

Tłıchǫ Government
Administrative Policy and Procedures

Effective Date: March 31, 2016

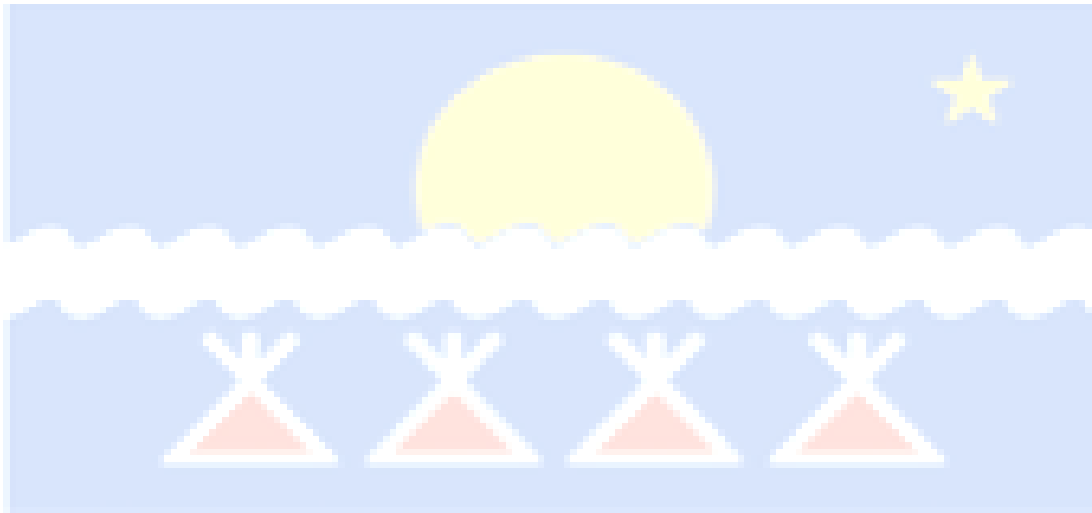


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Subject: GUIDING PRINCIPLES	

While drafting the policies, the Policy Working Group was guided by the principles listed below. They are provided within this document as a reference for Tłıchǫ Government employees. The guiding principles were derived in part from the Tłıchǫ Government Constitution and with the working group’s input.

1. Act with respect and fairness without discrimination or abuse.
2. Strive for representation from each Tłıchǫ community.
3. Strive for consensus.
4. Full, free expression and participation of Tłıchǫ citizens.
5. Protect lands, waters and resources.
6. Respect the needs and interests of other Aboriginals and non-aboriginals.
7. Protect language, culture and way of life.

Also, when revising the policies:

8. Focus on a solution that covers 80% of situations – rather than the exception.
9. Hold focused policy working sessions.
10. There is no *right* answer; our goal is to develop recommendations, which will be considered by Tłıchǫ employees and Chiefs Executive Council.
11. Honour the principles of the Tłıchǫ Constitution and our Elders.

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Section: Foundations	1.2
Subject: CODE OF ETHICS	

1. Definitions

“Code of Ethics” is a set of written guidelines issued by the Tłıchq Government based on Tłıchq values and commonly accepted standards of conduct that govern the behavior of employees in their relationships with others.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all Tłıchq Government employees.

3. Purpose and Position

The purpose of this policy is to develop and hold accountable employees of the Tłıchq Government to the highest standards of conduct in their relationships with the Chiefs and Assembly members, managers, colleagues, and community members. Employees are responsible by word and deed for protecting the good reputation of the Tłıchq Government and to ensure that public confidence and trust in the Government is maintained through the highest standards of personal ethical conduct.

4. Requirements

The code of ethics are:

- a) I will work to serve the people of the Tłıchq communities to the best of my abilities;
- b) Where I am responsible for the expenditure of Tłıchq Government funds, I will ensure that they are spent wisely, economically and in the best interests of our government;
- c) I will seek to know and understand Tłıchq Government policies and procedures, and will use these policies to guide my workplace actions;
- d) I will not use the Tłıchq Government’s resources or programs for my own personal advantage or for the advantage of my family and friends, nor will I cause to be hired an immediate family member, other relative or close personal friend through my involvement and decision-making;
- e) I will not discuss confidential business of the Tłıchq Government in my home or elsewhere in my community except with other Tłıchq Government employees when it is appropriate and on a *need to know* basis;
- f) I will not talk about Tłıchq Government leadership, managers, colleagues or other Tłıchq Government employees behind their backs in ways that are hurtful or embarrassing;
- g) I will try to be positive and helpful in my work and avoid talking in ways that hurt our leaders, the Government, other employees and or interfere with the successful completion of the business at

Section: Foundations	1.2
Subject: CODE OF ETHICS	

hand. As a worker I will ensure that my personal choices, actions, and behavior do not interfere with my ability to do my job;

- h) I understand that it is important to put forward honest and respectful opinions, while recognizing that management decisions are made using multiple diverse perspectives;
- i) I will help to make the Tłchq Government workplace a safe and secure place for clients, employees and their personal property;
- j) As a Tłchq Government employee I will graciously refuse personal gifts and gratuities from members of the public, or corporations or other governments seeking to do business with the Tłchq Government;
- k) I will value my co-workers as part of the team and show appreciation for their competence;
- l) I will be respectful of racial, cultural, and religious differences among residents, employees, families, and co-workers; and,
- m) I will be respectful of the Tłchq Constitution and the principles of the Tłchq Government and recognize that as part of my commitment as a Tłchq Government employee, I am expected to take advantage of opportunities to learn more about Tłchq language, culture and way of life.

5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All Directors are responsible for enforcing this policy within their Departments.

The Senior Director of Administration is responsible for monitoring this policy

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees must disclose to the manager potential situations in which a personal conflict of interest may arise in the performance of their duties.
- b) It is not wrong for employees to have a conflict of interest. Where one exists the employee will remove themselves from the decision making process and ensure there is no actual and perceived influence on the outcome of the decision.

