Standing Rock Housing Authority
Personnel Policy & Procedures

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CHAPTER I – POLICY STATEMENTS

POLICY: Chapter 1, Section 1
STATEMENT ON NON-DISCRIMINATION/EQUAL OPPORTUNITY
DATE:

OBJECTIVE/PHILOSOPHY:

It is the policy of Standing Rock Housing Authority (SRHA) to afford equal employment opportunities to all qualified individuals, without regard to their race, color, ancestry, religion, sex, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, gender identity or expression, or any other characteristic or status that is protected by federal, state or local law.

REFERENCE:

SRHA operates in accordance with Title VI of the Civil Rights Act of 1964.

PROCEDURE/CONTENT:

1. Specific complaints alleging discrimination must be in written form and referred to the following complaint receiver:
   Fort Yates North Dakota Housing Office
   Human Resources Office

2. The complaint receiver will provide the written discrimination allegation to the Executive Director, who has five (5) working days to establish and convene a hearing committee to review the alleged complaint. The committee shall consist of Human Resource Manager, three (3) staff members, and the Executive Director or their designee. The complainant will be allowed to select one member of the hearing committee, and the Executive Director will appoint the other two.
3. The hearing committee must meet with the complainant within five (5) working days and complete their investigation within ten (10) working days.
4. Findings of the hearing committee must be given to the Board of Commission Chairperson within twenty-four hours of the completion of the investigation.
5. If the findings indicate that discrimination occurred, the violator will be subject to appropriate disciplinary action within three (3) days by the Executive Director. The complainant will be informed of the disciplinary action.
6. If specific complaint alleging discrimination is against the Executive Director of SRHA it must be in written form and addressed to the Board of Commissioners.
7. If the individual filing a complaint wishes to further pursue the complaint, a written report can be filed with the Office of Civil Rights.

RESPONSIBILITY: Human Resources Manager
DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 1, Section 2 **PERSONNEL MANAGEMENT**
DATE:

REFERENCE:

OBJECTIVE/PHILOSOPHY:

These policies apply to all SRHA employees. An "employee" is any individual employed by SRHA. A consultant or a person on retainer is not considered an employee of SRHA in the absence of a specific agreement to that effect.

REFERENCE:

PROCEDURE/CONTENT:

1. With the exception of matters reserved for the Board of Commissioners, the authority for personnel management rests with the Executive Director. The Executive Director may delegate this authority as necessary and proper.
2. The Executive Director has the responsibility for developing, administering, and interpreting personnel policies and procedures as they apply to all departments and employees, subject to review and approval of the Board of Commissioners. The Executive Director and Human Resource Manager shall work closely to develop positive employee management relations, which include the following:
   a. Provide employee training.
   b. Promote career development for employees.
   c. Promote employee health and safety and provide a positive working atmosphere, which leads to positive staff morale.
3. Supervisors are responsible for enforcing the provisions of these policies and for cooperating with administration on all related matters pertinent to their organizational units.
4. Dissemination of policies and procedures will be completed during the orientation session for a new employee.
5. The Executive Director will review all policies annually. The Executive Director will seek input from all employees on the policies reviewing, adding, changing, deleting, etc. A meeting agenda will be sent to all employees one (1) week prior to the meeting for employee comments.
6. Any amendments to these policies will be presented to the Board of Commissioners in accordance with the policy in Chapter I, Section 8, Establishment and Amendment to Policy.

RESPONSIBILITY: Executive Director/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 1, Section 3 **PERSONNEL RECORDS**
DATE:

OBJECTIVE/PHILOSOPHY:

Official records for all SRHA employees will be maintained in the Human Resource Office.

REFERENCE:

PROCEDURE/CONTENT:

1. Unless otherwise provided by law, personnel files and information shall be confidential and may not be used or divulged for purposes unconnected with the SRHA personnel management system except with the written permission of the employee involved. Nothing herein shall prevent the dissemination of impersonal statistical information, which may be required for tribal or federal reporting.
2. An employee of SRHA may review their individual personnel file by following the procedures listed below:
    a. Make an appointment with the Human Resources Manager to review their personnel file.
    b. Provide the Human Resources Manager with the proper identification, which must match the information in your personnel file. (Photo identification)
    c. Must review the file in the presence of the Human Resources Manager or designee.
    d. May not remove any item or documentation from the file. Photocopies may be made with a written request.
    e. After the employee has reviewed the file, the file will be returned to the general personnel file.
3. All personal records and files are to be stored in locked fireproof cabinets.
4. Supervisors and directors are responsible for submitting documentation of an oral reprimand reduced to writing and a copy of the written reprimand to the Human Resources Manager. These documents shall be kept in the employee's file for two years.
5. Supervisors may maintain working files as necessary for day-to-day administration.
6. Employee records will be kept for seven years after separation, after that the record will be shredded.

RESPONSIBILITY: Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 1, Section 4 **CONFIDENTIALITY**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA will ensure the employees and Board of Commissioners that personal information will be kept confidential to the extent allowed by law.

REFERENCE:

See appendix for confidentiality signature page.

PROCEDURE/CONTENT:

SRHA requires all employees to sign a confidentiality agreement as a condition of employment, due to the possibility of being privy to information that is confidential and/or intended for SRHA use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interests of SRHA in the safeguard of confidential, unique, and valuable information.

Should an occasion arise in which an employee is unsure of their obligations under this policy, it is the responsibility of the employee to consult with his/her immediate supervisor. Failure to comply with this policy could result in disciplinary action, up to and including termination.

RESPONSIBILITY: Supervisor/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 1, Section 5 **MEETINGS AND REPORT POLICIES**
DATE:

OBJECTIVE/PHILOSOPHY:

Monthly meetings of the Board of Commissioners are held on the date to be established by the Board.

REFERENCE:

Board of Commissioners by-laws

PROCEDURE/CONTENT:

1. Special meetings may be called according to the by-laws.
2. Reports: At board meetings the following reports will be given:
    a. Executive Director
    b. Department Reports

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 1, Section 6 **DESIGNATION OF AUTHORITY**
DATE:

OBJECTIVE/PHILOSOPHY:

The SRHA Board of Commissioners recognizes the possibility of absences by the Executive Director for travel, leave, meetings, etc.

REFERENCE:

PROCEDURE/CONTENT:

a. Executive Director must always be at job site in Fort Yates North Dakota when SRHA is open, unless approved by the Board of Commissioners.
b. Line of authority shall be as follows:
    a. Executive Director
    b. Manager
    c. Employee as designated by memorandum or email from the Executive Director/Board of Commission Chairperson.
c. Acting/Designated Executive Director will have the following authority:
    a. Maintain Daily operations, receiving phone calls intended for Executive Director, advising employees with existing policies and procedures.
    b. Attend meetings, taking and relaying information. Does not include committing the SRHA to actions or expenditures. Briefing Executive Director upon his/her return.
d. Employees designated by BOC chairperson as Acting Executive Director until an Executive Director can be employed will have *all* authority in that position and shall be subject to the chain of command regarding the position.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 1, Section 7 **ESTABLISHMENT AND AMENDMENT OF POLICY**
DATE:

OBJECTIVE/PHILOSOPHY:

The Board of Commissioners recognizes the need to change, amend, or update policies.

REFERENCE:

PROCEDURE/CONTENT:

1. These policies may be changed, supplemented, or superseded at any time at the discretion of the Board of Commissioners, but no such change or amendment shall apply retroactively to divest any employee of a benefit acquired under these policies prior to any such change.
2. Policy can only be changed, amended, or updated at a regular or special meeting of the Board of Commissioners.
3. Five board members all in favor, are needed to change, amend, or update the policy of SRHA.
4. A copy of the proposed policy changes will be presented in writing for review by the Executive Director for final review and approval and then presented to the Board of Commissioners.
5. Executive Director may recommend new policies or policy amendments at any Board meeting if the policy item or items are officially on the meeting agenda.

RESPONSIBILITY: Executive Director/Board of Commissioners

DATE BOC ADOPTED: July 8, 2026

CHAPTER 2 – RECRUITMENT, SELECTION, TRAINING

POLICY: Chapter 2, Section 1 **POSITION DESCRIPTION**
DATE:

OBJECTIVE/PHILOSOPHY:

To provide directions to all employees, a position description must be developed and approved for each position at SRHA.

REFERENCE:

PROCEDURE/CONTENT:

1. All positions including volunteers, temporary, part-time and full-time with SRHA must have a job description.
2. All new full- and part-time permanent position descriptions must be approved by the supervisor, Executive Director, and the Board of Commissioners.
3. All positions should be budgeted positions either through program or other.
4. All position descriptions need to have a job title, location of position, supervisor, salary scale level, specific duties and responsibilities, and qualifications.
5. The Human Resources Manager will provide a template in which to follow for the job description.
6. An approved position description will be filed in each employee's personnel file.
7. All job descriptions will be reviewed every two years. The review will be completed by the employee and the supervisor.
8. Any job description revision must be approved by the Executive Director.

RESPONSIBILITY: Human Resources Manager/Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 2 **VACANCY ANNOUNCEMENTS AND APPLICATION**
DATE:

OBJECTIVE/PHILOSOPHY:

The Executive Director has the responsibility for developing, administering, and interpreting personnel policies and procedures as they apply to all departments and employees subject to review and approval of the Board of Commissioners.

REFERENCE:

PROCEDURE/CONTENT:

1. Qualifications and selection criteria
   a. The Executive Director and Human Resource Manager shall work to develop positive employee management relations. This responsibility includes training, career development, promoting employee health, safety, and providing positive morale in the workplace.
   b. Supervisory personnel are responsible for enforcing the provisions of these policies and for cooperating with the administration.
2. Vacant positions
   a. Upon receipt of a written resignation, the supervisor will immediately report the resignation to the Human Resources Manager.
   b. After it has been determined by the Executive Director and supervisor that the position is essential in the operation of SRHA and that there are adequate financial resources to pay for the position, the Human Resources Manager will be notified to advertise for the position.
      - Based upon various advertising rates, the Executive Director must notify the Human Resources Manager where and how long to advertise the vacant position.
      - The Executive Director must provide the Human Resources Manager with account information for charging advertising.
      - If no applicants are received during the first round of advertising the Executive Director must work with the Human Resources Manager for continued advertising needs.
      - All vacant positions will be posted on SRHA's web site.
   c. Determination to be filled in-house by transfer/promotion will be reviewed prior to posting, within three (3) business days position becomes vacant.
2. Preparing a vacancy notice for a new or existing position must include the following:
   a. Title, classification, salary range, job duties, qualifications, deadline for submitting application, the application process and shall contain an EEO statement.
3. Application requirement
   a. A completed and signed SRHA Application for Employment for support staff positions needs to be submitted. A cover letter and up-dated resume for professional positions are required.
   b. Official/unofficial academic transcripts and or degree from accredited colleges and universities indicating the degrees earned by the applicant.
   c. Name, address, and telephone/cell number of three current (within six (6) months) references. One reference must be a current or recent supervisor.
   d. Three current reference letters of recommendation signed and dated.
   e. A background release form will be required by all applicants.
   f. Any other documents that support the application for employment such as Indian preference or veteran's preference.
   g. Photocopies will be accepted.

h. No documentation will be accepted after the closing date.

RESPONSIBILITY: Human Resources Manager/Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 3 **EVALUATION, DISQUALIFICATION, AND SELECTION**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA reserves the right to evaluate all applications for positions within SRHA and to disqualify any applicant if the application does not meet the stated criteria for employment.

REFERENCE:

PROCEDURE/CONTENT:

1. Incomplete applications will not be considered for evaluation.
2. Applicants must provide any information and complete any examinations or provide proficiency documentation if required to meet the qualification standards for appointments to the position involved.
3. An applicant will be disqualified from consideration for appointment if:
    a. The qualifications deemed necessary for the performance of duties of the position involved are not met.
    b. A false statement of material facts on the application form or supplemental documents has been made.
    c. An attempt to commit a fraudulent act at any point in the selection process has been made.
    a. An applicant may be disqualified from consideration for other reasonable grounds relating to job requirements. Each case shall be individually evaluated in relation to reasonable standards for the type of position involved.
3. The following is the order of preference SRHA will use when selecting from a pool of two or more equally qualified candidates for each vacant full-time position:
    a. A qualified enrolled member of Standing Rock and who is a veteran determined by DD214 for most recent enlistment.
    b. A qualified enrolled member of Standing Rock.
    c. A qualified enrolled member of a federally recognized tribe.
    d. All other qualified applicants
4. The Human Resources Manager and supervisor will screen all applications to identify applicants-who will move forward to the interviewing process.
5. If not selected for an interview the full applications will be sent back to the applicants.

