, relinquishes administrative avenues and jeopardizes the ability to apply for unemployment.

**SECTION 3.08  
ANNUAL LEAVE**

The purpose of Annual Leave is to provide year-round employees with paid time away from the job in which they may be able to rest, relax, recreate, and recover from job related stress.

Annual Leave credits are accumulated by all full-time employees in relationship to eighty (80) hours pay period. Annual Leave is prorated based on this pay period for full time employees working less than eighty (80) hours.

Annual Leave credits do not accumulate for time worked beyond eighty (80) hours in a given pay period. Annual Leave credits do not accumulate for academic year or other employees regularly scheduled to work less than 208 workdays a year, because these employees already have time away from the job which can be used for the purposes annual leave serves. Annual Leave credits do not accumulate for temporary or part-time employees or for independent contractors.

Employees are encouraged to use their Annual Leave each year as accumulated. Such use is subject to certain limitations. New employees are eligible to use accumulated Annual Leave only after completing the 90-day introductory period. Annual Leave may not be used in advance of its accumulations at the rates herein. Annual Leave credits may not be transferred from one employee to another. The use of Annual Leave must be scheduled and approved in advance by the employee’s supervisor.

Annual Leave credits accumulate for each eligible employee at rates based on the number of continuous employment years of service to ANSBI, as set forth in the following chart:

<b><i>ANNUAL LEAVE ACCUMULATION RATES AND EMPLOYEE SENIORITY</i></b>				
<b>Seniority Level: Continuous years of service to ANSBI</b>		<b>Accumulation Rates:</b>		<b>Amounts over can be carried over</b>
<b>From</b>	<b>To the end of</b>	<b>Maximum days per Work Year</b>	<b>Maximum hours per 80 Hour Pay Period</b>	<b>Total Accrued in a year</b>
<b>1 full month</b>	<b>5 full years</b>	<b>12 Days</b>	<b>4</b>	<b>96</b>
<b>Start of Year 6</b>	<b>10 full years</b>	<b>15 Days</b>	<b>5</b>	<b>120</b>
<b>Start of Year 11</b>	<b>15 full years</b>	<b>18 Days</b>	<b>6</b>	<b>144</b>
<b>Start of Year 16</b>	<b>20 full years</b>	<b>20 Days</b>	<b>6.67</b>	<b>160</b>
<b>Start of Year 21</b>		<b>22 Days</b>	<b>7.33</b>	<b>176</b>

Except as provided below, an employee may carry over no more than the amount of Annual Leave credits, which have accumulated in the single year just completed into a new employment year. No payment will be made to an employee who continues in the same position in a new employment year for unused Annual Leave credits in lieu of carrying them over to the new employment year. Employees who have excess balances will be allowed until June 30, 2023 to reduce their annual leave balance.

Supervisors must ensure that, wherever possible, an employee with the maximum amount of carried over Annual Leave credits is given the opportunity to use that leave within the next employment year. Annual leave credits that exceed what was earned in the previous fiscal year will be forfeited.

Upon the termination of an employee's employment with ANSBI, for whatever reason, the value of any unused accumulated Annual Leave credits is subject to adjustments for any amounts owed to ANSBI by the employee. After such adjustments have been made, any remaining unused accumulated Annual Leave credits shall be paid to the employee in the employee's final pay disbursement; except when identified in a contractual agreement requiring a specific number of days notification of separation of the employment relationship. Failure by the employee to give such advance notice as stipulated in the employment contract will cause the unused accumulated annual leave to be forfeited and no pay out will occur. Final pay out of leave for employees who resign on good terms shall be paid out for the last year's accrued total.



**SECTION 3.09  
PERSONAL LEAVE**

The purpose of Personal Leave is to accommodate an employee's need to be able to deal with unpredictable and uncontrollable outside demands upon his/her time during work hours.

**Year Round, Full-time Employees.** ANSBI allows up to thirty-two (32) hours of Personal Leave per fiscal year for full time employees as paid leave. Full time employees are pre-credited thirty-two (32) hours of Personal Leave on the first payroll of the fiscal year. Full time employees who work at least thirty-two (32) hours and employees who are hired during the year are given Personal Leave on a pro-rated basis. Pro-rated Personal Leave will be pre-credited on the first payroll of the fiscal year.

**Academic Year Employees.** ANSBI allows up to twenty-four (24) hours of Personal Leave for academic year employees per fiscal year as paid leave. Academic year employees are pre-credited twenty-four (24) of Personal Leave on the first payroll of their employment term or on a pro-rated basis if they are hired after the school year has begun.



Employees are encouraged to utilize personal leave on a quarterly basis (i.e. 8 hours per quarter or 10 hours/day per quarter) within the recognized fiscal year of July 1st through June 30th. An employee who uses all of his/her personal leave during the year and then resigns, will be docked 8 hours for each quarter that remains in the fiscal year.

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**SECTION 3.10  
SICK LEAVE**

The purpose of Sick Leave is to protect full time and academic year employees from loss of income during periods of personal illness or illness in their immediate family; immediate family as defined in the Family Medical Leave Policy. It is provided to prevent contagion in the workplace and to offer the employee an opportunity to seek medical treatment, recovery, and restoration. For an absence to qualify as Sick Leave, the medical condition shall be serious enough to require a visit to a practitioner or to confine the employee or immediate family member to home or the hospital.

Sick Leave credits accumulate at the rate of eight (8) hours per month for full time employees, defined as eighty (80) hours in a pay period, and on a pro-rata basis for eligible employees working less than eighty (80) hours in a pay period.

Employees who are unable to show up for work because of an illness are required to notify their supervisor (or the supervisor's designee) that they will be absent due to illness at least one hour or as soon as possible before report time of the day of the illness. Employees who become ill on the job shall notify their supervisor (or his/her designee) before leaving the job to go home or to seek medical service.

A supervisor may require that an employee take Sick Leave if, in the judgment of the supervisor, an employee is obviously ill at work, or is in a condition that risks exposure of fellow employees to contagion, or is otherwise unable to perform the employee's duties due to some physical or medical reason.

Abuse of Sick Leave will result in disciplinary action. It is an abuse of Sick Leave for an employee to claim illness or receipt of medical services where there was in fact no such illness or the employee did not actually receive the medical service claimed. It is also an abuse of Sick Leave to claim accumulated Sick Leave simply to keep from losing it, even though the employee is not actually sick. Supervisors are authorized to require a statement from a medical provider any time they believe there is a valid reason to question whether the employee or immediate family member actually was sick. The supervisor shall withhold approval of Sick Leave if no such statement is received when requested. Typical conditions under which such a requirement shall be considered include:

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1. Sick Leave absences of more than three (3) days or less if it is suspected that the employee is abusing this leave,
2. Unpredicted absences on the day before, or the day after a holiday period, or
3. An absence after an employee has submitted a resignation or has been notified of termination.