Section: Foundations	1.2
Subject: CODE OF ETHICS	

- c) Any infractions of this policy will be carried out as per Policy 6.2 – Discipline of Employees. Specifically,
 - i) Employees who fail to disclose potential situations of personal conflict of interest in the workplace to their managers, may be subject to disciplinary action up to and including dismissal; and,
 - ii) Employees who willingly and knowingly use Tłıchq Government resources for their benefit or the benefit of their immediate relatives or close friends, may be subject to disciplinary action up to and including dismissal.

- d) During orientation all employees are to be provided with a copy of this policy and must complete the Tłıchq Government Code of Ethics Declaration found in Appendix F.

Effective Date: April 1, 2013

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Section: Basic Commitments	2.1
Subject: POLICY DEVELOPMENT	

1. Definitions

“Administrative policy” means a set of basic principles and associated guidelines approved by the Chiefs Executive Council to direct the operations of the Tłıchq Government and administration.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all administrative policies of the Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to establish guidelines for developing administrative policy and to define the role of the Chiefs Executive Council, the Tłıchq Executive Officer and the Policy Working Group with respect to administrative policy development.

This policy does not apply to public policy development, the deliberations of the Annual Gathering or the Tłıchq Assembly.

The Tłıchq Government’s position is that there should be an effective and efficient process for developing policy to ensure that: 1) employees and the Chiefs Executive Council are engaged in the process and 2) there is consistency in Tłıchq Government Administrative Policies and Procedures.

4. Requirements

- a) A Policy Working Group will be chosen at the discretion of the Tłıchq Executive Officer and its members will: conduct policy research and analysis; prepare draft policies for the Tłıchq Executive Officer; and consult with directors, managers and Community Directors when drafting policies.
- b) The Tłıchq Executive Officer makes policy recommendations to the Chiefs Executive Council.
- c) The Chiefs Executive Council is responsible for approving all administrative policies of the Tłıchq Government.
- d) Policies shall become effective on the date established by the Chiefs Executive Council.
- e) The current official version of this policy document will be in the possession of the Tłıchq Executive Officer. All other copies are uncontrolled copies and may not be current.
- f) All previous versions of policy will be kept in the possession of the TEO

Section: Basic Commitments	2.1
Subject: POLICY DEVELOPMENT	

5. Monitoring

The Manager: Human Resource Services responsible for implementing this policy.

The Director: Corporate Services is responsible for enforcing this policy.

The Senior Director of Administration is responsible for monitoring this policy.

The Tłıchǵ Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Tłıchǵ Executive Officer, Community Directors, managers and directors will identify policy compliance issues and make suggestions or recommendations that may be researched and developed by the Policy Working Group. Employees may provide their policy suggestions or recommendations to their supervisors.
- b) The Policy Working Group will gather and vet policy suggestions and recommendations. Selected content will be drafted into policies and submitted to the Tłıchǵ Executive Officer for review.
- c) The Chiefs Executive Council is responsible for approving all policies.
- d) The Tłıchǵ Executive Officer will maintain the current official version of this policy.
- e) Once approved, all draft policies are to be published in accordance with the requirements of Policy 4.2 – Policy Distribution and subject to any requirements in Policy 2.2 – Official Languages.
- f) All policies shall be written simply and defined clearly to the greatest extent possible.

Effective Date: April 13, 2015

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Section: Basic Commitments	2.2
Subject: OFFICIAL LANGUAGES	

1. Definitions

“Official languages” means languages that are given special status in the Tłıchǫ Government and used in the Annual Gathering, Assembly and administration of the Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. The policy applies to the Tłıchǫ Government administration and is made pursuant to the Tłıchǫ Constitution, Section 1.3.

3. Purpose and Position

The purpose of this policy is to create and maintain an environment that supports the use of the Tłıchǫ language and ensures the administration is communicating with and serving Tłıchǫ citizens in their language.

The Tłıchǫ Government recognizes that the Tłıchǫ language is essential for the expression of Tłıchǫ values and knowledge and is committed to its preservation, protection and promotion. Furthermore, it is important that employees and citizens are able to conduct business with the Tłıchǫ Government in the official language of their choice.

4. Requirements

- a) The official languages of the Tłıchǫ Government are Tłıchǫ and English.
- b) All Tłıchǫ citizens have the right to speak and communicate with the Tłıchǫ Government in both official languages.

Meetings

- c) Meetings may be conducted in Tłıchǫ and English, with interpreter services provided by the Tłıchǫ Government.

Signage

- d) Signs in Tłıchǫ Government buildings will be in both Tłıchǫ and English.

Translation Services

- e) The Tłıchǫ Government department arranging the service will pay for all translation services.
- f) Translation services will be provided on an “as requested” or “best effort” basis. This means that wait times or delays could occur subject to availability and cost of translators, experts or other resources.

Section: Basic Commitments	2.2
Subject: OFFICIAL LANGUAGES	

g) The department director or Community Director will arrange for translation services upon request.

5. Monitoring

All Tłıchǫ Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy

The Manager: Research & Culture Protection is responsible for enforcing this policy.

The Director: Culture and Lands Protection is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Citizens may request that official documents of the Tłıchǫ Government be verbally translated into Tłıchǫ. Requests may be made in writing or verbally via designated department directors and Community Directors.
- b) Where a meeting will require verbal translation services or when a Tłıchǫ citizen requests translation services, the budget authority that authorizes the expenditures for the meeting will ensure that translation services are arranged.
- c) The Manager: Research & Culture Protection will maintain a list of preferred translators.
- d) Where citizens feel this policy is not being respected, they may make a complaint to the Director: Culture and Lands Protection for review.

Effective Date: September 3, 2012

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Section: Basic Commitments	2.3
Subject: ENVIRONMENTAL STEWARDSHIP	

1. Definitions

“Environmental stewardship” means protecting the environment through recycling, conservation, regeneration and restoration of resources within Tłı̨chǫ Government daily operations and on Tłı̨chǫ lands.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council pursuant to Section 5.2(e) of the Tłı̨chǫ Constitution.