RESPONSBILITY: Human Resources Manager/Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 4 **INTERVIEWING**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA will make every effort to recruit and hire the most qualified individuals available for all positions.

REFERENCE:

See appendix for rating form and interviewing questions.

PROCEDURE/CONTENT:

1. All positions will utilize a selection committee, except for the Executive Director, who will be interviewed by the Board. The selection committee will include three or more members:
   a. Human Resource Manager
   b. Supervisor or designee
   c. Employee selectee
2. Interviewing process:
   a. The selection committee will utilize an interview rating form related to the position to reflect the answers to the questions and any other areas the committee feels appropriate.
   b. Each applicant is asked the same set of interview questions.
   c. After the interview is completed, the selection committee will meet and tally the ratings for each applicant. The committee will select the candidate along with an alternate for the position, selection committee recommendation will be final. The committee rating sheets of those not selected will be shredded following the interview.

RESPONSIBILITY: Human Resources Manager/Selection Committee

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 5 **PRE-EMPLOYMENT BACKGROUND CHECKS**
DATE:

POLICY STATEMENT;
Standing Rock Housing Authority (SRHA) is committed to ensuring that its mission is supported by qualified employees and that its community is as safe as possible. SRHA is committed to taking meaningful actions to protect finances, property, and other assets. This policy sets forth SRHA's procedures for conducting pre-employment background checks for all positions.

STATEMENT ABOUT BACKGROUND CHECKS AND DISCRIMINATION:
Information discovered through the background check process will be used solely for the purpose of evaluating a finalist's suitability for employment. It will not be used to discriminate against a finalist based on race, color, religion/creed, sex/gender, age, sexual orientation, gender identity/expression, national origin, genetic information, marital/family status, disability, military, or veteran status.

DEFINITIONS AND RESPONSIBLE DEPARTMENTS:
1. Finalist: The applicant selected by the hiring committee for a position at SRHA who:
    a. is currently not employed by SRHA, or
    b. is currently employed by SRHA, who is either;
        i. not undergoing the background check process, or
        ii. not undergoing the additional background checks required by a new position.
2. Background check; Checking all parts of the finalist's employment references and employment, educational, criminal, sex and violent offender, credit, and license histories. The nature and scope of the background will be determined by SRHA and will be appropriate to the position.
3. Criminal history check: Verifying that the finalist does not meet any of the criminal guidelines as stated above. (to be completed by Human Resources Manager)
4. Sex and violent offender check: Verifying with state, tribal and federal registries that the finalist does not have any convictions of certain sex or violent crimes. (to be completed by Human Resources Manager).
5. Educational history check: Verifying that the finalist possesses all the relevant educational credentials cited by him/her or listed on/in the application, resume, or cover letter. (to be completed by Human Resources Manager)
6. Employment history check: Verifying that the finalist worked in the positions cited by him/her or listed on/in the application, resume, or cover letter. This verification will include dates of employment and the reason for leaving each position. (to be completed by Human Resources Manager).
7. Employment reference check: Ensuring that the hiring department receives positive feedback about the finalist's character and performance at work from people familiar with both. (to be completed by Human Resources Manager).
8. License history check: Verifying, if required by the position, that the finalist possesses all the licenses cited by him/her or listed on/in the application, resume, or cover letter. Verification includes establishing the status of the relevant licenses. This includes checking, for example, any motor vehicle driver's license required by the position. (to be completed by Human Resources Manager)

PROCEDURES:
1. A Federal, State, and Tribal (if applicable) criminal background check is required before beginning employment.
2. SRHA will waive the criminal background check and drug screening, if an applicant has undergone an acceptable background check and drug screening with other agencies within six (6) months from starting employment with SRHA. A copy of the background check must be provided before

employment begins.

3. Consent to Conduct Background Checks and Confidentiality:
    a. Finalists will be informed during the pre-employment process that an offer is subject to completion of background checks with results acceptable to SRHA, as appropriate to each position and as stated in the position/job description. Prior to conducting a background check, a signed, written consent will be obtained from the finalist. Refusal by the finalist to authorize the background check will make him/her ineligible for employment.
    b. The information obtained through background checks is confidential and will be shared only with individuals with an essential need to know. Records of the background check will be maintained in the office of Human Resources in a file that is separate from the personnel file.

The offer is contingent upon successful completion of a background check. The Finalist for all positions at SRHA is subject to employment references, education, and criminal, sex and violent offender histories.

RESPONSIBILITY: Executive Director/Human Resource Manager

DATE BOC ADOPTED: July 8, 2026

Chapter 2 Section 6: **CRIMINAL BACKGROUND CHECK AND DISQUALIFYING OFFENSES**

The purpose of a Background Investigation is to maintain a safe and productive educational environment. Any applicant who refuses to comply with the Background Investigation process will be denied employment with any SRHA.

NOTE: No applicant will be considered or offered employment until all elements pertaining to their Background Investigation are received and reviewed by SRHA; this includes a Criminal Background Check and Drug Screen.

Disqualifying Criminal Offenses: Any conviction, plea of guilty or no contest, or deferred prosecution of the following criminal offenses (Felony or Misdemeanor) that appears on any part of a Criminal Background Check at the time of the application for employment is submitted will disqualify an applicant. Applicants who have successfully completed the terms of a deferred adjudication will not be disqualified from employment. Applicants who have a disposition of "dismissed after successful completion," regardless of the crime, will not be disqualified from employment.

An applicant *will be disqualified* from employment with Standing Rock Housing Authority based on the following guidelines:

1. Any violent felony convictions of homicide (no time limit).
2. Any registered sex offender (no time limit).
3. Any crime of child abuse (no time limit).
4. Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) in the ten (10) years immediately preceding the submittal of an application.
5. Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence in the seven (7) years immediately preceding the submittal of an application.
6. Any crime relating to the sale, possession, distribution or transfer of narcotics or controlled substances including drug paraphernalia in the seven (7) years preceding the submittal of an application.
7. Non-negative drug screen. An applicant may reapply again after six (6) months and obtain a second drug screen.
8. Any felony theft crimes in the seven (7) years preceding the submittal of an application.
9. Any misdemeanor theft crimes in the five (5) years preceding the submittal of an application.
10. Misdemeanor or felony crimes of moral turpitude in the seven (7) years preceding the submittal of an application, which include but are not limited to prostitution, sexual exploitation of a minor, and criminal invasion of privacy.
11. Any offense, regardless of the type, which is still pending in the courts (without official legal disposition) at the submittal of an application.

POLICY: Chapter 2, Section 7 **APPLICANT SELECTED FOR POSITION**
DATE:

OBJECTIVE/PHILOSOPHY:

Upon completion of the selection process, the successful candidate will be notified in a timely manner.

REFERENCE:

PROCEDURE/CONTENT:

1. After reviewing the recommendation and concurring with the selection committee, the Executive Director will authorize the Human Resource Manager to verbally make an offer of employment, followed by a written offer. The applicant will have five (5) working days to either accept or decline the position.
2. If the first selected applicant declines the position the Human Resources Manager, with the concurrence of the Executive Director on the selection committee alternate, will offer the position to the alternate applicant if one is selected or can request to extend the search.
3. After an employee is hired a personnel file will be created with the application and related documents for the position.
4. Candidates that accept a job offer will be required to pass pre-employment drug and alcohol testing, background checks and any other job-related requirements.
    a. For more information see Pre-employment Background Checks Policy and Criminal Background Check and Disqualifying Offenses
    b. Also note that the background and drug testing may take up to fourteen (14) days, so please plan accordingly when determining the need for a position to be filled.
5. The Human Resources Manager will notify applicants interviewed but are not selected for the position in writing within five working days and will return their application.

RESPONSIBILITY: Executive Director/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 8 **VACANCY ANNOUNCEMENTS AND APPLICATION**
DATE:

OBJECTIVE/PHILOSOPHY:

Vacancy announcements and applications will be announced, posted at various sites and social media

REFERENCE:

PROCEDURE/CONTENT:

6. After reviewing the recommendation and concurring with the selection committee, the Executive Director will authorize the Human Resource Manager to verbally make an offer of employment, followed by a written offer. The applicant will have five (5) working days to either accept or decline the position.
7. If the first selected applicant declines the position the Human Resources Manager, with the concurrence of the Executive Director on the selection committee alternate, will offer the position to the alternate applicant if one is selected or can request to extend the search.
8. After an employee is hired a personnel file will be created with the application and related documents for the position.
9. Candidates that accept a job offer will be required to pass pre-employment drug and alcohol testing, background checks and any other job-related requirements.
    a. For more information see Pre-employment Background Checks Policy and Criminal Background Check and Disqualifying Offenses
    b. Also note that the background and drug testing may take up to fourteen (14) days, so please plan accordingly when determining the need for a position to be filled.
10. The Human Resources Manager will notify applicants interviewed but are not selected for the position in writing within five working days and will return their application.

RESPONSIBILITY: Executive Director/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 9 **FULL-TIME POSITION APPOINTMENTS**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA recognizes the need to make appointments for positions within SRHA and reserves the right to make those appointments.

REFERENCE:

PROCEDURE/CONTENT:

1. Appointments may be designated either regular or contract. Regular contract appointments will be subject to final approval of the Executive Director. The Executive Director will make appointments based on available funding for the positions or operational needs of SRHA.
    a. Regular appointments shall be made by letter and reviewed annually using SRHA renewal procedures.
    b. Contract appointments will follow SRHA Procurement Policies.
2. Appointment by reinstatement to an open position shall be made to an individual who resigned in good standing from a former type of position within one year following the resignation, provided the individual remains qualified to perform the duties of the position and such reinstatement would be in the best interest of SRHA.
3. Appointments can be made for an employee who was laid off, including a former temporary employee separated upon completion of duties. Individuals may be routinely recalled working at any time, provided the individual remains qualified/available to perform the duties of the position.
4. An individual selected for appointment is required to undergo a pre-employment drug and alcohol test and background checks to be paid and scheduled by SRHA. Employment may be contingent upon successful completion of the pre-employment drug test.
5. Residency for appointments shall not be required. To ensure efficiency in the delivery of service, employees in specified positions may be required to reside within reasonable commuting distance of the work site.
6. The employee and the Executive Director shall sign all staff appointments before the employee will be placed on the payroll and enrolled in any benefits.

RESPONSIBILITY: Human Resource Manager/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 9
TEMPORARY POSITION, APPOINTMENTS, FULL AND PART TIME
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA recognizes the need to make temporary appointments for positions within SRHA and reserves the right to make those appointments.

REFERENCE:

PROCEDURE/CONTENT:

1. The Executive Director may temporarily appoint a capable person for a period not to exceed one fiscal year without regard to conflicting or limiting provisions of these rules. Force Account employees can be hired for temporary appointments.
   Temporary appointments:
   a. may be full-time or part-time positions requiring continuous, seasonal or intermittent service;
   b. not eligible for fringe benefits;
   c. not eligible for holiday pay;
   d. must follow the application process when position is advertised;
   e. do not have the right to appeal;
   f. are not eligible for travel status; and
   g. may be laid off without notice.
2. Part-time appointments are less than 32 hours per week and not to exceed one fiscal year.
3. Temporary and part-time appointments will be required to pass pre-employment drug and alcohol testing, background checks and other job-related requirements**.**

RESPONSIBILITY: Human Resource Manager/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 10 **PROMOTION**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA will promote within SRHA when possible.

REFERENCE:

PROCEDURE/CONTENT:

1. A promotion is the assignment of an employee from a position in one class to a position in another class having a higher maximum salary and greater responsibilities.
2. Promotions will be made upon the recommendation of the supervisor and of the Executive Director who makes the final decision.
3. Consideration for promotion shall be limited to regular employees who have successfully completed their probationary period.
4. If an employee receives a promotion, he/she is subject to the probation period policy established by SRHA.
5. Only the Executive Director, upon approval of appropriate supervisor, may waive the training period for an employee that has received a position promotion.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 11 **RECLASSIFICATION**
DATE:

OBJECTIVE/PHILOSOPHY:

The Executive Director may see the need for reclassification of an employee's current position.

REFERENCE:

PROCEDURE/CONTENT:

1. The Executive Director may reclassify as needed. Reclassification shall neither be considered a promotion nor disciplinary action and is not grievable.
2. A revised job description by a supervisor must be developed by supervisor to reflect new job responsibilities and placed in employee's personnel file.
3. A classification form will be completed for the position by the Human Resource Manager and supervisor.
4. Only the Executive Director upon approval of appropriate supervisor may waive the probation period for an employee that has been reclassified.

