



Confederated Tribes of Warm Springs, Oregon
Office of the Secretary-Treasurer/CEO
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M E M O R A N D U M

TO: All Tribal Employees
FROM: Michele Stacona, Secretary-Treasurer/CEO *M Stacona*
DATE: December 2, 2020
RE: Continue COVID-19 Reduction in workforce

Please stay home. Stay Safe. Save Lives.

In response to the recent increase of COVID-19 cases, the COVID team has recommended to the Tribal Council to continue with a 50% reduction to the tribal workforce. The Tribal Council approved this recommendation on November 30, 2020. The reduction in workforce will continue through December 11, 2020. The tribal organization will continue to provide services to the community and the following will be imposed.

1. Tribal government offices will be reduced in workforce from December 03, 2020 through December 11, 2020. This does not apply to essential services typically defined as Police Department, Fire & Safety, Emergency Medical Technicians, Public Utilities, etc. In addition, other essential functions have been defined during this pandemic to include Finance, Human Services, and Early Childhood Center, etc.

Administration leave will be allowed for tribal government employees (all employee classifications apply) during this time period. If you typically don't work an 80 hour pay period, your pay will be determined based on recent work hour history. More information will be provided by Finance.

- Employees on administration leave should be staying home and only leaving for essential services such as food, medicine, medical appointment, etc.
2. The Tribal Government will need to evaluate current economic conditions and cash flows for future decisions regarding use of Administrative leave.
 3. An employee may elect to be furloughed per PER-704. Furloughed employees must have approval from the GM or Director. Unemployment benefits DO NOT require a one week waiting period. Furloughed employees will not be eligible for Administration leave.



4. Telework will continue if the job description can support working remotely. Employees with underlying conditions ¹and over 60 years of age are encouraged to take this option. Telework must be approved by your General Manager or Director. Daily logs/reports will be required to be turned into your Supervisor and attached to your timesheet.
5. Flexible work schedules are encouraged. These include staggered schedules or shifts, working weekends, working nights, etc. Please work with your Supervisor for balancing workloads and scheduling.
6. PER-702 6. Return to work. A doctor's note for 3 or more days absence from work, due to sickness, will not be required during this pandemic.
7. Hiring freeze is still in effect for non-essential positions. A waiver can be requested from the Secretary-Treasurer regarding this hiring freeze.
8. Tribal Enterprises. Their respective Management and Board will determine their own guidance, policy and closure regarding COVID-19.

¹ Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age may include the following: Blood disorders, Chronic kidney disease, Chronic liver disease, Compromised immune system, Current or recent pregnancy in the last two weeks, Endocrine disorders, Metabolic disorders, Heart disease, Lung disease, and Neurological and neurologic and neurodevelopment conditions.