This policy applies to decisions, actions and activities of the Tłı̨chǫ Government administration.

3. Purpose and Position

The purpose of this policy is to ensure that Tłı̨chǫ Government operations and programs consider the protection of the environment in day-to-day operations.

The protection of Tłı̨chǫ lands, water, wildlife and resources will be respected and considered by the Tłı̨chǫ Government and all employees.

The Tłı̨chǫ Government recognizes that it is our tradition as a people to live in harmony with the land in a relationship of respect and reciprocity. Everyone has a responsibility to conserve and manage the resources of the land in a respectful manner so as to leave a healthy and sustainable environment for our children.

4. Requirements

- a) The Tłı̨chǫ Government will support, develop and implement conservation measures in our operations and programs by:
 - i. managing the resources of the Tłı̨chǫ area in a manner that is effective, efficient and environmentally responsible;
 - ii. reaffirming the responsibility of individual employees for the conservation of resources;
 - iii. implementing programming that informs the Tłı̨chǫ communities about environmental concerns and develops a personal sense of responsibility; and
 - iv. purchasing materials that are recycled, can be reused or, in the case of chemicals and cleaners, are environmentally safe.
- b) Subject to Policy 2.4 – Review of Departments and Programs, operational and program decisions will explicitly consider their impact on Tłı̨chǫ lands, waters and resources.
- c) Where it is found that operations and programs are being managed with consideration for the conservation of resources as outlined in this policy, employees should be recognized for their efforts.

5. Monitoring

Section: Basic Commitments	2.3
Subject: ENVIRONMENTAL STEWARDSHIP	

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees who report to them.

The Manager: Lands Protection is responsible for monitoring this policy.

The Director: Culture and Lands Protection is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) All employees are required to consider the preservation and protection of Tłıchq lands, waters and resources in their operational decisions and the delivery of programs. All employees are responsible for educating citizens about the preservation and protection of Tłıchq lands.
- b) The Department of Culture and Lands Protection is responsible for developing marketing materials, educational materials and programs to inform both employees and citizens of preservation requirements and conservation efforts.
- c) If employees or citizens identify cases in which this policy is not being respected, they may make a complaint to the Director: Culture and Lands Protection for review.
- d) Where an employee is concerned about the use of resources by another employee, the complaint will be resolved in accordance with Policy 6.10 – Employee Complaints and Appeals.

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Section: Basic Commitments	2.4
Subject: REVIEW OF DEPARTMENTS AND PROGRAMS	

1. Definitions

“Review of departments and programs” means the in-depth assessment of department/program goals, processes and outcomes, including consideration of operational issues and outcomes. The findings and recommendations serve as a framework for program renewal, planning and purposeful change.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to programs of the Tłı̨chǫ Government administration.

3. Purpose and Position

The purpose of this policy is to ensure that departments and programs are reviewed on a consistent basis so as to better serve Tłı̨chǫ citizens, improve program delivery and ensure the efficient and effective operation of the Tłı̨chǫ Government.

4. Requirements

- a) The Tłı̨chǫ Government administration will regularly conduct a full review of departments and programs.
- b) Departments and programs will be reviewed according to terms of reference approved by the Chiefs Executive Council.
- c) The Tłı̨chǫ Executive Officer will oversee and direct the review of departments and programs.
- d) At a minimum, all department and program reviews will document the following:
 - i. purpose of the department and program and its mandate or the problem it aims to solve;
 - ii. resources devoted to the department and program. (i.e., O&E, capital, salaries, etc.);
 - iii. expected/actual results and outcomes of the department or program;
 - iv. options for change;
 - v. any environmental impact/mitigation;
 - vi. the extent to which the mandate or terms and conditions of agreements are being respected and fulfilled; and
 - vii. compliance with all laws and legislation.
- e) In addition to those requirements, the Tłı̨chǫ Government administration will provide an analysis of whether (in its opinion) the department or program is meeting the needs of Tłı̨chǫ citizens and whether the department or program adheres to the core principles set out in the Tłı̨chǫ Constitution. Where appropriate, the Tłı̨chǫ Government administration may also provide options for improvement.

Section: Basic Commitments	2.4
Subject: REVIEW OF DEPARTMENTS AND PROGRAMS	

f) The results of the review will be presented to the Chiefs Executive Council.

5. Monitoring

The Tłıchǫ Executive Officer is responsible for implementing, monitoring and enforcing this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) As part of all regular operations of departments and delivery of programs, a self-evaluation component should be included to ensure accountability and relevance.
- b) The Tłıchǫ Executive Officer will identify the departments and/or programs to be reviewed prior to the development of the annual budget.
- c) The Tłıchǫ Executive Officer will develop terms of reference for approval by the Chiefs Executive Council.
- d) The Tłıchǫ Executive Officer will identify the necessary resources required to conduct the review.
- e) Draft department and program reviews will be submitted to the Tłıchǫ Executive Officer for review and approval before being submitted to the Chiefs Executive Council.

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Section: Governance	3.1
Subject: ESTABLISHING TŁICHQ COMMITTEES OR OTHER ENTITIES	

This policy has been repealed from Tłichq Government Administrative Policy and will only be implemented within the Tłichq Legislative Policy.

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Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

1. Definitions

“Travel” means to go from an employee’s place of hire or residence to another location on behalf of the Tłıchǫ Government, in order to conduct approved business.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all Tłıchǫ Government employees, Chiefs Executive Council, Assembly members, Elders, translators and local vendors.

3. Purpose and Position

The purpose of this policy is to outline the provisions for accurate, consistent and fair expense reimbursement of individuals required to travel on behalf of the Tłıchǫ Government.

As travel is sometimes required to conduct business on behalf of the Tłıchǫ Government, authorized individuals must ensure expenses incurred are economical and that reimbursement procedures are met as outlined within this policy.