RESPONSIBILITY: Supervisor/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 12 **TRANSFER**
DATE:

OBJECTIVE/PHILOSOPHY:

A transfer occurs when a full-time employee is moved from one position to a similar position.

REFERENCE:

PROCEDURE/CONTENT:

1. The Executive Director, with concurrence of a supervisor, may transfer a full-time employee from one position to a similar position when it is in the best interest of SRHA.
2. An employee must be employed one year before requesting a transfer and must show satisfactory performance at current job.
3. A transfer shall not be considered disciplinary action and is not grievable.
4. The new job description will be placed in the employee's personnel file.
5. Only the Executive Director, upon approval of appropriate supervisor, may waive the probationary period for an employee that has transferred.

RESPONSIBILITY: Supervisor/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 13 **FULL-TIME EMPLOYEE ORIENTATION**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA welcomes all new full-time employees and will provide an orientation.

REFERENCE:

See appendix for employee orientation check list.

PROCEDURE/CONTENT:

1. Upon hire, a new employee will report to the Human Resources Manager to complete employment forms and to review policies and procedures.
2. Upon completion of employment forms the employee will meet with their immediate supervisor to complete an orientation and supervisor checklist.
3. The supervisor may assign a mentor to answer questions and to complete the orientation.

RESPONSIBILITY: Human Resources Manager/Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 14 **PROBATION**
DATE:

OBJECTIVE/PHILOSOPHY:

All new full-time employees of SRHA will be placed on a probation period.

REFERENCE:

PROCEDURE/CONTENT:

1. All newly hired, reclassified, in-house transfer**,** or promoted employees in SRHA will be required to successfully complete a probation period of ninety (90) calendar days from the date of employment.
2. During their probation period an employee will not be allowed to travel, unless approved by Executive Director in conjunction with the supervisor.
3. During the probation period employees will accumulate but cannot take any annual leave.
4. The supervisor will be responsible for completing a probation period evaluation prior to the end of ninety (90) calendar days and will submit evaluations to the Human Resources Manager.
5. The probation period will be used to closely observe and evaluate the work and fitness of the employee and to encourage adjustment to the job. Only those employees who satisfactorily meet performance standards during the probation period shall be retained in the position. If an additional probationary period is deemed necessary, upon recommendation of the supervisor, the Executive Director may extend up to thirty (30) calendar days.
6. An employee on probation will be separated if at any time during the probation period the employee's fitness or the quality of work is judged insufficient to merit continuation in the position. The Executive Director must concur before an employee is officially separated.
7. In cases where excess sick leave (over 24 hours) and leave without pay is taken the employee's probation period may be extended by those hours/days used.
8. An employee who does not successfully complete training period has no right to appeal.

RESPONSIBILITY: Executive Director

DATE ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 15 **NEPOTISM/CONFLICT OF INTEREST**
DATE:

OBJECTIVE/PHILOSOPHY:

For the best interest of SRHA, it is the policy that no immediate family may be involved in the hiring, appointment, advancement, or promotion of an employee.

REFERENCE:

"Immediate family" is defined as a parent, spouse, sibling, other household members, blood relatives, relatives by marriage and adoption, including stepfamily members and foster family members. The "campfire rule" applies to applicants or employees that are in a relationship and/or are living in the same residence.

PROCEDURE/CONTENT:

1. SRHA will not hire or permit the hiring of a family relative applicant for employment unless the following conditions are met:
    a. The applicant is not directly supervised or directly affected by the supervision of a relative.
    b. A SRHA employee or a Board of Commission member may not take part in the screening, interviewing, or hiring of an applicant who is a relative.
    c. Employees who are related as defined by "relative" under the reference section cannot supervise each other. This may be construed as a conflict of interest.
    d. Any deviation from this policy must be approved by the Board of Commissioners.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 2, Section 16 **VOLUNTEERS**
DATE:

OBJECTIVE/PHILOSOPHY:

Standing Rock Housing Authority will use volunteers when available and needed.

PROCEDURE/CONTENT:

1. Each SRHA department will inform the Executive Director and Human Resource office when using volunteers in their area and submit volunteer forms.
2. Each department will develop position duties.
3. Volunteers must meet qualifications of position in that department.
4. Volunteers are not eligible for any benefits under SRHA
5. Volunteers are covered by liability insurance under SRHA.
6. Volunteers must take a pre-employment drug and alcohol test.
7. Volunteers must pass a background check and meet minimum qualifications.
8. Volunteers must understand that wages will not be paid.
9. Each department will provide an orientation for the volunteers.
10. Volunteers are not eligible to drive SRHA vehicles.

RESPONSIBILITY: Supervisors/Executive Director/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

CHAPTER 3 – EMPLOYEE SEPARATION

POLICY: Chapter 3, Section 1 **RESIGNATION**
DATE:

OBJECTIVE/PHILOSOPHY:

An employee who leaves SRHA service in good standing must submit a letter of resignation to their supervisor.

REFERENCE:

PROCEDURE/CONTENT:

1. All non-contractual employees must provide a two-week signed written notice to their appropriate supervisor.
2. The Executive Director must provide sixty-day notice to the Board of Commissioners.
3. Once the appropriate supervisor receives the resignation, the supervisor will immediately accept the resignation, date it, and sign it.
4. Once the resignation is accepted, a meeting with the Human Resources Manager along with the employee will be held to discuss separation requirements**.**
5. An employee who resigns without the required notice may be ineligible for reinstatement but may be considered for future employment with SRHA on a competitive basis with other applicants for employment.
6. Payment for annual leave will be made up to a maximum of 48 hours for employees who resign three years before. Employees who have been employed for between three to five years may be paid for a maximum of 96 hours. Employees who have been employed more than five years may be paid for a maximum of 160 hours.
7. Employees not submitting a two-week notice will forfeit accrued leave.
8. An employee's final check must be picked up at the finance office and will be held until the departure/exit form is completed and all SRHA property is returned.
9. An employee who has a financial obligation to SRHA will be required to make payment in full upon separation
10. The Executive Director may waive any portion of the notice period for an employee in good standing.

RESPONSIBILITY: Supervisor/Human Resources Manager/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 3, Section 2 **LAYOFFS**
DATE:

OBJECTIVE/PHILOSOPHY:

An employee may be laid off because of changes in job position, changes in the organizational structure of SRHA or for lack of funds.

REFERENCE:

PROCEDURE/CONTENT:

1. Whenever possible, at least two (2) weeks' notice shall be given to an employee prior to layoff.
2. Temporary employees may be laid off without a two-week notice.
3. Whenever possible, an employee laid off from one department may be transferred to an appropriate position elsewhere at SRHA at the same position classification.
4. Seniority with SRHA may be used to determine the order of layoffs among employees with substantially equivalent records of performance and efficiency.
5. Layoffs shall not be considered disciplinary action.
6. A person who was laid off, including a former temporary employee separated upon completion of duties, may be routinely recalled working at any time, provided the person remains qualified/available to perform the duties of the position.
7. Funding must be available for the position before a laid off employee is called back to work at SRHA.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 3, Section 3 **TERMINATION**
DATE:

OBJECTIVE/PHILOSOPHY:

An employee may be terminated for just cause. Just cause includes but is not limited to illegal, unethical, abusive, or unsafe acts; violation of SRHA policies and procedures; neglect or abandonment of duties; failure to follow chain of command; participation in prohibited political activities as outlined in political activity policy or solicitation; abuse of sick leave or other benefits; tardiness or absences without leave; falsification of official documents or records; being under the influence of non-prescribed medication, drugs or intoxicating beverages while on duty; unauthorized use of SRHA property; theft/fraud and or use of unauthorized/confidential SRHA information.

REFERENCE:

PROCEDURE/CONTENT:

1. The Executive Director has the authority to immediately terminate an employee when it is in the best interest of the SRHA.
2. The Board of Commissioners has the authority to immediately terminate the Executive Director when it is in the best interest of the SRHA.
3. The employee may be terminated through the disciplinary procedures as outlined in Chapter VIII.
4. An employee has the right to appeal their termination as outlined in Chapter IX.
5. If a terminated employee has a financial obligation the amount will be deducted from their final paycheck or annual leave.
6. The Executive Director must concur before an employee is officially terminated.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 3, Section 4 **RETIREMENT**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA follows the federally mandated retirement age for full-time SRHA employees.

REFERENCE:

PROCEDURE/CONTENT:

1. Individuals beyond the age of retirement shall be employed on regular or temporary part-time status, if the Executive Director approves.
2. An employee must give a minimum of thirty days' notice before the actual retirement date.
3. The Human Resources Manager will notify the appropriate agencies of the employee's retirement.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 3, Section 5 **INCAPACITY**
DATE:

OBJECTIVE/PHILOSOPHY:

An employee may be separated from SRHA for incapacity for medical reasons arising from non-occupational illness or injury when the employee no longer meets the physical or mental standards required for the position they currently hold.

REFERENCE:

PROCEDURE/CONTENT:

1. A finding of incapacity shall be made through individual medical determination by competent authorities as chosen by the Executive Director.
2. Separation for incapacity shall not be considered disciplinary action, and the employee will not be denied the use of accrued sick leave or other benefits.
3. Separation for incapacity is an administrative measure designed to protect the interest of SRHA and the employee. It also encumbers the employees' position so that a replacement may be assigned for the maintenance of essential SRHA functions.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 3, Section 6 **REINSTATEMENT**
DATE:

OBJECTIVE/PHILOSOPHY:

An employee who resigned in good standing, was laid off, or was separated for incapacity may be reinstated in his/her former position or similar position within one year following the separation if it is in the best interest of SRHA.

REFERENCE:

PROCEDURE/CONTENT:

1. Before an incapacitated employee is reinstated, a document must be submitted to the Executive Director by a certified medical doctor declaring that the employee is mentally and physically fit to perform the duties of the position.
2. The Executive Director, in concurrence with the supervisor, will make the final decision on all other separate employees in good standing or laid off to allow an employee to return to work.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 3, Section 7 **SERVICE CREDIT**
DATE:

OBJECTIVE/PHILOSOPHY:

An employee returning to service under good standing will be eligible for service credit determination.

REFERENCE:

PROCEDURE/CONTENT:

1. In determining classification on the salary scale, service shall be credited based on employee status at the time of separation.
2. Service credit will be available for three (3) years from separation date based upon approval of supervisor and Executive Director.

RESPONSIBILITY: Supervisor/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 3, Section 8 **VETERANS' RE-EMPLOYMENT RIGHTS LAW**
DATE:

OBJECTIVE/PHILOSOPHY:

Under the Veterans' Re-employment Rights (VRR) law, an employee who leaves a civilian job to enter active duty in the Armed Forces, voluntarily or involuntarily, is entitled to return to his/her civilian job after discharge or release from active duty if the basic eligibility criteria of the VRR are met.

REFERENCE:

Department of Labor Fact Sheet OASVET No. 90-10 "Veterans' Re-employment Rights Law"

PROCEDURE/CONTENT:

CRITERIA 1 - The employee must hold an "other than temporary" civilian job. The job need not be "permanent".
CRITERIA 2 – The employee must leave the civilian job for the purpose of going on active duty.
CRITERIA 3 – The employee must not remain on active duty longer than four years, unless the period beyond four years (up to an additional year) is "at the request and for the convenience of the Federal Government".
CRITERIA 4 – The employee must be discharged or released from active duty "under honorable conditions".
CRITERIA 5 – The employee must apply for re-employment with the pre-service employer or successor in interest within 90 days after separation from active duty.

An employee meeting these criteria is entitled to reinstatement within a reasonable time to a position of like seniority, status, and pay. Additionally, a returning veteran may be entitled to a better job than the one he/she left. In its first case construing the VRR Law, the Supreme Court stated, "The returning veteran does not step back on the seniority escalator at the point he stepped off. He steps back on at the precise point he would have occupied had he kept his position continuously during (his military service)." Congress later expressly ratified this explanation, which is known as the "escalator principle". Benefits generally found to be based on seniority, i.e. length of service, are pensions, pay increases, missed promotions, and missed transfers. Additionally, a veteran who returns from the service to a different employer in the same industry covered by the same multi-employer pension plan remains covered by that plan and is entitled to military service pension credit.