Paid Sick Leave credits, if unused, may carry over and may accumulate to a maximum of 480 hours for any employee. Any accumulation over this amount will be cancelled automatically.

Once a year, on September 1<sup>st</sup>, eligible employees, currently employed on that date, are allowed to receive payment for any unused Sick Leave credits actually accumulated during the twelve (12) month period ending on that date. The employee, upon request, will receive payment at one-half (50%) of his/her fiscal year's hourly pay rate (or its equivalent, for salaried employees) for these Sick Leave credits in lieu of leave.

An employee that is under administrative investigation for violations of personnel and/or administrative policies, the ANSBI administrative appeal process, or who have been recommended for termination is not eligible for the 50% payout.

Sick Leave Liquidation Forms will be distributed with the last paycheck in August. Employees are responsible for making sure that he/she obtains the Sick Leave Liquidation Form. These forms will state the period in which employees will have to submit them to the Business Office. No exceptions will be made if an employee fails to meet the deadline.

Typically, Sick Leave payments will be made on an off payroll week; however, the Business Office, at its discretion, has until September 30<sup>th</sup> to process and distribute these payments.

Payment will be made only for those credits actually accumulated during the just completed fiscal year period and not for credits carried over from previous years. This option is available only once each year and may not be exercised at any other time for that year.

Sick Leave credits accumulated and unused at the time of termination of an employee, for whatever reason, are to be cancelled. The employee is not entitled to such credits as terminal leave unless he/she meets all of the above requirements for normal use of Sick Leave. Such credits may not be donated to another employee.

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**SECTION 3.11  
FAMILY MEDICAL LEAVE**

The purpose of Family Medical Leave is to enable ANSBI employees to balance the demands upon their time and effort of both full-time employment and the health of family members dependent upon them, such as the birth of a child as so to promote the economic security of an ANSBI employee's family, any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on covered active duty, and to protect the employee's job during the time Family Medical Leave is being utilized. FMLA is not a paid leave category, but assurance of continued employment when medical leave is approved.

Family Medical Leave provides for a maximum of twelve (12) employment weeks, or 480 working hours of job protection and leave time per employment year, per employee.

FMLA also allows for twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Family Medical Leave begins upon the first notice the employer receives regarding the significant event requiring Family Medical Leave.

Family Medical Leave may be taken by either, or both, husband and wife, if both are employed by ANSBI, but the maximum family leave for both such employees together, for purposes other than the employee's own personal illness, may not exceed 480 working hours, or twelve (12) employment weeks per employee, in a single employment year. The determination of the seriousness of the situation is determined by the attending physician's diagnosis and prognosis, the Human Resources Director and the Chief Executive Officer in accordance with the Family Medical Leave Act.

Employees must provide the Human Resources office with enough information about the situation, including a medical provider's statement and a release of medical information and qualifying event form to enable Human Resources staff the ability to reach an informed decision and to recommend the authorization of Family Medical Leave to the Human Resources Director. Such information is confidential under the Navajo Nation Privacy Act, 2 N.N.C. § 85 and must not be disclosed by anyone. Disclosure in violation of the law may result in criminal or civil penalties and disciplinary action.

To be eligible for Family Medical Leave, employees must have been employed by ANSBI for at least the previous twelve (12) months and must have worked for at least 1,250 hours during the

twelve (12) month period prior to requesting such leave. Since Family Medical Leave is unpaid, accrued Annual Leave, Sick Leave, Personal Leave may be used concurrently.

All insurance fringe benefits shall remain in force while the employee is on Family Leave. In the event that an employee fails to return to work at the close of Family Leave the costs of premiums paid to continue such coverage during that period shall be billed to the employee or taken against any pay due the employee as a legitimate debt to ANSBI.



**SECTION 3.12  
ADMINISTRATIVE LEAVE**

Employees may be placed on Administrative Leave with pay by the Chief Executive Officer or Board or at the recommendation of the supervisor when, for the good of the ANSBI, an employee shall be required to stay away from the work and out of the workplace although the employee shall remain readily available during normal work hours for assignments and directives from their supervisor. The Chief Executive Officer (and Board in the event the employee is the Chief Executive Officer) is solely authorized to place an employee on Administrative Leave. Employees, who are on Administrative Leave due to an ongoing investigation, do not accrue annual or sick leave nor is credited with personal leave.

Administrative Leave may also be directed/granted by the Board due to such conditions as:

- Weather Conditions
- Office Conditions
- Special Occasion
- Other Board Approved Events



**SECTION 3.13  
COURT, JURY DUTY, AND HEARINGS**

ANSBI provides for jury duty leave for employees that are summoned. Employees that are summoned to participate in jury duty by Tribal, State or the Federal Government may be granted Jury/Court leave.

ANSBI encourages employees to fulfill their civic responsibilities by serving jury duty or as a witness when they receive a summons from a court, administrative or quasi-judicial agency, or a legislative body. Full-time employees may request up to two (2) weeks of paid jury duty leave over any one-year period although some complex cases may require more paid leave.

Eligible employees that are summoned for jury duty or called as a witness for ANSBI will be paid their base rate of pay for the number of hours he/she would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- Regular full-time non-exempt employee
- Exempt full-time employee

If employees are required to stay on jury duty longer than the two (2) weeks paid jury duty, they may use any available vacation leave credits or Personal Leave to cover the unpaid leave.

When receiving paid jury duty leave, employees are expected to come to work whenever the court schedule permits. This includes situations in which employees are dismissed, excused or released from duty early on the scheduled court day; at that point employee must return to work, utilize leave to fulfill the forty (40) hour work-week requirement or only be credited for the physical hours worked during that particular work week. Physical hours worked does not cover travel time to and from jury duty or lunch breaks.

During the paid jury duty leave when employees are receiving their ANSBI base pay, in addition to jury duty pay, employees will relinquish the jury duty pay to the Business Office, minus jury duty mileage fees.

Employees who are called as witnesses for non-ANSBI business will have to use their own accrued annual or personal leave or be put on Leave without Pay while they are out. Employees who do not have enough paid leave to cover their absence will not accrue vacation or sick leave until they return back to full-time work or at least work 32 hours a week.

Exempt employees are guided by different Department of Labor regulations can be compensated when satisfactorily meeting their supervisor's work requirement on any given day during the recognized work week cycle.

Either the employee or ANSBI may ask the court to excuse—the employee from jury duty if necessary. ANSBI may ask that employees be relieved from going on jury duty if ANSBI think that their absence would cause serious operational problems for ANSBI.