4. Requirements

Tłıchǫ Government Employees

The following requirements apply to all Tłıchǫ Government employees:

Travel

Travel for Tłıchǫ Government employees will be in accordance with the following requirements:

- a) All travel by Tłıchǫ Government employees, except the Tłıchǫ Executive Officer, will be subject to approval by their supervisor.
- b) Pursuant to Policy 5.10 (i) travel expenses request for travel and honorarium must be submitted a minimum of seven (7) days prior to the meeting.
- c) Travel may only be undertaken where funds are available in the travel budget and proper approvals have been obtained in advance of booking travel. Unauthorized travel may not be reimbursed.
- d) Tłıchǫ Government employees will be reimbursed after the trip upon submission and verification of proper claim forms and supporting documentation. All employees may apply for a seventy-five per cent (75%) advance of their meals and incidental expenses with submission and approval of a travel request form. The remaining twenty-five per cent (25%) and all other expenses will be paid upon submission of approved expense claim forms and receipts within 30 days from date of travel.
- e) Travel time includes one hour before a scheduled flight and one hour after the flight lands.

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Subject: TRAVEL EXPENSES AND HONORARIA	

Meals and Incidentals

- f) Meal and incidental will be reimbursed based on the federal Treasury Board rates.
- g) Meals will only be reimbursed where there was a legitimate expense for meals. When meals are provided, for example when the Tłı̨chǫ Government or an airline provides meals, or if meals are paid for by another Tłı̨chǫ Government representative, reimbursement for meals is not allowed.
- h) On travel days, meals will be covered in the following cases:
- i. Outward trips:
 - Breakfast is paid if travel begins before 8 a.m.
 - Lunch is paid if travel begins before 12 p.m.
 - Supper is paid if travel begins before 6 p.m.
 - ii. Return trips:
 - Breakfast is paid if travel ends after 9 a.m.
 - Lunch is paid if travel ends after 1 p.m.
 - Supper is paid if travel ends after 7 p.m.

- i) Incidentals are paid for every night spent away.

Accommodation

- j) Tłı̨chǫ Government employees will make every effort to use preferred vendors.
- k) Where an individual billets at a private residence in the Tłı̨chǫ communities, a rate of \$125/night will be paid to the host after the billeting stay, following Policy 5.11 – Payment Procedures.
- l) Where an individual billets at a private residence in any community other than one of the Tłı̨chǫ communities, a rate of \$50/night will be paid to the host.

Vehicle Rental

- m) All vehicle rentals must be pre-approved.
- n) Vehicle rental is to be limited to the most economical practical option, depending on justifiable need and the prudent expenditure of Government funds.
- o) It is the responsibility of the traveler to ensure that they have the appropriate license to drive the rental vehicle.
- p) It is the responsibility of the traveler to ensure that adequate insurance is in place for all drivers of the vehicle.

Private Vehicle

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

- q) The Tłchq Government will reimburse an employee who, with prior authority, uses a privately owned vehicle for necessary travel on Tłchq Government business as per Treasury Board rates.
- r) The use of privately owned vehicles shall not be authorized where total travel costs are greater than the costs of commercial transportation and the drive-time exceeds a duration that is deemed impractical. Where the use of a privately owned vehicle is authorized, the reimbursable allowances will be based on federal Treasury Board rates.
- s) Reimbursement shall be limited to the equivalent commercial cost, if the total cost of the trip (including meals, lodging and incidental expenses) exceeds the cost of the same journey by ordinary commercial means.
- t) The Tłchq Government is not responsible for any damages or maintenance incurred when employees use personal vehicles during Tłchq Government business. The Tłchq Government will not pay any costs associated with damage or maintenance to personal vehicles incurred while the employee is on Tłchq Government business.

Air Travel

- u) Tłchq Government representatives will make every effort to use preferred vendors when using air travel.
- v) Only the lowest available fares appropriate to particular itineraries, to a maximum of full economy, will be reimbursed.
- w) Reimbursement is for actual fares paid only.
- x) Flight cancellation charges incurred by the traveler for travel cancelled by the supervisor or budget authority will be reimbursed.
- y) Excess baggage fees, when warranted to carry out Tłchq Government business, are reimbursable.

Other Travel

- z) Tłchq Government representatives will make every effort to use preferred vendors when using other transportation.
- aa) Reasonable expenditures for taxis and public transportation to and from airports and between appointments, hotel locations and meeting places are reimbursable, including gratuities for service. Original receipts are required for reimbursement.

Phone and Internet Access

- bb) Tłchq Government representatives may be reimbursed for long-distance calls made and Internet access for Tłchq Government business, upon the presentation of a receipt or telephone invoice.

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

Child Care

- cc) When an **employee** who is a sole caregiver is required to complete overnight travel, the Tłı̨chǫ Government will reimburse up to \$50 per day per child for child-care expenses upon the submission of child-care receipts.

Local Vendors

For local vendors, the following policy requirements apply:

- dd) Subject to any terms contained in a contract, a daily rate is paid to local vendors, such as drummers, cooks and foremen, who are not salaried employees when they attend committee, board or other entity meetings at the request of the Tłı̨chǫ Government. Rates are outlined in Appendix C. The Chiefs Executive Council may change these rates at its discretion.
- ee) All honoraria are subject to deductions as required by law.

ff) A local vendor who does not attend the committee or board meeting will not receive payment.

gg) Travel expenses will be reimbursed according to the same rules and rates as those for Tłı̨chǫ Government employees.

hh) Payments will be issued according to Policy 5.11 – Payment Procedures.

