

IX. ATTENDANCE AND PUNCTUALITY

The normal workweek is 40 hours, Saturday through Friday, at all tribal locations unless otherwise specified and approved by the Chief. Daily hours are from 8:00 a.m. to 4:30 p.m. with a one-hour lunch break between 12:00 and 1:00 p.m., unless otherwise decided by the Chief. Individuals may alter this schedule by prior agreement with their supervisors, provided the regularly scheduled hours are worked each week. Some positions may require employees to work nights and weekends.

All employees must report to work as scheduled. If you must be absent or tardy, you must notify your supervisor in advance of the anticipated tardiness or absence. If you cannot provide advance notice, call your supervisor as soon as possible, but in no event later than 30 minutes after your scheduled start time. You also may be required to submit documentation of the reason for your tardiness or absence.

Any employee absent from work for a period of two (2) consecutive workdays, without daily notification to your supervisor of the reasons for the absence, will be considered as having voluntarily resigned. It is not sufficient to leave a voice mail message; you must personally contact your supervisor. If for any reason you are unable to contact your supervisor personally, then you must contact your supervisor's superior. In the rare case where neither can be contacted personally, you must leave your supervisor a voice mail message, stating the date and time you called, the reason for your absence, and where and how you can be reached.

In the event of an emergency situation (hurricane, flood, and severe weather) you should monitor media outlets including the Tribal website to determine if your specific work location is open for business. If you do not locate this information through media outlets, contact your supervisor. If you cannot reach your supervisor, contact the Office of Human Resources. If your work location is open for business, MBCI expects you to report to work if possible. If you are unable to report to work, you still must contact your supervisor to inform him or her why you are unable to report to work. MBCI will make every effort to make public notifications regarding closures in emergency situations through the media or Tribal website.

In the event a State of Emergency is proclaimed by the Tribal Chief of the Mississippi Band of Choctaw Indians ("MBCI") in accordance with MBCI Ordinance 50-A, the employee may, with authority from the supervisor and Human Resources, be responsible for performing essential duties from an alternate duty location. Employees authorized to telework must have an executed Telework Policy and Security Agreement on file and complete any other forms as are required for documentation purposes.

The employee must agree to observe all MBCI policies including those with respect to hours of duty, absence and leave, compensatory time and overtime and properly document time and attendance records.

MBCI will not be responsible for operating costs, home maintenance, or any incremental or incidental costs whatsoever, associated with the use of the employee's residence. MBCI will

not be liable for damages to an employee's personal or real property during the course of performance of official duties or while using MBCI tribal government equipment in the employee's residence, except to the extent MBCI is held liable by the Tribal Tort Claims Act.

Employees are responsible for the security of MBCI tribal government property and information in all work locations including telework locations.

X. COMPENSATION

Salaries will be paid biweekly on Thursday with a two-week lag in reimbursement. All supervisors will submit two-week time sheets prior to each pay period for each nonexempt employee under their supervision and for exempt employees who take leave during the pay period.

Nonexempt employees who take time away from their duties must submit appropriate documentation to their supervisor, and their time sheets must reflect the absence. In the case of Education Contract Employees working only for the school year, employees will receive their contract salaries on a prorated basis during the entire year.

Overtime will be paid at the rate of one and one-half times any nonexempt employee's regular hourly rate for all hours worked in excess of the regularly scheduled 40-hour week. Overtime shall not be worked without the prior written approval of the employee's supervisor. Exempt employees are not eligible for overtime.

A. Salary Grades

Grades for each position may be reviewed before the beginning of each fiscal year for possible adjustments as determined by market considerations. Salary adjustments will not be automatic, will depend upon available funds, and may differ from job to job.

B. Hire-In Rates

Employees must be compensated at the minimum pay rate for the grade. However, an unusually well-qualified candidate or unusual market conditions may justify hire-in at a higher rate within the grade.

In the case of persons hired as certified instructional staff and administrators in the Choctaw Tribal Schools, the Revised Education Pay Schedule will determine salary levels. Salary levels are determined by the employees' level of certification and their years of experience with a maximum of ten (10) years' experience credited from other school districts. Tribal members who become certified teachers or administrators will be credited for their years of experience as an instructional aide in the Choctaw Tribal Schools. Administrators for designated positions will be compensated in accordance with their corresponding position on the Revised Education Pay Schedule multiplied by an additional factor approved by the Chief and the Tribal Council.

C. Promotion Salary Adjustments