When employees receive a jury duty or witness summons, they must show it to their supervisor as soon as possible. This will help supervisors to plan for employee's possible absence from work. Subject to the terms, conditions, and limitations of the applicable plans, ANSBI will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Employees' timesheets will reflect as accurately as possible actual hours spent on jury duty and/or hours worked to fulfill the forty-hour (40) work week cycle. Employees shall attach a copy of the jury duty summons to their timesheets for supervisor verification. The immediate supervisor of

the employee on paid jury duty shall perform verification of actual time served on jury duty. This can be accomplished by calling the court clerk from whom the summons was issued.

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**SECTION 3.14  
MILITARY LEAVE**

ANSBI may grant Leave without pay to employees for participation in annual National Guard or United States Military Reserve training activities, and to respond to any military call up arising from membership in these United States Military organizations only by Board action. Employees are responsible for providing ANSBI with a letter from their Commanding Officer documenting their orders, performance of these duties, and the time periods involved. Employees may use accrued Annual Leave or Personal leave to cover their absence while on Military leave.

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**SECTION 3.15  
EDUCATIONAL LEAVE**

When an employee wishes to be absent from duty for an extended period of time in order to take course work directly related to his/her current or reasonably anticipated future employment with ANSBI, Educational Leave (up to 2 hours paid per week) with or without pay may be granted by Division Director with the concurrence of the Chief Executive Officer and tracked by a specific leave code to monitor hours.

An employee seeking such educational leave must have a training plan identifying the course work to be taken, its relationship to the needs of ANSBI for the knowledge, skills and abilities involved, and a time schedule for projected return to work.

This training plan must be submitted 30 days in advance of the anticipated start date, receive the approval of the Director of the Division or Department in which he/she works, and the Chief Executive Officer.

ANSBI recognizes the importance of education and the increased regulatory agencies' requirements for employees to obtain or possess a post-secondary education degree. Therefore, employees are granted two (2) hours of paid educational leave per week to attend classes where their requirement, according to the institution's catalog schedule, no other time is available to attend said required course.

Personnel resources and program effective and efficient operation is of utmost importance. Based upon this understanding, divisional and departmental employees and authorization of attendance will be based on first come-first serve basis, whether a competing employee has already obtained the required nine (9) hours for that employment year, reference performance step increases, and

based upon the 25% allowable absence from work rule. This means that no more than 25% of the staff in the department can be using Educational Leave at the same time leaving the department with inadequate staff to cover day to day operations.

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**SECTION 3.16  
EXTENDED LEAVE WITHOUT PAY**

ANSBI Board may grant employees additional leave without pay for a period of up to six (6) months in unusual and extenuating circumstances, such as long-term illness, when employees have exhausted all available Family Medical Leave, Sick Leave, Personal Leave, and Annual Leave. In order to be considered to receive extended leave without pay employees would need to provide evidence of the need to be away from their position and sign or authorize release of information to the Human Resources Director in an effort to validate the need to be on extended leave. In the event of natural disaster or pandemic situations, the Board may authorize additional extension of Leave without Pay.

Other Leave Without Pay: 10 Days division directors could approve...see Manual.

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**SECTION 3.17  
ABSENCE WITHOUT AUTHORIZED LEAVE**

Absent Without Authorized Leave (AWAL) is when employees fail to notify their supervisors that they are going to be late and/or absent from work. A supervisor may declare a No Call or No Show when employee fails to provide any notice of intent not to come to work. Supervisors shall mark the area identified on the leave form that states the leave was not authorized and that employees are not to receive pay for being absent and attach the form to the timesheet. Supervisors will be required to write up employees for being AWAL unless there was a legitimate and excusable reason that employees were unable to notify the supervisor or Division Director.

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**SECTION 3.18  
LEAVE REQUESTS AND LEAVE ACCOUNTING**

Employees must complete the appropriate portion of the leave request form and present it to their supervisors. Employees should request leave as early as possible. Employees shall complete the leave request form after the leave has been taken in cases such as Sick Leave.

Supervisors shall indicate on the leave request forms whether or not the request is approved, and the type of leave approved. Supervisor shall sign the form and transmit it to the Payroll Office for

the request to become an official record attached to the timesheet for the pay period in which the leave was taken. A copy of the signed form shall be given to the employee and supervisor after Payroll processing with leave balances. Once payroll is automated, leave requests and approvals will be completed through the Payroll software program.

The ANSBI Payroll Office is responsible for accounting for the accumulation and use of paid leave credits. The Payroll Office may convert an employee’s leave which was approved by a supervisor as “leave with pay” to “leave without pay” where all the employee’s applicable paid leave credits have already been used.



**SECTION 3.19  
PAID HOLIDAYS**

Employees are entitled to paid holidays to the extent that they would have normally worked during the holiday. The following are paid holidays for full-time year-round employees:

<b>New Year’s Day</b>	<b>National Indian Day (in lieu of Columbus Day)</b>
<b>President’s Day</b>	<b>Veterans Day – *</b>
<b>Martin Luther King Jr. Day</b>	<b>Harvest Day - **</b>
<b>Memorial Day</b>	<b>Thanksgiving Day</b>
<b>Independence Day</b>	<b>Day after Thanksgiving Day</b>
<b>Labor Day</b>	<b>Day before Christmas Day</b>
<b>Juneteenth</b>	<b>Christmas Day</b>

\*Veteran’s Day is not always celebrated on the actual federal holiday. It is usually celebrated on a Monday or a Friday.

\*\*Harvest Day is the prior Thursday prior to Veteran’s Day or the following Tuesday after Veteran’s Day.

ANSBI provides employees the benefit of recognizing observed holidays when the observed holiday falls on a regularly scheduled day off or if the employee is exempt and is performing duties scheduled by ANSBI during the observed holiday. A full-time employee whose normal work schedule does not include the observed holiday shall be entitled to time off equal to employee’s normal workday, in order to give the employee credit for the holiday (HLA-Holiday Leave Accrued).



When an employee's regularly scheduled day equals 10 hours the employee is entitled to eight (8) hours of holiday time off and must take two (2) hours of leave to be paid for the recognized ten hours. When an employee's regularly scheduled day is six hours and falls on the observed holiday the division director must adjust those department operation schedules during that recognized work week to ensure eight (8) hours of holiday hours are accounted for.

In the event that the observed holiday was the employee's regularly scheduled day off, the employee will note HLA-Holiday Leave Accrued on the timesheet, circle it and note, "time to be taken within six weeks." When the employee takes the leave, the timesheet will reflect HLA-Holiday Leave Accrued on the timesheet as HAU-Holiday Accrued Used and shall denote the date that the holiday time was accrued. All HLA-Holiday Leave Accrued is observed at a one-to-one ratio; for every hour of HLA the employee shall be entitled to one hour of HAU for a maximum of eight hours.