Although the "escalator" normally goes up or remains in place, there are times when it goes down. If the employer can establish that the veteran would have been downgraded if he had remained continuously employed, he will be entitled to reemployment in the lower job. If the employer can establish that the veteran would have been laid off in accordance with seniority, he may be entitled to "reinstatement" into a layoff position, with recall rights. If the employer can establish that the veterans' pre-service employment relationship would have been severed altogether, the veteran may be entitled to no job at all, but he might be entitled to severance pay. The whole point of the VRR law is to place the returning veteran in the job he or she would have attained if he or she had remained continuously employed instead of going on active duty. Upon reemployment, a veteran may not be discharged without cause for a period of one year.

The VRR law applies to people who are inducted (drafted) into the Armed Forces, to people who volunteer directly for active duty, and the Reservists and members of the National Guard who are called to active duty voluntarily or involuntarily. In addition to performing active duty, reservists and members of the National Guard also perform initial active-duty training, active duty for training, and inactive duty training.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

CHAPTER 4 – PERFORMANCE EVALUATION

POLICY: Chapter 4, Section 1 **PERFORMANCE EVALUATION**
DATE:

OBJECTIVE/PHILOSOPHY:

Each employee of SRHA shall be evaluated annually on their work performance.

REFERENCE:

PROCEDURE/CONTENT:

1. Performance evaluation is designed to help the supervisor and employee measure how well the employee is doing on his/her job, to identify areas for performance improvement, and to provide a tool for management decisions regarding training, assignment, promotion, retention, and salary increases.
2. Employees are evaluated annually by their supervisor with the use of a uniform evaluation form.
   a. The evaluation form consists of two parts: Part one is based on general work performance and part two is based on actual job duties as described in the job description.
3. Evaluation will be completed by June 1st of each subsequent year for all employees.
4. After the evaluation process, if there are areas of conflict the employee has the right to file a dispute and/or grievance within five (5) working days. If the matter cannot be resolved, the Executive Director can initiate a hearing on the issue.
5. All staff positions will be evaluated prior to completion of a probationary period.

The supervisor shall discuss the report with the employee regarding his/her career and any improvements in performance that appear desirable or necessary. Each employee shall be provided with a copy of his/her performance evaluation report, with the original placed in the employee's personnel file.

RESPONSIBILITY: Supervisor/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 4, Section 2 **EXECUTIVE DIRECTOR'S EVALUATION PROCESS**
DATE:

OBJECTIVE/PHILOSOPHY:

The Executive Director will be evaluated annually by the Board of Commissioners, at which time, the Board will approve of any merit or cost of living increases.

PROCEDURES:

1. Annually, the Board of Commissioners will meet to review the evaluation process of the Executive Director position.
2. At this meeting, a date will be set by the Board for the evaluation of the Executive Director.
3. The Board, without the Executive Director, will review one by one each of the objectives set for the Executive Director at the last evaluation.
4. The Board will then meet with the Executive Director to review the objectives together and agree or do not agree as to the accomplishments of the objectives.
5. The Board will decide to continue employment and whether a merit and/or cost of living increase is warranted.
6. The Board and Executive Director will develop objectives for the next year together.

RESPONSIBILITY: Board of Commissioners

DATE BOC ADOPTED: July 8, 2026

CHAPTER 5 –CLASSIFICATION AND COMPENSATION

POLICY: Chapter 5, Section 1 CLASSIFICATION AND COMPENSATION
DATE:

OBJECTIVE/PHILOSOPHY:

The SRHA Board of Commissioners has determined that each full-time permanent employee be given a specific classification within SRHA's organizational structure and compensation appropriate for such classification.

REFERENCE:

PROCEDURE/CONTENT:

1. Classification
   a. It will be the responsibility of the Human Resource Manager to maintain a classification plan that accurately classifies each regular position in SRHA service (salary scale) based on:
      - program dollars,
      - number of employees supervised, and
      - job responsibility.
   e. The Executive Director may initiate classification reviews or appoint a qualified person to implement a review of departments, occupation groups, or individual positions.
   f. Supervisors may request such reviews when it comes to their attention that one or more positions under their supervision are possibly misclassified.
   g. An employee may request, in writing to their supervisor, a review of their position for reclassification.
   h. The Executive Director must respond to all requests for classification reviews that have been submitted in writing with reasonable promptness.
   i. A new employee shall be classified at the appropriate step based upon experience and qualifications set for the position being filled. A maximum of six (6) years prior experience will be granted.
   j. All new job description/positions will be classified according to the policy outlined in item (a).

2. Compensation
   a. A new employee of the SRHA shall be compensated at the appropriate step based upon experience and qualifications set for the position being filled. A maximum of six (6) years prior experience will be granted.
   b. Based upon exceptional circumstances the Executive Director may grant a new employee higher than normal compensation for a position being filled. The exception should be based upon degree of difficulty in filling a particular position. This exceptional circumstance procedure should be used with great care and deliberation and only on the recommendation of the Supervisor for the positions and available funds.
   c. An internally promoted employee shall be compensated at the lowest step of the new salary range that would be equal to or an increase in pay above their previous salary or the individual may be eligible for a maximum of six years' experience credit on the current salary scale.
   d. The Board of Commissioners shall decide annually at a regular scheduled board meeting if funds are available to give raises for the year as outlined in annual budget.

e. Other part-time positions will be compensated based on job duties and experience as approved by supervisor and administration

RESPONSIBILITY: Executive Director/Supervisors

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 5, Section 2 **SALARY SCALE**
DATE:

OBJECTIVE/PHILOSOPHY:

A salary scale shall be developed by the Executive Director and approved by the Board of Commissioners of a fair and equitable salary.

REFERENCE:

PROCEDURE/CONTENT:

1. Staff- the method of movement on the pay scale is set in increments as follows:
    a. To qualify for a step increase, the staff member must attain a minimum of 3.5 on their annual evaluation.
    b. Staff must have been employed for at least twelve (12) months prior to the beginning of the fiscal year to qualify for a step increase.
    c. Staff will be given an increase to the next degree level when achieving an associates, bachelors, masters, or doctorate. Staff must provide documentation of educational credentials by June 1st to receive an increase in the new fiscal year. This increase will be retroactive to the beginning of the fiscal year.
    d. An individual may be hired for a position without required credentials, such as a director's position requiring a bachelor's degree. The required credential must be achieved within an appropriate timeframe as approved by supervisor. If not achieved within the appropriate timeframe administration has the right to freeze the employee's salary or to re-advertise the position.
    e. Staff may bring in six (6) years of related work experience.
    f. Six steps may be given to positions designated as hard to fill (six months or longer).
2. All increases will be based on funds available in the budget
3. Executive Director may elect to give calendar yearend cash incentive. To qualify for a year-end cash incentive an employee must meet the following:
    a. Be a full-time or permanent part-time employee.
    b. Staff members must attain a minimum of 3.5 on their most recent performance evaluation.
    c. Been employed for at least six months prior to June 30 to qualify for yearend cash incentive.
    d. The amount of the year-end cash incentive will be determined by the Executive Director and Finance Manager and will be based on available funds, with approval of the board.

RESPONSIBILITY: Human Resource Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 5, Section 3
COMPENSATORY TIME AND OVERTIME (NON-EXEMPT/HOURLY EMPLOYEES)
DATE:

OBJECTIVE/PHILOSOPHY:

All hourly employees shall be compensated for overtime hours more than 40 actual work hours per week at 1 ½ time.

REFERENCE:

Hourly employees shall refer to all positions that are not professional in nature. (Section 541 FLSA, title 20 CFR).

PROCEDURE/CONTENT:

1. Supervisors must submit their advance written approval to the Human Resources Manager for overtime except in an emergency. If not approved, employees' overtime will be considered as a voluntary contribution of time. Due to budget constraints, overtime hours may be converted to compensatory time.
2. Approved overtime hours will be paid within the pay period earned.
3. Accumulated compensatory time will be earned at the rate of 1½ hour per one hour worked more than 40 actual work hours. The workweek will be Sunday through Saturday.
4. If an employee requests the time off, time must be allowed within a reasonable time and should be in a manner so as not to interrupt quality of service by the department.
5. Compensation time will be given for weekends, holidays, and regular/travel upon prior approval of their supervisor. The maximum work time will be eight hours per day.

RESPONSIBILITY: Supervisor/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 5, Section 4
NON-COMPENSATORY TIME (EXEMPT/SALARIED EMPLOYEES)
DATE:

OBJECTIVE/PHILOSOPHY:

Compensatory time may be given to professional staff not covered by the Fair Labor Standards Act.

REFERENCE:

Professional staff refer to any position at SRHA that requires at least a bachelor's degree in a specific field(s), including program directors/managers, administrators or any specialists in a particular field.

PROCEDURE/CONTENT:

1. Compensation for weekends, holidays, and regular travel for professional staff:
    a. Compensatory time may be given, at the discretion of the supervisor, for weekend or holiday travel not to exceed eight hours per day.
    b. If an employee requests the time off, time must be allowed within a reasonable time and should be in a manner so as not to interrupt quality of service by the unit or department.
    c. No compensatory time will be given for travelling during the normal work week.

RESPONSIBILITY: Supervisor/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

CHAPTER 6 – EMPLOYEE BENEFITS

POLICY: Chapter 6, Section 1 **MANDATORY BENEFITS**
DATE:

OBJECTIVE/PHILOSOPHY:

Standing Rock Housing Authority is required to pay mandatory benefits which include FICA, MEDFICA, Workman's Compensation, and unemployment insurance for all full-time and part-time employees.

REFERENCE:

PROCEDURE/CONTENT:

1. SRHA will adhere to all federal employment laws.
2. New employees will meet with the Human Resources Manager to complete benefit forms.

RESPONSIBILITY: Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 2 **HEALTH AND RETIREMENT BENEFITS**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA will pay health, life, disability, and retirement benefits for full time permanent staff.

REFERENCE:

PROCEDURE/CONTENT:

Changes in health benefits can be made once a year prior to October 1, which is the anniversary date of the health plan. The Human Resources Manager will notify employees when changes can be made.

1. Health, life, and disability insurance benefits will be covered according to guidelines set by the Board.
    a. Employees must sign a waiver form if they are requesting exemption from health insurance benefits.
    b. SRHA will only pay the cost of single coverage. Employees who elect to carry single with dependent or family coverage will be required to pay the cost for the additional dependent and family coverage.
    c. SRHA offers an optional dental plan with SRHA paying 75% for single and 70% for family coverage.
    d. SRHA offers an optional vision plan with SRHA paying 100% for singles and 75% for family coverage.
    e. SRHA pays for life and disability insurance coverage for full-time staff with an option for the employee to carry additional coverage.
    f. For newly hired full-time permanent staff health benefits will begin immediately upon hire.
2. Retirement benefits (401K) will be covered according to guidelines set by the Board.
    a. SRHA will annually contribute 5% of salary to retirement for qualified employees who have worked a full 12 months (one year).
    b. SRHA offers employees an option to contribute up to the maximum amount allowable by the plan administrator to their retirement fund at the start of employment.
    c. An employee's SRHA contribution is considered 40% vested between 12 and 36 months of employment, 60% vested between 37 through 60 months, and 100% vested after 60 months.
    d. Employees that cease employment may withdraw their funds after they have received their final check. The employee will be responsible for sending the withdrawal request to the appropriate financial management firm. The management firm will explain the withdrawal procedure.
    e. Employee contribution can be changed quarterly.

RESPONSIBILITY: Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 3 **HOLIDAYS**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA employees will be entitled to the following holidays: Martin Luther King Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Battle of Little Big Horn Day, Independence Day, Labor Day, Native American Day, Veterans' Day, one-half day before Thanksgiving, Thanksgiving Day and the day after, Chiefs' Day, Christmas break (Christmas Eve through New Year's Day). All tribal holidays, administrative days, excluding voting.

REFERENCE:

PROCEDURE/CONTENT:

1. Full-time regular employees will be entitled to paid holidays.
2. As many employees as possible will be given each holiday off consistently with the maintenance of essential SRHA functions.
3. Temporary or part-time employees are not entitled to paid holidays.
4. If a holiday falls on a Saturday, the preceding Friday will be observed. If a holiday falls on a Sunday, the following Monday will be observed.
5. An employee who is AWOL (absent without leave) on the working day immediately preceding and/or following a holiday will lose pay for the holiday as well as for the other day(s).
6. Holidays falling within an employee's vacation period or within a period of absence properly charged to illness will not be counted against annual or sick leave.
7. The Executive Director may grant additional holidays.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 4 **ANNUAL/PERSONAL LEAVE**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA full-time staff will earn annual leave and will be granted personal leave.