Assembly Members

For Assembly members, the following policy requirements apply:

ii) Travel arrangements and other expenses for formal sessions will be arranged by the Senior Community Director.

jj) An honorarium will be paid to Assembly Members as per rates established in the Tłı̨chǫ Government law.

kk) Seventy-five per cent (75%) of the honoraria will be paid in advance of the meeting and twenty-five per cent (25%) of the honoraria will be paid after the meeting.

ll) Where an Assembly member misses meetings (without permission of the Assembly), the remaining honoraria will not be paid and any honoraria paid in advance will be recovered from future honoraria payments.

mm) Any trips in addition to sessions must be approved by the Assembly and can only be paid where there is an approved budget. Where no approved budget exists, the Assembly must first approve the budget.

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

- nn) Travel expenses will be reimbursed according to the same rules and rates as those for Tłı̨chų Government employees.
- oo) Assembly members will be reimbursed after the trip upon submission and verification of proper claim forms and supporting documentation. Assembly members may apply for a seventy-five per cent (75%) advance of their meals and incidentals expenses with submission and approval of a travel request form. The remaining twenty-five per cent (25%) of meals and incidentals and all other expenses will be paid upon submission of approved expense claim form and receipts.
- pp) Payment will be issued according to Policy 5.11 – Payment Procedures.

Chiefs Executive Council

For the Chiefs Executive Council, the following policy requirements apply:

- qq) The Chiefs may travel on official Tłı̨chų Government business with the approval of the Chiefs Executive Council within the limits of the approved travel budget for the Chiefs Executive Council.
- rr) The Chiefs and Grand Chief must attend a meeting or be on official Tłı̨chų Government business in order to claim travel expenses.
- ss) Given that salary is already paid, no additional honoraria will be paid.
- tt) Travel expenses will be reimbursed according to the same rules and rates as Tłı̨chų Government employees.
- uu) Chiefs Executive Council will be reimbursed after the trip upon submission and verification of proper claim forms and supporting documentation. Chiefs Executive Council members may apply for a seventy-five per cent (75%) advance of their meals and incidentals expenses with submission of a travel request form. The remaining twenty-five per cent (25%) of meals and incidentals and all other expenses will be paid upon submission of an approved expense claim form and receipts.
- vv) Payments will be issued according to Policy 5.11 – Payment Procedures.

Elders and Translators

For Elders and translators, the following policy requirements apply:

- ww) Travel arrangements and other expenses for formal sessions will be arranged by the Senior Community Director.
- xx) Travel arrangements for all other events are to be arranged by the budget authority.
- yy) An honorarium will be paid to Elders as per rates established in Appendix D.
- zz) An honorarium will be paid to translators as per rates established in Appendix D.

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

- aaa) All honoraria are subject to deductions as required by law.
- bbb) Elders may request one hundred per cent (100%) of the honoraria in advance of the meeting.
- ccc) Contract translators may receive seventy-five per cent (75%) of the honoraria in advance of the meeting and twenty-five per cent (25%) of the honoraria after the meeting.
- ddd) Where an Elder or translator misses a meeting, the remaining honoraria will not be paid and any honoraria paid in advance will be recovered from future honoraria payments.
- eee) Travel expenses will be reimbursed according to the same rules and rates as Tłıchq Government employees.
- fff) Upon completion of the trip and submission and approval of the proper claim forms and supporting documentation, Elders and translators will be reimbursed outstanding amounts. If an Elder has received one hundred per cent (100%) of the honoraria prior to the meeting, the claim form and supporting documentation are still required. If the claim form and supporting documentation are not submitted, no future honoraria payments will be made until the outstanding amount is repaid.
- ggg) Payment will be issued according to Policy 5.11 – Payment Procedures.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Financial Services will be responsible for monitoring this policy to ensure that all Treasury Board rates are current and communicated. The Manager: Financial Services will also ensure that travel expenses are paid only where and when proper approvals, documentation, receipts and budgets exist.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Travel authorization requests must be submitted to the appropriate budget authority and/or supervisor for approval prior to arranging travel.
- b) Travel requests must be submitted at least one week prior to travel. They will be paid as per Policy 5.11 – Payment Procedures.

Section: Governance	3.2
Subject: TRAVEL EXPENSES AND HONORARIA	

- c) All Tłıchq Government employees and those travelling on behalf of the Tłıchq Government are responsible for submitting their approved expenses to the Corporate Services Department for reimbursement within 30 days after travel is completed.
- d) Original receipts must be attached to the travel expense claims, along with all related documentation, and submitted to the Corporate Services Department.
- e) As travel expense claims are subject to audit review, supporting documentation is required. Supporting documentation may include: conference agendas, airline tickets, boarding passes, and travel and meeting itineraries.
- f) The Corporate Services Department will be responsible for checking with the Treasury Board of Canada and communicating any changes in federal Treasury Board rates to Tłıchq Government employees and other individuals who conduct travel on behalf of the Tłıchq Government.
- g) Both the representative requesting travel (the Requester) and the budget authority are accountable for ensuring that claims for travel expenses are in accordance with this policy and that the expenses were incurred for Tłıchq Government business purposes only.
- h) Infractions of this policy or fraudulent claims will result in disciplinary action as per Policy 6.2 – Discipline of Employees and may result in immediate dismissal.
- i) Local vendors, Elders and translators travelling on behalf of the Tłıchq Government are responsible for any damages they cause to property during their travel.

Effective Date: April 13, 2015

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Section: Governance	3.3
Subject: ALCOHOL, DRUG ABUSE AND ATTENDANCE AT MEETINGS	

1. Definitions

“Alcohol, drug abuse and attendance at meetings” refers to intoxication due to the use of alcohol, illegal drugs or prescription drugs while attending meetings on behalf of the Tłıchq Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all instances where Tłıchq Government employees, Elders, local vendors and translators are attending internal and external events as representatives of the Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to communicate the Tłıchq Government’s expectations when individuals representing the Tłıchq Government attend meetings.

The Tłıchq Government recognizes that Elders, the general public and the youth of our communities expect employees to display positive leadership through their sober attendance at meetings. Drug and/or alcohol abuse among Tłıchq representatives at meetings is a betrayal of public trust and cannot be tolerated by the Tłıchq Government.