ANSBI also recognizes that exempt employees are assigned to attend training events, attend to other duties and assigned tasks that cannot be postponed or avoided through no fault of the employee during a recognized ANSBI holiday. Therefore, if a work assignment, for an exempt employee, occurs during a recognized ANSBI holiday the employee is eligible to take that recognized holiday off within six weeks. The leave must be authorized by the employee's supervisor with manpower and workload considered.

Unless specifically rescheduled by ANSBI, legal holidays will be observed on the day that federal and state observance of the holiday is held. A holiday that falls on a Saturday will be observed on the prior Friday. A holiday that falls on a Sunday will be observed on the following Monday.

Non-exempt employees who are regularly scheduled to work on a day that falls on a holiday are entitled to premium pay of 1 1/2 times the employee's hourly rate for work performed on a holiday.



**SECTION 3.20  
EARLY PAYCHECK RELEASE**

Early release of paychecks is allowed when the employee is not able to collect his/her check as a result of vacation, continuing education, or the employee will be on official travel for ANSB or on approved leave on the regular payday. Early release checks cannot be cashed by the bank or credited to a personal checking account before 1:00pm on the Wednesday before payday.

**SECTION 3.21  
EMPLOYEE WELLNESS BENEFIT**

ANSBI encourages the health and wellness of its employees through exercise, physical fitness and healthy lifestyles. ANSBI will reward ANSBI full-time employees who participate in an authorized and documented physical fitness program with 8 hours of administrative leave or a pro-rated rate if employed less than 40 hours, after completion of 1440 documented minutes of a physical fitness program with a Wellness Center trainer. The program is not to exceed 8 hours per quarter of administrative leave during a 12-month participation period. The participation period is defined as when the employee first begins documented physical fitness activity after a certified physical and then begins the documented physical fitness activity with a fitness specialist. For example: an employee begins the documented activity on March 12, 2023 the 12-month period in which the employee can earn 32 hours of administrative leave ends March 11, 2024.

## **SECTION 4 - PERFORMANCE APPRAISAL**

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### **SECTION 4.01 PERFORMANCE APPRAISAL OBJECTIVE**

The objective of this policy is to provide guidelines to supervisors and employees on Alamo Navajo School Board's (ANSB) SMART Goals performance appraisal program.

Performance reviews and evaluations in themselves are not adverse employment actions requiring just cause, nor are performance evaluations disciplinary in nature. Performance evaluations are a tool that enables the employee and the employer to gauge whether and how well an employee is carrying out their job duties.

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### **SECTION 4.02 SCOPE AND APPLICABILITY**

All full-time employees are provided a semi-annual performance review. Employees who have been with ANSB for longer than six months are considered for merit pay increases, as warranted.

Performance reviews help supervisors evaluate the strengths, capabilities, and progress of employees. This, in turn, allows ANSB to increase employee morale and motivation, reward high-quality performance, and provide promotional opportunities. Conversely, performance reviews can highlight areas for performance improvement needs.

The appraisal program will evaluate the performance of an employee in terms of Position Description goals in five areas:

- Quality of Work
  - Attendance & Punctuality
  - Cooperation & Teamwork
  - Reliability/Dependability
  - Personalized Goal / Training & Development
- 

### **SECTION 4.03 SMART GOALS PERFORMANCE APPRAISAL**

A SMART Goal is a goal-setting technique that helps employees set goals in an organized and structured way. The SMART acronym stands for—**S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**ime-based. SMART Goals set measurable criteria so that an employee and his/her supervisor can

see the progress an employee is making. Such goals give attainable benchmarks, ensure the employee clearly understands what he/she needs to achieve, track their progress, and celebrate success along the way.

## **SMART GOALS TRAINING PROGRAM**

ANSB's Human Resources department will provide a semi-annual SMART Goals training program for:

- The Directors
- The Supervisors
- All Staff – Online

The training content will cover how to establish and manage Position Descriptions SMART Goals:

- What are SMART Goals?
- What are the SMART criteria?
- How to decide the right scope of SMART Goals?
- How to have a productive Supervisor-Employee SMART Goals conversation?
- How to use the SMARTs Goals worksheet to track progress?
- How to ask for assistance?

SMART Goals Performance Appraisal will be based on an employee's Position Description in the following five areas:

### **1. Quality of Work:**

An employee is correctly executing a task with minimum wastage of time and effort. Quality goals help employees reduce errors in work and achieve more without compromising on quality. For example, an employee typically completes his/her work ahead of schedule, and his/her supervisor rarely needs to make any additions or follow-ups to ensure the work was done efficiently. By consistently finishing his/her project at a high-quality level, the employee exemplifies that he/she can complete tasks without oversight and is dependable in his/her position.

### **2. Attendance and Punctuality:**

Reports for work on time and/or provide advance notice of delays or need for absence. Asking an employee to meet the 90% attendance and punctuality baseline of ANSB's SMART Goal is an example of complying with the performance appraisal's minimum requirement.

### **3. Cooperation and Teamwork:**

Cooperation and Teamwork goals are intended to bring complementary skill sets together and create a harmonious working environment. To do this, employees should have a positive attitude, share knowledge and learn from one another. An example of a Cooperation &

Teamwork goal is asking an employee to work with their colleague to prepare monthly reports for the Board.

**4. Reliability and Dependability:**

Reliability and Dependability goals are goals that result in the consistent performance and successful completion of a project or assignment. Asking an employee to manage time and workload effectively to meet a given responsibility at a specified time is an example of a reliability and dependability goal.

**5. Personalized Goal and/or Training and Development:**

Personal development goals focus on the individualized needs of an employee to maximize potential, improve working relationships and grow as an individual. Common personal development goals are developing leadership skills, nurturing active listening ability, developing emotional resilience, or improving people skills.

Training and Development goals help employees polish existing skills, stay up-to-date, and increase their competency in the workplace. Examples of such goals include concentrating on developing a particular skill over a set time frame, completing a training course within a specified period, or taking on new responsibilities in the organization.



**SECTION 4.04  
PERFORMANCE APPRAISAL POLICY AND PROCESS**

There are two types of performance appraisals, informal and formal.

**INFORMAL OBSERVATION AND DIRECTION**

Supervisors shall observe the work of subordinates informally on a continuing basis and shall hold supervisory conferences with each subordinate as necessary to direct and encourage the work of subordinates, to train employees in job expectancies, to develop related job skills, and to correct impermissible employee behavior. Such supervisory conferences may be conducted as on-the-spot conversations, in a private closed-door-meeting basis, or as meetings of appropriate groups of subordinates.