REFERENCE:

PROCEDURE/CONTENT:

1. SRHA full-time staff will earn annual leave at the rate of four (4) hours per pay period for the first two years, six (6) hours per pay period at the beginning of the third year, and eight (8) hours per pay period at the beginning of the 10th year of employment that may not be used within the pay period in which it is earned. Temporary and part-time employees are not eligible for annual leave.
2. Annual leave will not be earned while the employee is absent without leave status (AWOL) unauthorized absence or on leave without pay status (LWOP) authorized absence,
3. Annual leave may be used and charged in ½ -hour increments.
4. Carry-over of annual leave may be considered after receiving written approval from supervisor for the carryover. Excess leave must be used by August 30.
    a. Full-time staff employed less than three years may carry over a maximum of 48 hours or six days.
    b. Full-time staff employed more than three years may carry over a maximum of 96 hours or 12 days.
    c. Full-time staff employed more than five years may carry over a maximum of 240 hours or 20 days.
5. During a probationary period, staff will accumulate but cannot take any annual leave.
6. Staff requesting annual leave of more than eight hours must notify their supervisor at least three (3) days in advance of anticipated leave.
7. Supervisors will schedule and approve annual leave, giving due consideration to the needs of the service and the interest of the staff.
8. Upon separation from SRHA, payment will be made for annual leave;
    1. up to a maximum of 160 hours or 20 days after five (5) years of employment**,**
    2. 96 hours or 12 days after three (3) years of employment, and
    3. 48 hours or 6 days of leave for up to three (3) years employment.
    4. Two weeks' written notice is required for annual leave to be paid.

RESPONSIBILITY: Supervisor/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 5 **SICK LEAVE**
DATE:

OBJECTIVE/PHILOSOPHY:

Full-time staff will earn sick leave. Temporary and part-time employees are not eligible for sick leave.

REFERENCE:

PROCEDURE/CONTENT:

1. Sick leave for staff will be credited at the end of each pay period at the rate of 4 hours and may not be used within the pay period in which it is earned.
2. Sick leave will not be earned while the employee is absent without leave status (AWOL) unauthorized absence or on leave without pay status (LWOP) authorized absence.
3. Sick leave may be taken for illness, injury, or routine medical or dental appointments incurred by an employee or a member of their immediate family (As defined in Nepotism policy which cannot be reasonably scheduled outside of working hours.
4. In the event of prolonged or extreme medical emergencies of other family members not in the household, sick leave may be granted upon approval of the supervisor.
5. Sick leave for staff shall be used in ½ hour increments.
6. Sick leave is not transferable between employees.
7. Employees taking sick leave will call their immediate supervisor at the earliest opportunity. Failure to ensure proper notification without valid reason shall constitute absence without leave (AWOL) hours.
8. Employees using 24 or more consecutive work hours of sick leave must have verification from a physician.
9. A pregnant employee is expected to make her own decision, in consultation with her physician, as to when she will cease working and when she will return. Sick leave and annual leave may be used for these purposes. The employee shall notify her supervisor of leave two weeks prior to her intended departure as to the period she expects to be on leave and at that time placed on FMLA (Family Medical Leave Act) status. If an employee's pregnancy prevents her from properly performing the duties of her position, or causes a hazard to person or property, and the employee refuses to take leave, the Executive Director may place her on annual or sick or absent without leave status until such time as certified able to return to work by a designated physician. In the event of prolonged absence due to pregnancy the absent employee's position may be temporarily filled.
10. If an employee's accrued sick leave has been exhausted, it may be extended using accrued annual leave.
11. All employees can carry over up to 480 hours of sick leave at the end of a fiscal year.

RESPONSIBILITY: Supervisor/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 6 **FAMILY AND MEDICAL LEAVE**
DATE:

OBJECTIVE/PHILOSOPHY:

Full-time regular and contract employees will be entitled to family and medical leave in compliance with the Family and Medical Leave Act.

REFERENCE:

PROCEDURE/CONTENT:

1. The Board of Commissioners shall permit qualified employees to take up to 12 work weeks of leave in a 12-month period for family and medical reasons. Employees qualifying for family medical leave shall have been employed by SRHA for the previous 12 months prior to the date of the leave to be taken. Forms for the family and medical leave are available from the Human Resources Manager**.** It is the responsibility of the employee to submit paperwork to the Human Resources Manager prior to taking leave, as requested by the employer. For the purposes of this policy the 12-month period shall be the same as the fiscal year, July 1 to June 30. Such unpaid leave may only be taken for the following reasons:
   - The birth of the employee's child and subsequent care within 12 months;
   - The placement of a child with the employee for adoption or foster care within 12 months;
   - To care for a spouse, child or parent of the employee who has a serious health condition;
   - When the serious health condition of the employee renders the employee unable to work.

   The twelve (12) work week begins at the request of the employee for leave or upon reasonable information received by the employer.
2. Generally time taken for family and medical leave shall be on a continuous basis. However, the employee shall be permitted to take leave on an intermittent or reduced basis to care for a seriously ill family member or the employee's own illness when medically necessary. An employee may take intermittent leave for the birth or adoption of a child only with the approval of the Executive Director
3. An employee shall be required to request leave by providing the Executive Director at least 30 days notice prior to any leave being taken for the birth or adoption of a child, or for any treatment, or circumstances where 30 days notice cannot be provided, the employee shall notify the Executive Director as soon as possible. Medical certification may be required at the time the leave is requested.
4. The employee will be required to use accumulated sick, personal and/or annual leave for any part of the 12-week period. If an employee uses paid leave, the Executive Director shall provide only enough unpaid leave time to total the allowed 12-week period.
5. Any employee taking family and medical leave shall have the right to return to their previous position or an equivalent position with no loss in benefits at the end of the leave period. An employee returning to service at the end of their leave period for personal medical reasons shall be required to present a letter from their doctor certifying that the employee is able to return to work.

RESPONSIBILITY: Executive Director/Human Resources Manager/Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 7 **BREASTFEEDING/LACTATING MOTHERS**
DATE:

OBJECTIVE/PHILOSOPHY:

The Patient Protection and Affordable Care Act, enacted March 23, 2010, requires employers subject to the Fair Labor Standards Act (FLSA)—which is most employers—to provide unpaid, reasonable break time for an employee to express breast milk for a year after her child's birth.
SRHA supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

REFERENCE:
PROCEDURE/CONTENT:
Accommodation for Lactating Mothers
For up to one year after the child's birth, any employee who is breastfeeding her child will be provided with reasonable break times to express breast milk for her baby.

Employees must bring their own coolers and storage containers for the appropriate storage of expressed milk. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on her time record.

Bring Infants to Work
Full-time employees may be allowed to bring their infants to work until three months of age if

- The mother is providing her infant breast milk
- The supervisor deems the policy fits the needs of the department and the employee's job duties
- Presence of the infant does not interfere with the mother's job duties
- Flexibility and interpretation are on an individual basis between supervisor and employee.

RESPONSIBILITY: Supervisor/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 8 **WORKFORCE SAFETY COVERAGE**
DATE:

OBJECTIVE/PHILOSOPHY:

Employees of Standing Rock Housing Authority are subject to Workforce Safety procedures in the event of an injury on the job.

REFERENCE:

PROCEDURE/CONTENT:

1. When an employee is injured on the job, the employee is required to report the injury to his/her supervisor immediately.
2. The supervisor shall investigate and file a written report with the Human Resources Manager.
3. Employees involved in a SRHA vehicle will be required to complete a SRHA vehicle accident form and may be subject to drug, non-prescribed medication or alcohol testing.
4. The employee or supervisor will contact Human Resources Office to report the injury.
5. Claims will have to be submitted to Human Resource Office by both the injured employee and the supervisor.
6. Sick leave and annual leave may be used for time off for the injury.
7. Depending on the injury of the employee, SRHA will make every effort to work with the injured employee and Human Resource Office on all eligible benefits until the employee returns to his/her job.
8. SRHA may require a doctor's statement before the employee may return to work.

RESPONSIBILITY: Supervisor/Human Resources Manager/Employee

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 6, Section 9 **ADMINISTRATIVE LEAVE**
DATE:

OBJECTIVE/PHILOSOPHY:

Administrative and emergency leave is paid leave, which is not charged against annual leave or sick leave. The Board of Commissioners recognizes that the Executive Director may grant leave for various administrative and emergency purposes.

REFERENCE:

PROCEDURE/CONTENT:

1. **National Guard/Reserve** - An employee who is a member of the National Guard or of any of the Reserve components of the Armed Forces of the US shall be entitled to leave of absence from assigned duties for as many as 15 days in one calendar year to participate in military training. Employees called to participate in military training shall furnish the Executive Director with verification that they were called to duty by proper authority.
2. **Jury Duty** - An employee called to jury duty shall be granted administrative leave for the day. If money is received from the court, the employee must take annual leave.
3. **Subpoena** - Employees who appears before or participates in any civil or criminal court proceeding by virtue of SRHA employment shall be granted administrative leave.
4. **Voting -** An employee will follow the tribe process to vote in any official/tribal election.
5. **Professional Development** -Administration in conjunction with a supervisor may grant an employee administrative leave, annual leave, or leave without pay to accept an invitation to participate in a conference or workshop not to exceed two weeks per fiscal year. If an honorarium is offered, it may be accepted by the employee if he/she is on approved annual leave or leave without pay status. Acceptance and participation in a conference or workshop during work hours without proper approval may be grounds for disciplinary action including termination.
6. **Student Professional Development –** Executive Director in conjunction with a supervisor and proper documentation may grant administrative leave to an employee who is a student to attend student related activities or conferences. Leave will be limited to 24 hours per fiscal year. Per diem and travel expenses will not be paid unless it is an SRHA sponsored event.
7. **Inclement Weather -** Administrative leave for SRHA sites may be granted if SRHA is closed for inclement weather or other situations. However, job responsibilities must be fulfilled as required by supervisor before administrative leave is granted.
8. **Bereavement Leave** – Administrative leave not to exceed six days per fiscal year for bereavement may be granted to an employee by administration for a death in the immediate family as defined in the nepotism policy. "Immediate family" is defined as a parent, spouse, sibling, other household members, blood relatives, relatives by marriage and adoption, including step family members and foster family members.
9. **Funeral Leave –** Executive Director in conjunction with a supervisor may grant funeral leave, not to exceed 8 hours for other than immediate family or under special circumstances.
10. **Maternity Leave –** Permanent employees shall be authorized administrative leave not to exceed eighty (160) hours (four weeks) for maternity purposes. Maternity leave must be used prior to with a doctor's statement or immediately following delivery. The leave must be taken consecutively. Maternity leave will be granted only after three months of full-time, regular employment.
11. **Paternity Leave -** Permanent employees shall be authorized administrative leave not to exceed eighty (80) hours (two weeks) for paternity purposes. Paternity leave must be used prior to with a

doctor's statement or immediately following delivery. The leave must be taken consecutively. Paternity leave will be granted only after three months of full-time, regular employment. Employees claiming leave for paternity purposes must provide proof of relationship to the child either through submission of a marriage license or other documentation attesting to the parental relationship to the child.

12. **Spiritual or Religious Leave –** Administrative leave not to exceed three (5) days per fiscal year for spiritual or religious reasons may be granted upon the approval of the supervisor in conjunction with Executive Director. This leave must not interfere with the employee's regular duties. Leave does not have to be continuous days.
13. **Educational Leave -** An employee seeking a certificate, associate, baccalaureate or master's may be granted administrative leave up to four (4) hours per week to attend courses during regular working hours. The employee must receive written approval from his/her supervisor in conjunction with Executive Director prior to enrolling in any course during regular working hours. An employee who is attending a course for more than four credits/hours per week must submit a written request to use annual leave to cover these hours or use leave without pay.
14. **Employees Children's Activities -** An employee (parent/guardian) is allowed one hour of administrative leave during the day to attend school activities and functions of their child or grandchild as approved by their supervisor.
15. **Volunteer Boys and Girls Club -** An employee is allowed one hour weekly to volunteer for the Boys and Girls Club or any other established programs on the reservation as approved by their supervisor.
16. **Probation Period -** In cases where administrative leave is granted to an employee on probation, the supervisor in conjunction with Executive Director may extend the employee's probation period by the number of days of administrative leave.

RESPONSIBILITY: Supervisor/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY**:** Chapter 6, Section 10 **WELLNESS PROGRAM**
DATE:

OBJECTIVE/PHILOSOPHY:

Standing Rock Housing Authority acknowledges that it is important to promote health and wellness.

REFERENCE:

PROCEDURE/CONTENT:

The Wellness Program provides full-time employees 1½ hours of administrative leave per week to be used for an activity/program that is conducive to the purposes of achieving and maintaining overall wellness.

