



OFFICE OF THE TRIBAL CHIEF CYRUS BEN
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MEMORANDUM

TO: Tribal Department Directors
Tribal Program Directors
Administrative Office Supervisors
Tribal Government Employees

FROM: Tribal Chief Cyrus Ben

DATE: July 3, 2020

RE: OPERATIONS OF TRIBAL GOVERNMENT OFFICES

This memorandum follows the last memo on this subject of June 26, 2020, regarding the reduction of Essential Government Operations in Executive Order 2020-04. Due to the reduced incidence of COVID-19 cases on the Choctaw Indian Reservation, we are proceeding cautiously, but I have advised Directors and Supervisors that beginning no later than Monday, July 13, 2020, at 8:00 a.m., all employees, unless on approved leave, will begin working. Some departments are scheduled to start the rotational schedule beginning July 6, 2020, and those employees have already been notified of their start date and schedules.

For the exempt employees who are not already doing so, they will begin to work a regular 40 hour week on July 13, 2020, but non-exempt employees will begin to work on a rotational basis for 40 hours per bi-weekly pay period. Employees will be scheduled on a rotational basis, and rotational days cannot be modified by employees since the supervisor will schedule employees to limit interaction for safety concerns. If an employee is unable to work their scheduled hours, they must submit leave and obtain approval in advance. Supervisors are aware that there is a one-time benefit of Emergency Paid Sick Leave for employees, should the employee meet the qualifications to receive that leave.

The Division of Early Childhood will be fully operational on July 27, 2020, so parents who are without childcare will need to make alternative arrangements or request Emergency Paid Sick Leave. Those who have been approved to Telework must also report to work no later than July 13, 2020, unless they apply for and are granted approval for continued Telework by both their supervisor and the Director of Human Resources or have been granted approved leave.

All Tribal Department Directors and Program Directors have been advised to communicate to their non-exempt employees the rotational work schedule. However, if you have not been contacted by your supervisor, you should contact him or her next week. We are closely following all Public Health Safety precautions to help ensure everyone's safety, including the mandatory wearing of facial coverings and social distancing, which will be strictly enforced in all Tribal Departments and Programs.

I appreciate all of the hard work that has been accomplished by so many of you during the last few months. While I wish that we could continue to allow persons to stay at home until this pandemic subsides, that is not possible since there is no vaccine at this time. We must begin to reopen Tribal Government in an incremental and safe way so we can provide the much needed services to all Tribal members. I ask that you have patience, understanding and a kind spirit while we work through these unprecedented times together.

Please continue to watch MBCI announcements and social media postings regarding further details. Yakoki.



Tribal Chief Cyrus Ben

c: Richard Sockey, Tribal Council Coordinator
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