4. Requirements

- a) All Tłıchq Government representatives invited to meetings must attend all sessions of the meeting unless excused by their supervisor, the Senior Director of Administration or the Tłıchq Executive Officer.
- b) When a representative of the Tłıchq Government has abused their responsibilities, the supervisor, the Senior Director of Administration or the Tłıchq Executive Officer shall:
 - i. require that a representative who appears at a meeting under the influence of alcohol or drugs leave the meeting immediately;
 - ii. authorize the withholding of payment of the person’s honoraria, accommodation and meal expenses;
 - iii. ensure the person’s prepaid honoraria and meal expenses are recovered; and
 - iv. the Senior Director of Administration will ensure that the incident is recorded in the employee’s personnel file and that the employee is disciplined in accordance with Policy 6.1 – Employee Conduct, Policy 6.2 – Discipline of Employees and Policy 6.13 – Personnel Files.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

Section: Governance	3.3
Subject: ALCOHOL, DRUG ABUSE AND ATTENDANCE AT MEETINGS	

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) If an employee suspects that another employee is under the influence of drugs or alcohol at a meeting, event or any situation in which the latter is representing the Tłchq Government, the employee with concerns should take appropriate action to ensure the safety of all attendees and, if necessary, seek assistance to remove the disruptive employee from the immediate environment.
- b) If an employee suspects that a fellow employee is under the influence of drugs or alcohol at a meeting, event or any situation in which the latter is representing the Tłchq Government, the employee with concerns should immediately notify the disruptive employee's supervisor, the Senior Director of Administration or the Tłchq Executive Officer.
- c) The individual who is taking corrective steps (the Tłchq Executive Officer, Senior Director of Administration or supervisor) will write a report detailing the circumstances and particulars of the incident. At an appropriate time, the report will be shared with the offending employee. The report and corrective actions taken will be recorded on the employee's personnel file.
- d) Employees found to be in violation of this policy will be subject to the disciplinary process described in Policy 6.2 – Discipline of Employees.

Effective Date: September 3, 2012

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Section: Governance	3.4
Subject: PUNCTUALITY AT MEETINGS	

1. Definitions

“Punctuality at meetings” refers to Tłıchq Government employees or delegates arriving on time for meetings or events.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to any meetings attended by Tłıchq Government employees or delegates.

3. Purpose and Position

The purpose of this policy is to articulate the expectations of Tłıchq Government employees and delegates when they attend meetings and to set out the consequences when they are not punctual.

The Tłıchq Government recognizes that Tłıchq Government employees and delegates are brought to meetings at Tłıchq Government expense to represent the interests of the Tłıchq people. As such, employees and delegates have a responsibility to the Tłıchq Government and their communities to be punctual and arrive at meetings at the agreed-upon start/end times.

4. Requirements

- a) Employees who arrive during a meeting but more than an hour after the beginning of the meeting will have a proportionate amount of their wages and meals deducted for that day. Additionally, their lateness will be reported and recorded in their personnel files. The exception to this requirement will be where the absence has been excused by their supervisor.
- b) Travel on official Tłıchq Government business must be approved in accordance with Policy 3.2 – Travel Expenses and Honoraria.
- c) Employees travelling for official meetings are expected to act in accordance with Policy 6.1 – Employee Conduct.
- d) Failure to attend official meetings will result in an employee being considered absent without leave as per Policy 6.16 – Absent Without Leave and may result in disciplinary action in accordance with Policy 6.2 – Discipline of Employees.
- e) All infractions of this policy will be tracked and recorded in an employee’s file in accordance with Policy 6.2 – Discipline of Employees.
- f) Where an employee is absent for more than fifty per cent (50%) of the meeting duration, the employee will not be eligible for travel expense reimbursement. The exception to this requirement will be where the employee’s absence has been excused as per requirement 4(a) in this policy.

5. Monitoring

Section: Governance	3.4
Subject: PUNCTUALITY AT MEETINGS	

All Tłı̨chǫ Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy

The Manager: Human Resource Services is responsible for monitoring this policy.

All Director – Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Where an employee knows they will be late, they are responsible for notifying their supervisor in advance. If an employee is late due to extenuating circumstances, they should voluntarily discuss their lateness with their supervisor. Chronic lateness may be reported and recorded in their personnel files.
- b) Supervisors are responsible for monitoring attendance at meetings.
- c) In the event that an employee is late for a meeting, a memo will be forwarded both to the Corporate Services Department by the employee’s supervisor. The Compensation Clerk will ensure that absences are noted on the employee’s time sheet or their time card in Timeforce. The Manager: Human Resource Services will ensure appropriate disciplinary measures are taken. The Sr. Payroll Clerk will ensure that any additional costs (i.e., travel expenses) are deducted and/or recovered.

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Section: Governance	3.5
Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES	

1. Statement of Policy

The Tłchq Government will establish a department called the Department of Corporate Services, under the direction of the Tłchq Executive Officer.

2. Mandate

As directed by the Chief's Executive Council, the Tłchq Executive Officer and the Department of Corporate Services shall be responsible for providing leadership and direction in all areas of financial, human resource management, and other corporate support services to the Tłchq Government including office and facilities management, vehicle operations, records management, Information Technology ("IT") and other services.

3. Principles

The Tłchq Government will adhere to the following principles when implementing this Policy:

- (3.1) The guiding principles that emerge from the Tłchq gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- (3.2) The language, culture and way of life of the Tłchq people must be valued and serve as the foundation for the development and delivery of Tłchq Government programs and services.
- (3.3) The interests, desires and aspirations of Tłchq citizens, as well as changing circumstances in the region should be reflected in the provision of Finance and Human Resources services.
- (3.4) Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
- (3.5) Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- (3.6) Tłchq citizens deserve demonstrable accountability for the conduct of government.
- (3.7) Employment practices and staff development should achieve the goals of the Tłchq Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

4. Scope

This policy applies to all employees of the Tłchq Government.