1. Leave will be granted up to 1½ hours for a five-day work week, one hour for a four-day work week.
2. The leave will not exceed ½ hour per day and not be granted in less than ½ hour intervals.
3. The activity/program will be completed at the community: Fort Yates for employees assigned at Ft. Yates ND and or Bear Soldier for employees assigned in McLaughlin SD.
4. The leave is neither transferable nor cumulative after each week.
5. Notification will be made to the supervisor before leave is taken.
6. Job duties and responsibilities take priority over this privilege.

RESPONSIBILITY: Supervisor

DATE BOC ADOPTED: July 8, 2026

CHAPTER 7 – EMPLOYEE MANAGEMENT

POLICY: Chapter 7, Section 1 **ATTENDANCE**
DATE:

OBJECTIVE/PHILOSOPHY:

Standing Rock Housing Authority employees will adhere to work attendance requirements.

REFERENCE:

PROCEDURE/CONTENT:

1. Core hours of SRHA are between 8:00 am to 4:30 pm central standard time. Employee hours may vary with approval of supervisor but must be an eight-hour day with a ½ hour lunch break.
2. Employees must speak with immediate supervisor or leave a voice message if it is tardy or requesting leave. An employee should make every effort to call before 8:00 am.
3. An employee may not take more than one 15-minute break in the morning and one 15-minute break in the afternoon during each full workday. An employee's break shall be considered a privilege and not a right and shall never interfere with proper performance of the work responsibilities of each department.
4. Summer work hours may be scheduled with supervisory/Executive Director approval. All holidays are granted at an eight-hour day, employees must use annual leave more than 8 hours.
5. The Executive Director upon approval from the board may set summer hours Monday – Thursday with Friday a work from home day.

RESPONSIBILITY: Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 2 **WORK STANDARDS**
DATE:

OBJECTIVE/PHILOSOPHY:

It shall be the duty of each employee to maintain high standards of cooperation, efficiency, and economy while working for SRHA.

REFERENCE:

PROCEDURE/CONTENT:

1. Supervisors shall organize and direct the work of their department to achieve their department objectives.
2. All employees are required to follow chain of command in all work-related issues. Chain of command is defined as addressing work issues with immediate supervisors.
3. If work habits, attitude, performance, or personal conduct of an employee fall below appropriate standards, supervisors should point out the deficiencies at the time they are observed.
4. Counseling and warning the employee in sufficient time for improvement should ordinarily precede formal disciplinary action.
5. Nothing in this section shall prevent immediate formal disciplinary action if it is in the best interest of SRHA.

RESPONSIBILITY: Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 3 **CHILDREN IN THE WORKPLACE**
DATE:

OBJECTIVE/PHILOSOPHY:

For safety and liability issues and respect for others, employees should not bring their children to work and should make use of a daycare facility and other arrangements.

PROCEDURE/CONTENT:

1. Children of employees will not be allowed in the workplace during regular work hours. Exception would be family-oriented events sponsored by SRHA and or breastfeeding mothers as indicated in this policy.
2. Safety of children in the workplace is a concern especially in terms of liability insurance.
3. An employee who brings their child to the work site may be subject to disciplinary action.

RESPONSIBILITY: Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 4 **ABSENCES**
DATE:

OBJECTIVE/PHILOSOPHY:

The Board of Commissioners recognizes that employees may be absent from work for various reasons.

REFERENCE:

PROCEDURE/CONTENT:

1. Annual Leave may be taken after completion of the ninety (90) days probation period. Annual leave must be approved in advance by the immediate supervisor before leave is taken. If more than one request is received for the same workday, the first request submitted will be approved and the other request denied.
2. Sick Leave request for self or immediate family member, for medical, dental, optical or surgical of which employee has prior knowledge must be approved by immediate supervisor
3. Leave Without Pay (LWOP)
    a. The supervisor may grant an employee a leave of absence without paying for any good reason upon request if this employee's leave is not detrimental to the operation of SRHA.
    b. The Board of Commissioners must approve of leave and leave more than one month or extensions of previously authorized leave for the Executive Director.
    c. Extended leave that unreasonably impedes the work program of SRHA may be denied.
    d. Employees will not accrue annual or sick leave.
4. Absent Without Leave (AWOL)
    a. An employee failing to report to work as scheduled without proper notifications, authorization, or excuse shall be considered AWOL and shall not be paid for the period involved.
    b. Being AWOL for 16 consecutive hours in an employee's schedule constitutes abandonment of duties. This will subject the employee to discipline or termination by the Executive Director.
5. Leave records will be maintained for all employees.

RESPONSIBILITY: Supervisor/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 5 **STANDING ROCK HOUSING AUTHORITY VEHICLES**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA vehicles are to be used for official SRHA business only.

REFERENCE:

PROCEDURE/CONTENT:

1. All drivers of motor vehicles owned or used by SRHA must be legally licensed operators and full-time permanent or approved part-time temporary employees of SRHA. Determination of eligible drivers rests with the vehicle insurance company that reviews the policy annually.
2. All employees who drive SRHA vehicles or are being paid mileage for using their private vehicle on SRHA business must register their driver's license number with the Human Resource office.
3. All drivers of SRHA vehicles are required to fill out the vehicle-use logs (located in each vehicle) each time a vehicle is used. Keys must be checked in and out with the immediate supervisor where applicable.
4. Ridership in SRHA vehicles is limited to individuals participating in SRHA related activities or business.
5. Operators of all motorized equipment used in the service of SRHA who become involved in any accident will be subject to disciplinary action if, upon investigation, it is determined that the employee is responsible for the accident through carelessness or recklessness.
6. Use of a SRHA vehicle for private business by an employee will subject that employee to disciplinary action or termination. SRHA employees may take a SRHA vehicle home from work for on-call maintenance duties.
7. Driving under the influence of alcohol, non-prescribed medication and or drugs is strictly prohibited while operating a SRHA vehicle.
8. All SRHA vehicles are to be parked in the appropriate designated site. Employees using the vehicles will be responsible for returning them to the site. Exception may be maintenance on call personnel.
9. Employees utilizing their personal vehicles to transport any other staff will be liable. An employee must submit documentation of personal liability insurance to the Human Resources Manager. This documentation is necessary for all work-related trips.
10. All SRHA equipment such as, but not limited to, riding lawn mowers, skid steers, backhoe are for SRHA related work duties only and not to be used for personal use.

RESPONSIBILITY: Executive Director/Supervisor

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 6 **USE OF SRHA PROPERTY**
DATE:

OBJECTIVE/PHILOSOPHY:

All SRHA property will only be used for SRHA functions.

REFERENCE:

PROCEDURE/CONTENT:

Personal usage of all SRHA property will not be allowed. This includes all maintenance equipment, tables, chairs, electronic devices, etc. The Executive Director at their discretion may defer from this policy if it is determined to be in the best interest of SRHA.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 7 **POLITICAL ACTIVITY**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA employees will adhere to the political activity policy.

REFERENCE:

PROCEDURE/CONTENT:

1. Unless otherwise provided by law, all employees will refrain from using their positions or influence in any way for or against any partisan candidate for public office during business hours.
2. All employees will refrain from using a tribal council relative, spouse, sibling etc., influence in any way that may disrupt the workplace during regular business hours.
3. Use of SRHA equipment, facilities, and supplies for political activity is prohibited unless approved by Executive Director.
4. Full-time permanent employees running for tribal council are not allowed to do campaigning on SRHA time, on SRHA property or during SRHA related activities.
5. Full-time permanent employees will not be allowed to hold a public office, i.e. tribal council, which requires commitment during the working hours (8:00-4:30).
6. Employees shall not sign petitions during work hours.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 8 **SOLICITATION**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA employees will adhere to the following solicitation policy.

REFERENCE:

PROCEDURE/CONTENT:

1. Solicitation of funds for SRHA for any purpose must have approval of the Executive Director and must follow the guidelines for soliciting, receiving, recording, and acknowledgment of gifts at SRHA.
2. No employee can be required to make any contribution, be penalized or rewarded in any way according to his or her response to the solicitation.
3. SRHA will not accept funding from an organization that does not participate in the national watch dog group.
4. Employees will not solicit other employees for borrowing, lending, or loans during working hours and can be subject to disciplinary action.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 9 **OUTSIDE EMPLOYMENT**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA employees will adhere to the following outside employment policy.

REFERENCE:

PROCEDURE/CONTENT:

1. Outside employment, including contractual agreements, must be reported to, and approved by, the Executive Director with recommendation of the supervisor.
2. An employee may engage in outside employment if such employment does not create a conflict of interest or affect the employee's performance or the interests of SRHA or the public.

RESPONSIBILITY: Supervisor/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 10 **FINANCIAL OBLIGATIONS**
DATE:

OBJECTIVE/PHILOSOPHY:

All employees are expected to keep their financial affairs in good order.

REFERENCE:

PROCEDURE/CONTENT:

1. Employees who owe funds to SRHA will be notified in writing of their outstanding debt. They will have ten (10) working days to set up a Debt Payment Agree, if after the ten days, they fail to do so, they will be notified in writing that an automatic payroll deduction will be initiated and remain in effect until the entire obligation is paid in full. All debt payments will be calculated to be paid within one year of the deduction (minimum of $25 and maximum of $100 per pay period) for full-time permanent employees. For part-time, temporary and contract workers the amount will be 20% of the gross pay per paycheck.
3. If a terminated employee has a financial obligation the amount will be deducted from their final paycheck or annual leave. (from termination policy)
4. SRHA will only honor payroll deductions that are court ordered or from Tribal entities.
5. It is the responsibility of the employee to keep their financial affairs in order so not to borrow, loan, doksa which can make another employee feel uncomfortable and is prohibited and can lead to disciplinary action including possible termination.

RESPONSIBILITY: Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 11 **SALARY LOANS/LUMP SUM PAYMENT**
DATE:

OBJECTIVE/PHILOSOPHY:

No Salary loans/advances can be made by any SRHA employee. Lump sum payments are authorized.

PROCEDURE/CONTENT:

This policy applies to all full-time employees of SRHA.

1. Upon approval of the Executive Director
    a. Full-time employees can request a lump sum payment up to eighty (80) hours annual leave
    b. Must have been employed with SRHA for at least one (1) year.
    c. Lump Sum form submitted to Executive Director for approval on Mondays by 10:00 am, off weeks of paydays.
    d. Required taxes will be deducted from Gross Pay
    e. An employee requesting a lump sum payment of annual leave payment but is not resigning must maintain a reserve of forty (4) hours annual leave to be eligible.
    f. Payment will be deposited or by paper check on Wednesday's same days as payroll on the off week of paydays.

RESPONSIBILITY: Payroll Administrator/Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 12 **SUBSTANCE ABUSE**
DATE:

OBJECTIVE/PHILOSOPHY:

Standing Rock Housing Authority is dedicated to providing a safe, drug-free environment for the employees, tenants, and Board of Commissioners, as well as for the community to gain the essential knowledge for a successful future.

REFERENCE:

1. The 49 CFR Part 29, "The Drug-Free Workplace Act of 1988" requires the establishment of drug-free workplace policies.
2. The Controlled Substance Act (21 U.S.C. 812) identifying substances which are defined illegal along with 21 CFR 1300.11 – 1300.15.

PROCEDURE/CONTENT:

This policy applies to all employees of SRHA.

2. Prohibited substances shall include the following:
   a. The use of any illicit drugs, misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs.
3. Use of legal drugs:
   a. Appropriate use of legally prescribed drugs and nonprescription medications is not prohibited. Use of a substance that carries a warning label that may adversely affect mental functioning, motor skills, or judgment should be reported to the supervisor.
   b. Legally prescribed drugs are from a licensed physician and must have the name of the patient, name of the substance, quantity to be taken, and period of authorization on the label.
4. Use of alcohol:
   a. Employees will not report on duty to or remain on duty when his/her ability to perform assigned functions is affected by alcohol or when the alcohol concentration in the blood is greater than 0.00. Employees shall not use alcohol during the hours that they are on call for SRHA. Violation of these provisions is prohibited and causes disciplinary action up to and including termination.
4. Drug and alcohol testing fees:
   a. SRHA will pay for all tests that are required by the testing program. The employee will pay for any test requested by the employee, unless the second test result proves the invalidity of the test required by SRHA all drug and alcohol evaluations and rehabilitation programs will be the expense of the employee.
5. Pre-employment testing:
   a. All individuals who have been selected by SRHA for employment must undergo urine drug testing prior to employment**.** The test must be completed within three working days of receiving the letter from the Human Resources Manager regarding the drug testing requirement.
   b. SRHA will schedule the testing and assume the cost.
   c. Failure to test, canceling a test, or a positive test result will disqualify an applicant for employment**.** An individual who does not take the test or who fails the test shall not be considered for future positions at SRHA for a period of six months from the date of test.

