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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:** January 19, 2021

**RE:** COVID-19 Tribal Govt. Reduction in Workforce

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**Please stay home. Stay Safe. Save Lives.**

In response to the increase of COVID-19 cases, the COVID team has recommended to the Tribal Council to impose a 50% reduction to the tribal government workforce. The Tribal Council approved this recommendation on January 18, 2020. The reduction will begin today, January 19 and continue until further notice. The tribal organization will continue to provide essential services to the community and the following will be imposed.

1. Tribal government offices will be available for essential services at a 50% capacity. 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 Day Care, etc. Those employees will be determined by the Branch GM/Director.

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 appointments, etc.
2. The Tribal Government will need to evaluate current economic conditions and cash flows for future decisions regarding use of Administrative leave.
  3. The COVID team discourages traveling out-of-state. If a tribal employee travels out-of-state they will be required to report the travel to their immediate Supervisor/Manager. If the employee has no symptoms, they may return to work but will be required to take a COVID-19 test within 4 days upon their return with documentation that they are negative.



4. 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.
5. Telework will continue if the job description can support working remotely. Employees with underlying conditions <sup>1</sup>and 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.
6. 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.
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 buildings will remain closed to the public. Tribal departments are encouraging appointments to be made for access into tribal buildings and will accommodate the best they can if an appointment is not made. Temperature checks are required for entrance into tribal buildings.
9. Tribal Enterprises. Their respective Management and Board will determine their own guidance, policy and closure regarding COVID-19.

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<sup>1</sup> 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.