5. Definitions

In this establishment policy, "Tłchq Government" means the Tłchq Government and its institutions as defined in the Tłchq Constitution.

"Chief's Executive Council" has the same meaning as in the Tłchq Constitution.

Section: Governance	3.5
Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES	

“Department” means the Department of Corporate Services established under this policy.

“Tłchq Executive Officer” means the senior or chief executive officer who reports to the Chief’s Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Tłchq Government.

“Senior Director of Administration” means the senior manager who reports to the Tłchq Executive Officer and who directs and manages the departmental affairs of the Tłchq Government.

“Director” means the person hired to administer the activities of the department and to supervise and administer the financial and human resources administration of the Tłchq Government under a Departmental Establishment Policy.

“Employee” means a person employed by Tłchq Government.

6. Authority and Accountability

6.1 General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this Policy rests with the CEC. Authority and accountability is further defined as follows:

- (a) Tłchq Executive Officer: The Tłchq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this Policy.
- (b) Senior Director of Administration: The Senior Director of Administration is accountable to the TEO with the responsibility to monitor and enforce this Policy.
- (c) Director of Corporate Services: The Director of Corporate Services is accountable to the Sr. Director of Administration for implementing this Policy.

6.2 Specific:

- (a) Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Corporate Services.
- (b) Tłchq Executive Officer (TEO): The TEO is responsible to the CEC for carrying out the mandate of the Department of Corporate Services, and shall preside over the operation of the Department. The TEO is authorized to ensure the carrying out of the duties described in this Policy in a manner the TEO deems appropriate for the efficient and effective fulfillment of the Department’s mandate.
- (c) Senior Director of Administration (SDA) : The Senior Director of Administration is responsible for the management of the Department of Corporate Services including the planning, administration and other functions necessary to further the Department’s mandate; and accountable to the TEO for the proper conduct of the business of the Department. The SDA is responsible and accountable to the TEO.
- (d) Director of Corporate Services: The Director of Corporate Services is responsible for the day to day operational administration and management of the Department of Corporate Services. The Director is responsible and accountable to the SDA. The Director is responsible for the statutory responsibilities set out for the Director in the *Tłchq Finance and Human Resources Law*.

7. Provisions

7.1 Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Tłchq Executive Officer and the Department of Corporate Services as directed by the Chief’s Executive Council is established in this Policy.

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Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES	

- 7.2 Duties of the Tłıchǫ Executive Officer: The TEO shall delegate the development and implementation of programs and services in the Department as may be appropriate to fulfill the mandate of the TEO and the Department.
- The TEO shall have charge of and be responsible for:
- (a) Ensuring that the Department of Corporate Services operates in a manner consistent with Tłıchǫ Government legislation, policy, priorities and strategies, and in their absence, using generally accepted accounting principles (GAAP) and commonly accepted standard operating procedures.
 - (b) The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by TG Departments to achieve effective control, monitoring and enforcement of TG legislation and policies.
The Director shall have charge of and be responsible for:
- Finance
- (c) The management and control of revenue, disbursements and assets of the Tłıchǫ Government including the coordination of the development of annual budgets, the design and coordination of all related processes and documents, managing and administering the Tłıchǫ Government's external audit, internal audits, tax, insurance, banking and investment programs.
 - (d) The provision of accurate and timely financial reports providing information and advice to leadership and senior managers required for sound financial management decision-making relative to the allocation, management and control of the resources of the Tłıchǫ Government;
 - (e) ensure the proper collection, receipt, recording and disposition of Tłıchǫ monies and ensure that proper authority exists for disbursement of Tłıchǫ monies;
 - (f) establish the method by which the accounts of the Tłıchǫ Government shall be kept and the method by which any employee shall account for Tłıchǫ monies which come into his or her hands;
 - (g) maintain the accounts of the Tłıchǫ Government;
 - (h) evaluate the accounting and financial management systems of the Tłıchǫ Government and, as necessary, recommend improvements to the Chief's Executive Council;
 - (i) Prepare any financial statements and reports required by the Chief's Executive Council or the Assembly.
- Human Resources and Records Management
- (j) The provision of human resources support to directors and staff of the Tłıchǫ Government, including development of the terms and conditions of employment, job evaluation and classification of positions, payroll and human resources management issues not limited to but including planning, discipline, recruitment, retention, benefits administration and training for Tłıchǫ Government staff.
 - (k) The provision of support for the delivery of all Tłıchǫ Government Departments programs and services through corporate support services such as financial information, human resources, office and facilities management, records management, the provision of IT services and others as appropriate and required.
 - (l) The development of standards, policies and guidelines for the management of government records to ensure they are available throughout their prescribed lifecycle.
 - (m) Evaluation of the activities of departmental supervisors and staff.

8. Administration

Section: Governance	3.5
Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CORPORATE SERVICES	

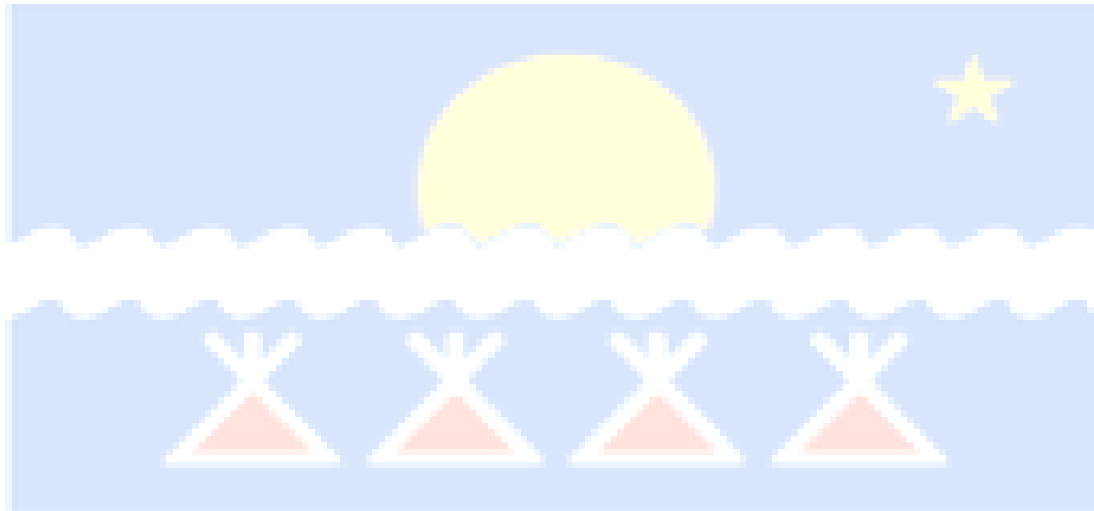
The Department of Corporate Services shall be administered in such a manner as to ensure that Tłıchǵ Government requirements as expressed in Tłıchǵ laws, regulations agreements, policies and directives are satisfied.