**FORMAL OBSERVATION AND REPORT**

Supervisors shall schedule observation periods during which they perform formal observation of employee performance under position descriptions standards and file written performance evaluation reports reflecting the results.

Observations may include review of written records and employee personnel files, review of examples of the employee’s work products, structured observation using formal rating scales, and the administration of tests and other measures appropriate to the particular position occupied by the subordinate. Observations may be announced, or unannounced, as long as the employees being evaluated know the performance standards used in advance.

The supervisor shall personally meet with each employee being evaluated following the observation. During the post-observation meeting, the supervisor shall review the results in detail, explaining the basis for supervisor opinions reflected in the evaluation, recognizing the employee’s strengths, as well as identifying any performance deficiencies observed, and clearly spelling out what the supervisor expects the employee to do to correct them in the future. The supervisor shall document both the occasion and content of such meetings. This documentation shall be placed in the employee’s personnel file.

The employee shall be given a copy of any written performance evaluation report and any resulting recommendations. The employee shall sign the evaluation to acknowledge receipt and review with his/her supervisor. An employee signature shall not be construed as agreement with the content of the report or with the recommendation.

Certain professional or technical positions such as teachers may have additional or different requirements from that stated above, in which case such requirements must be followed by the ANSB and the employee.

**PERFORMANCE REVIEW SCHEDULE**

Performance appraisals are conducted semi-annually, from May through June, pursuant to the ANSB Personnel Policy. as directed by the Human Resources department. Each supervisor is responsible for the timely, continuous, and equitable assessment of the performance and contribution of their employees. The timeline for the performance appraisal program is as follows:

<b>Timeline</b>	<b>Action Item</b>
June – July	Set Position Description SMART Goals.
Quarterly	Verbal check-in meeting.
December –January	Semi-annual evaluation; progress check-in meeting.
April - May	Annual evaluation meeting

## **DEPARTMENT-SPECIFIC ANNUAL APPRAISAL PERIOD**

The Board will approve the annual performance appraisal schedule, formats, training, and timing of all review processes to be implemented by HR and supervisors. The completed evaluations will be retained in the employee's personnel file. Employee evaluations are confidential and are not available to others outside of ANSB per the Navajo Nation Privacy Act, 2 N.N.C. § 85. Organization-wide final Performance Appraisal Periods are as follows:

<b>Departments</b>	<b>Appraisal Period</b>
School Personnel with Academic Year Contracts	Second Week of April
Early Childhood with Academic Year Contracts	Second Week of April
All Other Departments (and non-academic contracts)	First Week of May

## **PERFORMANCE RATING SCALE**

At the end of each employee's performance appraisal, the supervisor is required to classify the SMART Goals performance of an employee with the rating scale below. The supervisor should use whole numbers for each of the five categories. The overall score, the sum of the five categories, could amount to a score with fractions or decimals.

<b>Score</b>	<b>Evaluation criteria</b>
1	Unacceptable
2	Needs Improvements
3	Meets Expectations
4	Exceeds Expectations
5	Advanced

**APPRAISAL VALUE, ACTION PLAN, AND REWARD**

*\* Only applicable to full-time employees who have been with ANSB for longer than six months.*

<b>Overall Score</b>	<b>Action Plan</b>	<b>Reward</b>
1 - 1.99	PIP – Maximum of 90 days * Per Employee Handbook Policy	None
2.0 - 2.99	Non-disciplinary Improvement Meeting with Supervisor	None
3.0 - 3.99	Discussion of next year’s SMART Goals Plan	<ul style="list-style-type: none"> <li>- One-Step Increase for Salary Scale Employees</li> <li>- Negotiable for off-salary-scale employees.</li> </ul>
4.0 – 4.49	Discussion of next year’s SMART Goals Plan	<ul style="list-style-type: none"> <li>- One-Step Increase for Salary Scale Employees</li> <li>- Negotiable for off-salary-scale employees.</li> <li>- One-Time-Bonus (<i>same amount for everyone organization-wide</i>)</li> </ul>
4.5 – 5.0	Succession Planning Discussion with Supervisor Program	<ul style="list-style-type: none"> <li>- Two-Step Increase for Salary Scale Employees</li> <li>- Negotiable for off-salary-scale employees.</li> <li>- One-Time-Bonus (<i>same amount for everyone organization-wide</i>)</li> </ul>

HR will review all salary increases/adjustments from the performance appraisal process to ensure compliance with company policy and that they are within the provided guidelines and make appropriate recommendations to the CEO and Board.

Post the approval of any salary increase or change, HR will issue a salary change letter to the employee or through the supervisor with a copy to the Payroll department for action.





**SECTION 4.05  
OUTCOMES, SPECIAL CIRCUMSTANCES, AND EXCEPTIONS**

**APPEAL PROCESS**

If an employee disagrees with his/her final performance rating score. The employee should follow the chain of command per ANSB's Grievance policy in the Employee Personnel Handbook and submit a written complaint with supporting documents illustrating why the rating score is incorrect.

Disagreement with a performance rating does not mean it is inaccurate and may reflect an employee's resistance to instruction or guidance intended to improve an employee's performance. The employee should not take their complaint directly to the Board or outside agencies such as the Department of Diné Education or the Health and Human Services Committee of the Navajo Nation Council until internal reviews have been completed.

**NON-DISCIPLINARY PERFORMANCE IMPROVEMENT PLAN (PIP)**

The Board and subordinates both depend on the supervisor's judgment of the work of subordinates as the primary means of determining whether the subordinates are truly accomplishing the Board's purposes for which they are employed. As a result, the supervisor has an obligation to give his/her honest, informed opinion to subordinates regarding their work. The supervisor shall also recognize genuinely exceptional performance on the part of individuals and document it. Supervisors shall be consistent in their application of performance standards, both among subordinates, and over a period of time with the same subordinate.

Performance Improvement Plans (PIP) assist the employee in recognizing areas of deficient work performance; a Performance Improvement Plan shall be developed by the supervisor. The need of a Performance Improvement Plan may be recognized during the formal Performance Appraisal, or at any time during their employment. The Performance Improvement Plan shall identify specific areas of deficiencies, recommendations, and strategies for improvement, measurement of improvement, and deadlines for making the required performance improvements. The employee's progress towards the goals stated in the Performance Improvement Plan shall be monitored by the supervisor.

The development and implementation of a Performance Improvement Plan is not a disciplinary action and is not subject to the grievance process. A PIP is intended to help an employee achieve their highest potential in the workplace. Failure to correct the identified deficiencies during the time frame set out in the Performance Improvement Plan, however, will result in disciplinary action, which can include demotion or dismissal from employment.