6. Reasonable suspicion testing:
    a. All employees, including full-time and part-time, may be subject to a fitness for duty evaluation, which may include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is affecting job performance. A reasonable suspicion referral for testing will be made based on documented objective facts and circumstances. Reasonable suspicion should be referred to the employee's supervisor. Examples of reasonable suspicion include, but are not limited to the following:
        1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
        2. Physical signs and symptoms consistent with prohibited substance use.
        3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
        4. Fights (to mean physical contact), assaults, and flagrant disregard of accepted social behavior.
7. Disciplinary Procedures:
    a. An employee who tests positive for drugs or alcohol, above the minimum threshold of 0.00**,** shall be referred by his/her supervisor to a Substance Abuse Professional (SAP) for a possible evaluation. SRHA employees have access to an Employee Assistance Program, which may be utilized.
    b. An employee who has tested positive will be required to retest within a six-month time frame.
    c. An employee who tests positive at the follow-up test will be required by SRHA to enter a treatment program, with a retest within six months.
    d. An employee who tests positive for a third time will be terminated from employment with SRHA.
    e. An employee who refuses to take a test, attempts to disguise or in any way cause an invalid test shall be immediately terminated.
8. Random testing:
    a. Full-time permanent employees will be subject to random, unannounced drug and/or alcohol testing.
    b. Commencing March 2026, 25% of the full-time/temporary permanent employees will be randomly tested quarterly within each fiscal year.
    c. Employees will be selected using a scientifically valid method of selection generated by a computer.
    d. The Human Resources Manager will notify the employee selected on the date the drug or alcohol test is scheduled. When the employee has been notified, he/she will then proceed to the testing site immediately for sample collection. The employee must have a picture ID to present at the collection site. The employee must follow all instructions given to them at the collection site.
    e. After a successful drug collection and negative alcohol test has been completed, the employee should immediately return to work.
9. Self-referral to employee assistance program:
    a. A full-time permanent employee who feels that he/she has a problem with the use of alcohol or controlled substances may refer themselves for evaluation and any needed rehabilitation through the Employee Assistance Program. No employee will be subject to disciplinary action for self-referral. However, repeated work absences due to repeated self-referral could result in a determination of unsatisfactory attendance and work performance. All expenses shall be the responsibility of the employee.
    b. All documentation will be kept confidential. Only the Human Resources Manager will have access to these files. In the event of a positive reading, the supervisor will be notified by the Human Resources Manager and have access to the file of the employee. No other person will

have access to these files without written consent from the employee involved or as defined by North/South Dakota State law.

c. All drug-alcohol related documentation will be maintained in a locked file in a secure area, with only the Human Resources Manager having access to these files.

10. Negative test documentation:
    a. The Human Resources Manager will retain all documentation for one year for all negative test results including:
        1. Alcohol test results of 0.00%
        2. Verified negative drug tests
        3. Negative dilute will be considered a negative test
11. Positive test documentation:
    a. The Human Resources Manager will retain all documentation for five years for all positive test results including:
        1. Alcohol test results of greater than 0.00%
        2 Drug test results with verified positives
        3. Calibration documentation of the evidentiary breath testing device
        4. SAP evaluations and referrals of employees for drug/alcohol use
        5. Refusals to test
        6. Quarterly annual statistical reports from certified lab
12. Drug and alcohol training:
    a. All employees will receive a minimum of 60 minutes of training annually on the effects and consequences of prohibited drug use on the personal health, safety, and the work environment and on the signs and symptoms that may indicate prohibited drug and alcohol use.
    b. All supervisors will receive two hours of reasonable suspicion training, to identify speech, behavioral, and performance suspicions and how to approach the employee with their findings for possible abuse.
13. Random Drug Searches:
    a. All employees on SRHA properties are liable to be searched at random, which may or may not include drug dogs. If drugs are found, the accused will be subject to Tribal Law.
    b. SRHA forbids the possession and/or use of alcohol, non-prescribed medication, and/or drugs on its properties or at any SRHA sponsored activity. SRHA will specify those standards of behavior, which it considers essential to its mission and its community life.

RESPONSIBILITY: Executive Director/Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 13 **HARASSMENT**
DATE:

OBJECTIVE/PHILOSOPHY:

Harassment comes in many forms, some of which are listed below under reference. It is the policy of SRHA that harassment of any type is unacceptable and shall not be tolerated and that no member of the SRHA community may harass another.

REFERENCE:

Bullying

a complex phenomenon of unwanted offensive and malicious behavior which undermines an individual or group through persistently negative attacks. There is typically an unpredictable and irrational abuse of power or position that can manifest itself in physical, verbal or non-verbal forms. There is usually an element of vindictiveness attached to bullying and the behavior is calculated to undermine, patronize, humiliate, intimidate or demean the recipient.

Stalking

a form of harassment which is being more commonly reported. It involves pestering an individual, either in person or in writing or electronic formats or on the telephone. Stalking can also involve following an individual or spying on them, alarming the recipient or causing them distress and may involve violence or fear of violence.

Sexual Harassment

unwanted behavior of a sexual nature. It includes unwanted attention of a sexual nature that denigrates or ridicules or is intimidating. This may be physical, ranging from unwanted touching, groping or the invasion of personal space to sexual assault, rape or indecent exposure. Sexual harassment can be verbal and may include unwanted personal comments or sexual slurs, belittling, suggestive, lewd or abusive remarks, explicit 'jokes' or innuendo, and compromising invitations, including demands for sexual favors. Examples of non-verbal sexual harassment include suggestive looks, leering, explicit gestures, sending sexually explicit emails or the display of pornographic material on SRHA equipment or premises. Most commonly, the reported incidents refer to the sexual harassment of women by men, although there are reports of women sexually harassing men and of same sex sexual harassment.

Racial Harassment

unwanted behavior based on race, ethnic or national origin. It includes written or verbal threats or insults based on race, ethnicity or skin color, abusive comments about racial origins, ridicule based on cultural grounds, derogatory name calling, racist jokes, damage to property, the display of offensive graffiti or insignia and incitement of others to commit any of the above.

Religious Harassment

unwanted behavior based on religious beliefs or practices. This may take many forms including ridiculing items worn for religious reasons, denigrating cultural customs and dismissive treatment of requests for holidays for religious or cultural festivals, or derisory comments against an individual's beliefs. It includes the incitement or persistent pressure through forms of evangelism and religious propaganda that suggests the answer no is unacceptable to the person trying to spread their ideas on religion or recruiting to their group.

Disability Harassment

unwanted behavior based on disability, impairment or additional need. Such behavior may include comments that are patronizing or objectionable to the recipient or which create an intimidating, hostile or offensive environment for people with disabilities. Disability harassment includes inappropriate reference to disability, unwelcome discussion of the impact of disability, refusal to work with and exclusion of people with disabilities from social events or meetings.

Sexual Orientation Harassment

unwanted behavior based on known or presumed sexual orientation. Such behavior includes name calling, stereotyping, assault, verbal abuse, actual or threatened unwanted disclosure of sexuality, derogatory comments, excluding same-sex partners from social events or intrusive questioning about a person's domestic circumstances.

Hostile Work Environment

A hostile work environment is one where the words and actions of a supervisor, manager or coworker negatively or severely impact another employee's ability to complete their work. Any employee can be responsible for creating a hostile work environment.

- A true hostile work environment must meet certain legal criteria, according to the U.S EEOC. An environment can become hostile when:
    - Unwelcome conduct, or harassment, is based on race, sex, pregnancy, religion, national origin, age, disability or genetics.
    - Harassment is continued and long lasting.
    - Conduct is severe enough that the environment becomes intimidating, offensive or abusive.

Cases of Physical Assault

physical assault is a criminal offence and if you have been attacked, it is important that you seek help immediately. Contact the Human Resource Office and they will offer support and help you decide what to do. You will be advised about the choices that are open to you.

CONTENT:

Confidentiality
Any allegation of harassment brought to the attention of SRHA will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Timeframe for Reporting Complaint
SRHA requires reporting of complaints within five working days so that rapid response and appropriate action may be taken. All complaints should be reported to the Human Resource Manager, if this individual is involved in the complaint, it should be reported to the Executive Director. If a specific complaint alleging harassment is against the Executive Director, it must be in written form and addressed to the Board of Commissioners. If specific complaint alleging discrimination is against any member of the Board of Commissioners, it must be in written form and addressed to the Secretary of the Standing Rock Sioux Tribe.

Investigation Process
The complaint will be thoroughly investigated, keeping the complainant informed as to the status of the investigation. Steps to be taken in the investigation include:

1. Confirm name and position of the complainant.
2. Identify the alleged harasser.
3. Thoroughly ascertain all facts that explain what happened.
4. Questions should be asked in a non-judgmental manner.
5. Determine frequency/type of alleged harassment and, if possible, the dates and locations where alleged harassment occurred.
6. Find out if there were witnesses who observed the alleged harassment.
7. Ask the individual how he/she responded to the alleged harassment.
8. Develop a thorough understanding of the professional relationship, degree of control and amount of interaction between the alleged harasser and complainant. (Does the person control compensation, terms of employment or promotions? Do these individuals work near one another and/or on the same projects?
9. Determine whether the alleged harasser has carried out any threats or promises directed at the complainant.
10. Does the complainant know of or suspect that there are other individuals who have been harassed by the alleged harasser?
11. Has the complainant informed other partners or supervisors of the situation? What response, if any, did complainant receive from these individuals?
12. Ask complainant what action he/she would like the employer to take because of the harassment.
13. When first interviewing the alleged harasser, remind him/her of the employer's policy against retaliation for making a complaint of harassment.

PROCEDURE:

1. The Human Resource Manager will complete the investigation of a harassment complaint and will communicate its findings and intended actions to the complainant and alleged harasser within five working days.
2. If the Human Resource Manager finds that harassment occurred, the harasser will be subject to appropriate disciplinary procedures, as listed below. The complainant will be informed of the disciplinary action taken.
3. If the Human Resources Manager determines that no harassment has occurred, this finding will be communicated to the complainant in an appropriately sensitive manner. The Human Resources Manager will set-up a meeting between all involved parities within five working days to discuss and resolve any behaviors perceived as harassment.
4. If the Human Resources Manager cannot determine whether harassment has occurred, this finding will be communicated to the complainant and the alleged harasser, and the matter will be recorded as unresolved. Both the complainant and the alleged harasser will be informed again of the procedures set forth in this harassment policy, including the grievance procedure of SRHA.

Sanctions

Individuals found to have engaged in misconduct constituting harassment will be severely disciplined, up to and including termination. The Executive Director will determine appropriate sanctions. In addressing incidents of harassment, SRHA response at a minimum will include reprimanding the offender and preparing a written record that will be placed in the employees' personnel file located in the Human Resource Office.

Additional action may include referral to counseling, withholding of a promotion, reassignment, temporary suspension without pay, financial penalties or termination.

This policy is designed to protect all employees from harassment in any way associated with the workplace or work environment, no matter who the harasser is.
Although SRHA's ability to discipline a non-employee harasser may be limited by the degree of control, if any, that the employer has over the alleged harasser, any employee who has been subjected to sexual harassment should file a complaint with the Executive Director and be assured that action will be taken. Such action may include closing business with a client, reporting a client contact to his or her employer, reporting a public official to an appropriate agency, or any other appropriate action to protect employees.

Grievance Process
If any party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to file grievance. The dissatisfied party shall follow the grievance process of SRHA as stated in the Policies and Procedures Manual.

Protection Against Retaliation
SRHA will not in any way retaliate against an individual who makes a complaint of harassment or against any participant in the investigation, nor permit any partner or employee to do so. Retaliation is a serious violation of this harassment policy and should be reported immediately. Any person found to have retaliated against another individual for reporting harassment will be subject to the same disciplinary action provided for harassment of offenders.

Awareness Procedures to Inform Employees of Harassment Policy
SRHA prescribes to a proactive approach to its Harassment policy in that on-going training will take place through trained specialists on yearly basis.

RESPONSIBILITY: Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 14 **SEX OFFENDER POLICY**
DATE:

OBJECTIVE/PHILOSOPHY:

Standing Rock Housing Authority and its Board of Commissioners shall assure that its employees and tenants will be protected from any sex offenders.