**IF AN EMPLOYEE HAS A DISCIPLINARY ACTION**

If an employee has any disciplinary actions within the annual performance appraisal period, the employee is disqualified from receiving any rewards associated with performance appraisal.

**COST-OF-LIVING ADJUSTMENT (COLA)**

ANSB does not, necessarily, guarantee annual COLA adjustment. ANSB’s Performance Appraisal program is not associated with COLA.

The Performance Appraisal program is a merit-based program based on an employee’s SMART Goals. Therefore, performance appraisal rewards or improvement action plans are strictly based on an employee’s overall SMARTS Goal performance score.

**NEW EMPLOYEE AND/OR NEW POSITION WITHIN ANSB**

Prior to the completion of the introductory period or any extension of the introductory period, the employee’s supervisor shall conduct and complete an evaluation of the employee and provide it to the Executive Director. The Executive Director shall then make a) recommendation to the Board to hire the introductory employee as a regular employee, b) terminate of the introductory employee for Just Cause, or c) extend the introductory period for the introductory employee. Pursuant to the recommendation of the Executive Director, the Board shall take one of the recommendations. If the Executive Director is the employee, this evaluation will be performed by the Board.

An individual who has been employed less than 6 months on June 1<sup>st</sup> shall be ineligible for a performance-based increase. Where an employee has been employed in one position and then another position within ANSB and the total time frame of employment is greater than six months, that employee is eligible for a performance appraisal evaluation and merit-based increase.



## **SECTION 5 - TRAINING AND DEVELOPMENT**

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### **SECTION 5.01 TRAINING CONTRACT COMMITMENTS**

Training of various kinds is how the Board seeks to improve program quality for its clients and the Alamo community. The sections below state ANSBI's priorities for the use of ANSBI program funds and other resources for employee training, in order from highest to lowest.

The highest training priorities are created when the Board agrees in a binding contract to provide training to its employees. Such contracts include:

#### **Funding Agency Contracts and Grants**

Where the Board has agreed to provide training to employees in particular areas of concern to the agency that funds their jobs, keeping such commitments is a primary obligation of ANSBI management. Such training shall be organized centrally and shall be delivered or provided wherever and whenever possible in accordance with budget constraints.

#### **Employment Contracts**

Where the Board has agreed to provide leave, or to pay costs of specific training as part of its employment contracts with particular employees, keeping such commitments is a primary obligation of supervisors and program managers.

#### **Indian Preference in Training**

Available training resources shall be channeled wherever appropriate to ANSBI employees who are eligible for Indian Preference under the provisions of Public Law 93-638 except where obligated in contract commitments as described above. In keeping with the Board's mission of developing leadership skills and of building a cadre of trained personnel in the Alamo Navajo Community, first priority for training shall go to committed Alamo community members. Other employees who are eligible for Indian Preference under the provisions of the Navajo Tribal Code will be given next priority, followed by eligible Indians from other Tribes. These priorities apply in each of the succeeding priority categories.

#### **Planned Job and Skill Development**

Where an employee's job performance shows on-going promise of significant and continuing growth in skill and usefulness to ANSBI and its clients, his/her supervisors and program managers may initiate a plan to expand the range and level of job responsibilities for his/her position in a

series of steps and develop a training plan in support of this job development effort. Such a plan may include incremental upgrading of the position as he/she demonstrates new levels of skill and productivity.

### **Performance Evaluation Outcomes**

Where an employee's performance is less than adequate (less than a score of 2 on the performance evaluation scale), and specific training is available as a viable means of improving it, successful participation in such training shall be mandated by the supervisor as a condition of continued employment. Where feasible within existing budgets, costs associated with taking such training may be paid from ANSBI resources. Employees who fail to meet requirements as spelled out in their contracts and/or job descriptions will forfeit their merit pay for the fiscal year.

### **Career Development**

Individual employees may seek training opportunities at ANSBI expense in order to promote their own career where these desires coincide with ANSBI interests or program goals and objectives. ANSBI resources may be used to pay for all or part of the training involved.



## **SECTION 5.02**

### **CREDITING COURSES FOR PLACEMENT ON ANSBI SALARY SCALES**

Only graduate course work not previously earned in attaining an employee's academic degree which directly relates to the knowledge, skills or abilities required in the position currently occupied, or for which hired shall be credited for placement of an individual employee on the Professional Teacher Salary Scale.

Employees who are recognized by placement on the General Salary Scale shall receive a step increase during the fiscal year when they provide official transcripts that they have passed nine hours of post-secondary course work towards the attainment of a recognized/cataloged post-secondary degree. Upon completion of an Associate's degree the employee will receive a grade increase and upon completion of a Bachelor's degree will receive a grade increase if not already recognized within the Position Description.

Employees attaining 9 credit hours of graduate course work which directly relates to the knowledge, skills, or abilities required in the position currently occupied, or for which hired or as necessitated in the institution's catalog as core course work or as elective, shall be eligible for a pay increase equivalent to a step increase regardless of having reached the maximum step in their pay grade due to tenure. Their pay will be classified as "off scale".



**SECTION 5.03**

**TUITION REIMBURSEMENT FOR COURSE WORK TAKEN**

ANSBI will reimburse tuition for post-secondary coursework taken while employed by ANSBI— pending availability of funds and allow ability of funding source as coordinated with the Native American Career and Technical Education Program (NACTEP). Such reimbursement shall be limited to cost of coursework directly related to the knowledge, skills or abilities required for the position occupied or described in an approved Training Plan/degree check list (reflects a program of study).

Tuition reimbursement shall be based on student’s official transcripts and the statement of the student’s account from the institution granting credit. Tuition reimbursement shall only be made in connection with employee pursuit of post-secondary degrees up to and including the baccalaureate level. Tuition reimbursement is allowed for appropriate coursework as described above for a total amount not to exceed \$2,000 per fiscal year per employee. All tuition reimbursements are based on budgetary constraints and depending upon usage ratios. ANSBI reserves the right to adjust reimbursement percentages. Tuition reimbursement must be submitted with the receipt of payment by the employee. If an employee paid for their tuition with financial aid or other means other than out of pocket, ANSBI will not reimburse those costs.

Tuition reimbursement is based on grades received in the recognized course work and will be made as follows:

- Grade “A” = 100%
- Grade “B” = 85%
- Grade “C” = 65%

No tuition reimbursement will be made for grades of “D” or below. Tuition reimbursement does not cover lab fees, books or other special fees.



**SECTION 5.04**

**PROFESSIONAL DEVELOPMENT PLAN  
AND APPROVAL**

The expenditure of significant ANSBI resources is involved in providing training for its employees every year, and the Board seeks to ensure that the overall results achieved are of maximum benefit to ANSBI and its clients, and not just individual employees. The outline for the content of a training plan shall be developed by the Human Resources Director. Training plans shall be submitted to the Human Resources Director through the employee’s general supervisor and Division Director for review, recommendations and approval. Once approved, the plan shall be

reviewed and updated annually. Managers shall only approve expenditure of ANSBI resources for training activities in keeping with an approved training plan. Documentation of training certificates must be submitted to the Human Resources office for inclusion in the employee's personnel file.

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**5.05**

**MASTER'S DEGREE TUITION REIMBURSEMENT  
FOR EDUCATION DIVISION**

The Alamo Navajo School Board's (ANSBI) Master's Degree Tuition Reimbursement for Education program's primary goal is to attract teachers to a long-term career at ANSBI. Tuition reimbursement starts at \$2,000 after one year of teaching; and increases by \$500 per year, up to \$3,500 after five years of teaching, with a lifetime limit of \$11,000. Please see table below for year-to-year reimbursement break down.

<b>Tuition Reimbursement Requirements</b>	
<b>Award</b>	<b>Number of Year(s) Commitment</b>
\$0 first year	Year 1 – July 1 to June 30
\$2,000 per year	Year 2 of teaching – July 1 to June 30
\$2,500 per year	Year 3 of teaching - July 1 to June 30
\$3,000 per year	Year 4 of teaching - July 1 to June 30
\$3,500 per year	Year 5 or more - July 1 to June 30

- Tuition reimbursement is limited to \$11,000 maximum per individual per lifetime. ANSBI reserves the right to end this program at any time due to budget constraints.
- Tuition reimbursement will only be paid to Employee earning Grades of A or B. Grades of "A" will be reimbursed up to 100% or the tuition limit as described above. Grades of "B" will be reimbursed up to 90% or the tuition limit as described above.
- Tuition reimbursement that was paid to employees prior to this new policy will count toward the \$11,000 limit.
- Tuition reimbursement is only allowed for an employee's first Master's degree in Education related fields that will allow the employee to move up in NM licensure Tier levels. Employee must be enrolled in an accredited Master's degree program.
- If an employee fails to complete the school year, ANSBI will deduct the tuition reimbursement amount from any paycheck(s) that are yet to be disbursed to the employee, and/or from any housing deposit the employee may have paid.

ANSBI only accepts grades received from accredited institutions and any falsification or misrepresentation of institutions and grades are a serious violation of ANSBI's personnel policy.

## **SECTION 6 - DISCIPLINARY ACTIONS**

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Disciplinary action may be taken by a supervisor for violation(s) of ANSBI policies performed by a subordinate as an employee of ANSBI, or for failure by the employee to perform duties of his/her position, the effect of which are counterproductive to the purposes of ANSBI and its programs. Such acts and failures to act, and examples thereof in the provisions on prohibited conduct below, are referred to here by the general term “offense.”

The purpose of employee discipline is to eliminate inappropriate and impermissible behavior in the workplace through the use of effective means that are consistent with the rights of the employees and the intent of ANSBI to train ANSBI employees as productive workers. ANSBI has the right to terminate, demote, suspend or otherwise discipline employees who consistently display inadequate job performance or repeatedly fail to properly or timely perform job assignments or responsibilities. ANSBI also has the right to discipline employees for absenteeism or tardiness. Violation of the ANSBI Performance Standards will constitute just cause for termination, demotion, suspension or other disciplinary action when in the judgment of ANSBI such action is warranted.

Employees who have been terminated from ANSBI or who have resigned during an administrative investigation are not eligible for re-employment for a period of at least 2 years (24 months) unless ANSBI is petitioned, reviews the just cause for the termination and or the allegations and findings of the administrative investigation and finds that the employee can be allowed to re-apply for a position if such re-application does not jeopardize employee or client safety or any financial risks would be incurred.

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### **SECTION 6.01 SUPERVISORY DISCRETION**

The guidance for such discipline provided herein is not intended to replace supervisory judgment and discretion. Supervisors are responsible for the behavior of those placed under their supervision and must on occasion use discipline to eliminate unwanted or impermissible behavior by subordinates in the workplace. When such occasions arise, they are obligated to take those disciplinary actions that, in their judgment, are neither more nor less severe than necessary, given the circumstances in the case, to eliminate the impermissible behavior in the future.

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**SECTION 6.02**

**DISCIPLINARY ACTIONS WHICH MAY BE TAKEN**

The following types of disciplinary action are available to be used by supervisors in the event of an offense by an employee.

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**SECTION 6.03**

**VERBAL WARNING**

Supervisors may warn subordinates of the possible consequences of repeating impermissible behavior, which the supervisor has observed, or which has been reported to the supervisor by others. Where the behavior involved is already clearly identified in the ANSBI Employee Personnel Handbook, it is not necessary for the supervisor to issue a warning before proceeding to more severe disciplinary action.

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**SECTION 6.04**

**WRITTEN WARNING**

A written warning shall be used when the employee displays an impermissible employee behavior clearly identified as such in the Code of ANSBI Employee Personnel Handbook. The written warning shall:

1. Define the behavior and why it is impermissible, citing ANSBI policies.
2. State any relationship the behavior may have to the Employee Performance Standards, and;
3. State the likely disciplinary action to be taken by the supervisor if the employee repeats the behavior.

A written warning may also include written direct orders to the employee either to take specific lawful actions, or not to take impermissible or unwanted actions, in carrying out the employee's job duties.



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**SECTION 6.05  
SUSPENSION**

Suspension is disciplinary administrative sanction, without pay, for a specified period of time. In most instances this period will be from one (1) to thirty (30) workdays. The disciplined employee is required to vacate his/her workstation.

Holidays occurring within a period of suspension will not be paid. If the employee is otherwise eligible for holiday pay, the holiday shall be counted as one of the days of suspension. No paid leave of any kind may be taken in connection with a period of suspension. No leave of any kind is earned during a period of suspension.

Periods of suspension shall not be counted in establishing the seniority of any employee. Existing employee group life and health insurance coverage shall remain in force during a period of suspension. Upon the completion of a period of suspension, the employee shall be returned to his/her regular job duties and duty station, as with any other leave.

Employees that are on suspension are still held to the standards set forth in ANSBI Employee Personnel Handbook regarding behavior while off duty, on suspension and either at the work site, station or away from their work station. An employee's behavior while on suspension is still subject to review and investigation with implementation of administrative sanctions due to the possibility and propensity of the disrupting the delivery of services to ANSBI clients, draining or manpower and resources, and impugning the reputation of ANSBI.