PROCEDURES/CONTENT:

1. The Office of the Human Resources Manager will be the point of contact for local law enforcement agencies for any sex offenders in the area.
2. Human Resources Manager will also check online registry of sex offender site monthly.
3. Human Resources Manager will assess the risk of the sex offender and decide what information will be released. It will also be decided if the level of risk warrants an interview with sex offender.
4. Registered sex offenders will not be allowed on any SRHA property.

RESPONSIBILITY: Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 15 **CRIME AWARENESS ON SRHA PROPERTY**
DATE:

OBJECTIVE/PHILOSOPHY:

SRHA will report and maintain separate records of any criminal actions occurring at Fort Yates and the McLaughlin property.

REFERENCE:

PROCEDURE/CONTENT:

1. The following are criminal offenses that need to be reported to the Executive Director, the Human Resources Manager, and the Police Department:
   - Murder
   - Rape
   - Robbery
   - Aggravated assault
   - Burglary
   - Motor vehicle theft
   - Theft/fraud
2. Statistics concerning the number of arrests for the following crimes occurring at SRHA also need to be maintained by the Human Resources Manager.
   - Liquor law violations
   - Drug abuse violations
   - Weapons possessions
3. Any criminal action or other emergency should be reported immediately to the Human Resources Manager.
4. SRHA does not have security personnel on all its properties; therefore, all criminal activity should be reported immediately to appropriate police officials.
5. The emergency number is "911" for Operator and the Fort Yates Police Department number is (701) 854-7241. The McLaughlin number is (605) 823-4444 for the Police Department.
6. SRHA will compile an annual security report in August of each year and post it on the SRHA website.
7. Information regarding SRHA security is available in the Human Resource Office.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 16 **WEAPONS ON SRHA PROPERTY**
DATE:

OBJECTIVE/PHILOSOPHY:

The Standing Rock Housing Authority Weapons and Firearms Policy are to ensure the safety of the staff, residents, and visitors to the SRHA property.

REFERENCE:

The unauthorized possession of weapons or firearms or the unreported knowledge of such items, on SRHA's premises or during SRHA sponsored programs, is considered a serious offense and may be subject to disciplinary action. Concealed firearm permits are not valid on the property of the SRHA.

This Policy shall apply to all staff and Board of Commissioners and to all visitors on property of the SRHA.

EXEMPTIONS:

The SRHA Weapons Policy does not apply to authorized law enforcement officials in the lawful discharge of their duties. Temporary exemptions may be granted by written permit only by the Human Resource Manager for job related, educational, or demonstration purposes.

A rifle or shotgun which the owner intends to use solely for sporting, recreational or cultural purposes and which is carried or displayed in the motor vehicle and unloaded, by staff, and visitors of SRHA shall be exempt from this Policy. A loaded rifle or shotgun carried or displayed in the motor vehicle is considered in violation of this Policy.

DEFINITIONS:

Weapon: Any switchblade or gravity knife, machete, scimitar, stilletto, sword, dagger, or knife with a blade of five inches or more; any throwing star, nunchaku, or other martial arts weapon; any billy club, blackjack, sap, bludgeon, cudgel, metal knuckles, or sand club; any slingshot; or spear; stun gun, and any object intended to be used as a weapon.

Firearm: Any device that will expel, or is readily capable of expelling, a projectile by the action of an explosive or other propellant, loaded or unloaded; and any projector of a bomb, or any object containing, or capable of producing and emitting any explosive or incendiary charge, noxious liquid or gas.

PROCEDURE: Any visitor, staff member of SRHA who has a weapon or firearm in violation of this Policy will be escorted to the office of the Human Resource Manager to proceed with one of the following actions:

1. A violation of this Policy by Staff is considered a violation of the SRHA Policies and Procedures Manual, Chapter IX, Discipline Procedure, Section 1, which requires compliance with all SRHA Policies. Any incident involving staff employees in possession of a weapon or firearm in violation of this Policy will be reported to the staff employee's immediate supervisor.
2. If the immediate supervisor deems the possession of the weapon to be without justification, the supervisor will immediately call the BIA Tribal Police or Sheriff's office, as appropriate.

3. The immediate supervisor shall then handle the matter as a violation of SRHA Policy and utilize the provisions of the SRHA Policies and Procedures Manual, Chapter IX., First Step Procedure.
4. Subsequent violations by the same staff employee shall be handled according to the Discipline Procedure in Chapter IX.

Exception: If the staff employee possessing a weapon is malicious in intent and harms another person or property, SRHA has the authority to terminate employment immediately and permanently.

Visitors:

1. A visitor who is in violation of this Policy will be asked to turn the weapon or firearm over to the SRHA security or staff during their stay. If the visitor refuses, the BIA Tribal Police or Sheriff's office will be contacted, and the visitor will be escorted off the premises.
3. SRHA also reserves the right to seek injunctive relief in the Tribal Court to prevent a visitor from entering SRHA premises as may be determined by the Tribal Court.

RESPONSIBILITY: Human Resource Manager

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 7, Section 17 **CONTAGIOUS DISEASE**
DATE:

OBJECTIVE/PHILOSOPHY:
SRHA will make decisions regarding contagious diseases based on the best available information and professional judgment on a case-by-case basis. SRHA remains open to re-examination of the issues as new or/or additional information becomes available.

DEFINITION: Contagious disease (Communicable disease) - A disease whose causative agents may pass or be carried from one person to another directly or indirectly. Modes of transmission include (1) direct contact with body excretions or discharges from an ulcer, open sore, or respiratory tract; (2) indirect contact with inanimate objects such as drinking glasses, toys, computer keyboards; and (3) vectors such as flies, mosquitoes, or other insects capable of spreading the disease.

REFERENCE:

PROCEDURE/CONTENT:
1. An employee who is aware of being infected with a contagious disease and or COVID-19 is required to report to the Human Resources Manager.
2. A team of SRHA personnel, directed by the Human Resources Manager shall be responsible for institutional decisions relating to any person with a contagious disease who is known to us and is part of, or has applied to, become part of, SRHA community. This group shall rely heavily on advice and information from the Center for Disease Control (CDC).
3. As a rule, employees with a contagious disease who do not pose a health risk to others should not be segregated from their normal involvement in SRHA community.
4. An employee with a contagious disease may be required to submit to regular monitoring and medical attention to maintain an up-to-date record of their condition.
5. Such people's names shall not be disclosed to the public unless it is the desire of the person to have such information known.
6. SRHA may require, in certain circumstances, that such persons disclose his or her medical condition to others with whom he or she might have especially close contact (e.g. instructors and Indian Health Service personnel or other hospital personnel).
7. SRHA shall provide to the SRHA community up-to-date information and educational programming with regards to contagious disease.
8. In those instances where the employee may create health concerns for others or may risk infecting others by their mere physical presence at work, the employee will not be allowed to report to work. (see COVID-19 protocol for COVID-19 related illnesses)
9. A doctor's statement indicating that the employee is no longer contagious will be required before the employee is allowed back in the workplace.

RESPONSIBILITY: Human Resources Manager

DATE BOC ADOPTED: July 8, 2026

CHAPTER 8 – DISCIPLINE PROCEDURE

POLICY: Chapter 8, Section 1 **GROUNDS FOR DISCIPLINARY ACTION**
DATE:

OBJECTIVE/PHILOSOPHY:

Disciplinary action may be administered for just cause by a supervisor or the Executive Director as appropriate.

REFERENCE:

PROECEDURE/CONTENT:

1. The Executive Director has the authority to take immediate disciplinary action if it is determined to be in the best interest of SRHA. Immediate disciplinary action may include termination when it is in the best interests of SRHA.
2. Just cause includes but is not limited to illegal, unethical, abusive, or unsafe acts. These may include violation of SRHA policies and procedures neglect or abandonment of duties; failure to follow chain of command; participation in prohibited political activity or solicitation; abuse of sick leave or other benefits; tardiness or absences without leave; falsification of official documents or records; being under the influence of drugs, non-prescribed medication or intoxicating beverages while on duty; unauthorized use of SRHA property; theft/fraud; and/or use of unauthorized/confidential SRHA information.
3. Disciplinary action will be as follows:

   First Step
   a. The first step is an oral reprimand, sufficiently documented to reflect good faith efforts of informal attempts to resolve the matter requiring corrective action. It is the responsibility of the supervisor to submit written documentation to the Human Resources Manager.
   b. The documentation for an oral reprimand will be kept in the employee's personnel file for two years.

   Second Step
   a. The second step is a written reprimand, which describes the deficiency or infraction involved and shall state the likely consequences of further unsatisfactory performance or conduct. It is the responsibility of the supervisor to submit written documentation to the Human Resources Manager.
   b. The written reprimand will be kept in the employee's personnel file for two years.

   Third Step (Options a, b, or c) It is the responsibility of the supervisor to submit documentation to the Human Resources Manager.
   a. An employee may be placed on a disciplinary probation period by the immediate supervisor with prior approval from the Executive Director.
      1. A notice of a disciplinary probation period must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct.
      2. A disciplinary probationary period shall be permanently noted in the employee's official personnel file.
   b. An employee may be suspended without pay for up to 30 calendar days in one calendar year.
      1. Such action may be initiated by the employee's supervisor but must be approved in advance by the Executive Director.

2. A notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance or conduct.
3. The notice of suspension shall be permanently retained in the employee's official personnel file.
4. An employee suspended for disciplinary reasons will not accrue annual or sick leave during the period of suspension.

c. An employee may be dismissed from SRHA service.
1. Action may be initiated by the employees' supervisor but must be approved in advance by the Executive Director.
2. A written notice of dismissal must be given to the employee, which describes the deficiency or infraction involved.
3. An employee that is charged with a felony may be suspended indefinitely. An employee that is convicted of a felony may be automatically dismissed.
4. A dismissed employee may appeal the termination by following the appeal policy.

4. During any step of the disciplinary process an employee has the right to follow the grievance procedures, apart from dismissal where an employee must follow the termination appeal policy.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

POLICY: Chapter 9, Section 1 **GRIEVANCE PROCEDURE**
DATE:

OBJECTIVE/PHILOSOPHY:

A formal grievance procedure will allow employees the right to appeal disciplinary action. To assist management in arriving at fair and unbiased decisions, SRHA establishes this formal grievance process, which an employee may use to assist in resolving disputes about employment terms and conditions.

REFERENCE:

PROCEDURE/CONTENT:

1. The employee and his/her immediate supervisor must discuss the grievance verbally. If the matter pertains to a co-worker, the supervisor will strive to settle the matter to the mutual satisfaction of both employees involved.
2. If the employee is not satisfied with the verbal conference, the employee may submit a written grievance to the supervisor and Executive Director within five (5) working days of the conference. The supervisor then has five (5) working days to respond in writing.
3. If the employee is not satisfied with the written response of the supervisor, the employee has the right to request in writing that a grievance committee hear the matter. This request is given to the Executive Director, who has five (5) working days to establish and convene a hearing committee. The committee shall consist of two (2) staff members, one board member and the Executive Director or Human Resource Manager. The employee will be allowed to select one member of the hearing committee, and the Executive Director will appoint the other two.
4. Recommendation of the grievance committee must be given to the Executive Director within twenty-four (24) hours. Upon receiving the recommendation, the Executive Director has three (3) working days to accept the recommendation of the committee or make a different decision.
5. The Executive Director will make the final decision on any grievance filed. If the grievance is against the Executive Director, then the responsibility will be with the Board of Commissioners.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026

CHAPTER 10 – TERMINATION APPEAL PROCEDURE

POLICY: Chapter 10, Section 1 **TERMINATION APPEAL PROCEDURE**
DATE:

OBJECTIVE/PHILOSOPHY:

A dismissed employee has the right to appeal their termination.

REFERENCE:

PROCEDURE/CONTENT:

1. A dismissed employee must submit a written termination appeal to the Executive Director within five (5) working days of the effective date of termination.
2. The Executive Director has five (5) working days to establish and convene an appeal committee. The committee shall consist of three (3) staff members, and the Human Resource Manager. The employee will be allowed to select one member of the appeal committee, and the Executive Director will appoint the other two.
3. Recommendation of the appeal committee must be given to the Executive Director within twenty-four hours of the appeal committee meeting. Upon receiving the recommendation, the Executive Director has three (3) working days to accept or reject the recommendation of the committee or make a different decision.
4. The Executive Director will have the final decision on any appeal filed. If the grievance is against the Executive Director, then the responsibility will be with the Board of Commissioners.

RESPONSIBILITY: Executive Director

DATE BOC ADOPTED: July 8, 2026