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**SECTION 6.06  
DISCIPLINARY AND NON-DISCIPLINARY  
TERMINATION OF EMPLOYMENT**

**Disciplinary Terminations**

The most severe measure ANSBI may take in seeking to eliminate impermissible employee behavior from the workplace is to eliminate the employee from the ANSBI work force. This is conducted formally by terminating his/her employment. Terminations are not appealable.

This penalty shall only be used in circumstances where even a single offense is so serious in its nature and effects that ANSBI cannot afford to risk further repetition under any circumstances. Termination may be used in cases where reasonable measures to control repeated instances of the same or similar impermissible behavior on the part of the employee have failed, and the employee persists in impermissible behavior.

Employees may also be terminated for chronic or general inability or refusal to adequately perform their duties in their position descriptions, or refusal to take a drug/alcohol test, or repeated failure to properly or timely perform job assignments, or chronic absenteeism or tardiness, or responsibilities, even when the employee has not otherwise engaged in misconduct or other inappropriate behavior regardless of whether the employee was previously issued a warning, reprimand or other disciplinary action or notice so long as the termination is supported by just cause. Neither ANSBI policy nor Navajo Nation law requires progressive discipline.

The School Board can terminate an employee for just cause pursuant to the Navajo Preference in Employment Act as stated in a written notice that must be served on the employee either in person or via certified mail upon their termination which must include the following; (1) a statement of facts describing the employee's conduct that violated ANSB's personnel policies, and (2) the terms of employment violated by the employee, including ANSB personnel policy provisions, contract provisions, or position description duties which the employee violated or failed to carry out. A Division Director or the CEO may recommend termination of an employee to the ANSBI Board.

### **Non-disciplinary Termination of Employment**

Non-disciplinary termination of employment may occur for other cause, including but not limited to:

- a) Expiration of an employment contract
- b) Loss of budget
- c) Reorganization eliminating position
- d) Completion of project
- e) Resignation

In these situations, described above, employees would be eligible for rehire.

## **SECTION 7 - GRIEVANCES**

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### **SECTION 7.01 GRIEVANCE PURPOSE**

The following procedures have been adopted by ANSBI in order to provide prompt review of disputed administrative actions that directly and adversely affect an individual employee's employment, or compensation, and of remediable adverse working conditions or other matters of dispute between the employee and ANSBI. An employee may dispute a particular employment issue only as provided in this chapter. Certain limitations apply to its use, as follows.

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### **SECTION 7.02 GRIEVABLE ISSUES**

A grievable issue is any working condition or other disputed matter within the control of ANSBI that has aspects contrary to applicable employee rights under the law, to the requirements of these policies, to reasonable standards of acceptable business and professional behavior, or to ANSBI's obligations to the employee under an employment contract.

Disciplinary actions, other than termination, may be grieved through the following grievance procedures.

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### **SECTION 7.03 GRIEVANCE PROCEDURES**

A formal employee grievance is a written request for correction or change in working conditions, employee relations, or appealable disciplinary actions that are within the control of ANSBI. It shall include both a statement of the problem that is the cause of the employee's dissatisfaction, and a statement of the correction or change that the employee seeks.

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### **SECTION 7.04 STEP 1: INFORMAL DISCUSSION**

It is mandatory and required that employees tell their immediate supervisor or the supervisor implementing the administrative sanctions of his/her dissatisfaction and states their intention to file a formal written grievance if the issues with which they are dissatisfied are not resolved.

Employees must make a good faith effort to secure resolution of the issues, informally, at this level. If the cause of the employee's dissatisfaction does not appear to be a grievable issue, the supervisor shall advise the employee of other avenues of relief that may exist.

If, within three (3) working days, the results of these attempts at informal resolution of the issues are not satisfactory to the employee, the employee may proceed to the next step of filing a written grievance.

If, at any time during the grievance process the employee resigns, the employee thereby waives all proceedings as outlined in the grievance/appeal processes.

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**SECTION 7.05  
STEP 2: FILING A FORMAL WRITTEN GRIEVANCE**

After the employee has an/the informal discussion with their supervisor, the employee has five (5) working days from the adverse action to file a grievance. A formal written grievance shall contain three (3) parts:

1. **PROBLEM STATEMENT:**  
A statement from the employee's point of view of the problem conditions that are the cause of the employee's dissatisfaction.
2. **REQUEST FOR REDRESS:**  
A statement of the employee's dissatisfaction with these conditions and of his/her desire to have them corrected; and
3. **PROPOSED SOLUTION:**  
A statement of what the employee wants from ANSBI or wants ANSBI to do to correct these conditions.

If the employee chooses to grieve, it is the employee's responsibility to file the grievance in accordance with all requirements of this sub-section. Failure to do so will be treated as a waiver of any grievance rights of the employee in the matter.

The written grievance shall be submitted to the Chief Executive Officer through the receptionist in the ANSBI Business Office, and a dated receipt shall be given to the employee for it.



**SECTION 7.06**

**STEP 3: REVIEW OF FORMAL GRIEVANCE BY THE CHIEF EXECUTIVE OFFICER**

Within five (5) working days of receipt of a formal grievance, the Chief Executive Officer, shall review the grievance and shall determine whether the grievance shall be heard by the Human Resources Director or a grievance committee. He/she shall so notify the grievant and the party against whom the grievance has been brought of his/her determination and shall set the date for the Grievance Hearing if there is to be one. If the matter can be resolved by the Human Resources Director without a grievance hearing, then a grievance hearing will be unnecessary.



**SECTION 7.07**  
**GRIEVANCE COMMITTEE**

A grievance committee shall be comprised of three ANSBI employees. The three ANSBI employees who are chosen by the Human Resources Director to serve as the grievance committee cannot be the immediate supervisor, or be related in the third degree, to the grieving employee.



**SECTION 7.08**  
**STEP 4: GRIEVANCE HEARING**

The grievance hearing shall take place within twenty (20) workings days of the determination by the Chief Executive Officer's determination of the party to hear the grievance. A grievance hearing shall give all parties an opportunity to present any facts, opinions, or documentation that may bear on the case at hand.



**SECTION 7.09**  
**LEGAL COUNSEL**

ANSBI's personnel policies are administrative in their context and construct; therefore, employees are not allowed to have representation of counsel inside the proceedings and during the hearing process.

APPENDICES

ALAMO NAVAJO SCHOOL BOARD ORGANIZATIONAL CHARTS

Division of Administration and Overview of Programs	A
Division of Administration – Facilities	B
Division of Community Services	C
Division of Early Childhood	D
Division of Education Chart 1	E
Division of Education Chart 2	F
Division of Health Services Chart 1	G
Division of Health Services Chart 2	H

## APPENDIX A

### Division of Administration and Overview of Programs

*[add as a separate document, with landscape orientation]*