9. Prerogative of the Chiefs Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Chief's Executive Council to make decisions or take action respecting the Department of Corporate Services outside the provisions of this Policy.

Effective Date: April 17, 2013

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Section: Governance	3.6
Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CULTURE & LANDS PROTECTION	

1. Statement of Policy

The T̩̀ch̩̀ Government will establish a department called the Department of Culture and Lands Protection, under the direction of the T̩̀ch̩̀ Executive Officer.

2. Mandate

Under T̩̀ch̩̀ Law, the Chief’s Executive Council (CEC) is the authority responsible for the management and protection of T̩̀ch̩̀ Lands and the interest of the T̩̀ch̩̀ throughout M̩̀whi Gogha D̩̀ Ǹ̩tl̩̀èè (s.3, T̩̀ch̩̀ Lands Protection Law). As directed by the Chief’s Executive Council, the T̩̀ch̩̀ Executive Officer and the Department of Culture and Lands Protection shall be responsible for providing leadership and direction in all areas of lands protection, cultural practices, research, monitoring and the T̩̀ch̩̀ Research and Training Institute.

3. Principles

The T̩̀ch̩̀ Government will adhere to the following principles when implementing this Policy:

- (3.1) The guiding principles that emerge from the T̩̀ch̩̀ gonàowo describing our beliefs as a People, and are written in our Constitution, must be used as the foundation from which our actions as a government take their strength and direction;
- (3.2) The language, culture and way of life of the T̩̀ch̩̀ people must be valued and serve as the foundation for the development and delivery of T̩̀ch̩̀ Government programs and services.
- (3.3) The interests, desires and aspirations of T̩̀ch̩̀ citizens, as well as changing circumstances in the region should be reflected in the provision of the programs and services of the Department of Culture & Lands Protection.
- (3.4) Effective communication is important with clients, partners and citizens so as to inform and involve them as appropriate in decision-making related to the development and implementation of Government programs and services.
- (3.5) Programs and services should be cost effective, providing value for money while being responsive to the needs of the people they serve.
- (3.6) T̩̀ch̩̀ citizens deserve demonstrable accountability for the conduct of government.
- (3.7) Employment practices and staff development should achieve the goals of the T̩̀ch̩̀ Government, through a representative workforce, attracting and keeping excellent people, and being fair and consistent.

4. Scope

This policy applies to all employees of the T̩̀ch̩̀ Government.

5. Definitions

In this establishment policy, “T̩̀ch̩̀ Government” means the T̩̀ch̩̀ Government and its institutions as defined in the T̩̀ch̩̀ Constitution.

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Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CULTURE & LANDS PROTECTION	

“Tłıchq Intergovernmental Services Agreement” means the intergovernmental services agreement as referred to in 7.10 of the Tłıchq Agreement and signed on August 25th, 2003 by the Tłıchq Government, the Government of the NWT, and the Government of Canada.

“Chief’s Executive Council” has the same meaning as in the Tłıchq Constitution.

“Department” means the Department of Culture and Lands Protection established under this policy.

“Tłıchq Executive Officer” means the senior or chief executive officer who reports to the Chief’s Executive Council and is responsible for the effective delegation of the management and administration of the affairs of the Tłıchq Government.

“Senior Director of Administration” means the senior manager who reports to the Tłıchq Executive Officer and who directs and manages the departmental affairs of the Tłıchq Government.

“Director” means the person hired to administer the activities of the department, and to supervise and administer the programs and services delivered by the Department of Culture and Lands Protection under a Departmental Establishment Policy.

“Cultural Coordinator” means the person appointed under section 8 of the Tłıchq Intergovernmental Services Agreement by the Chief’s Executive Council and the other parties to the Agreement.

“Employee” means a person employed by Tłıchq Government.

6. Authority and Accountability

6.1 General: This policy is issued under the authority of the Chiefs Executive Council (CEC). The authority to make exceptions and approve revisions to this Policy rests with the CEC. Authority and accountability is further defined as follows:

- (a) Tłıchq Executive Officer: The Tłıchq Executive Officer is accountable to the Chiefs Executive Council for the monitoring, enforcement and implementation of this Policy.
- (b) Senior Director of Administration: The Senior Director of Administration is accountable to the TEO with the responsibility to monitor and enforce this Policy.
- (c) Director of the Department of Culture & Lands Protection: The Director of the Department of Culture & Lands Protection is accountable to the Sr. Director of Administration for implementing this Policy.
- (d) Cultural Coordinator: The Cultural Coordinator is responsible to the Director of the Department of Culture and Lands Protection to implement section 8.4 through 8.8 of the Tłıchq Intergovernmental Services Agreement.

6.2 Specific:

- (a) Chief’s Executive Council (CEC): The Chief’s Executive Council may approve a change to the mandate of the Department of Culture and Lands Protection.
- (b) Tłıchq Executive Officer (TEO): The TEO is responsible to the CEC for carrying out the mandate of the Department of Culture and Lands Protection, and shall preside over the operation of the Department. The TEO is authorized to carry out the duties described in this Policy in a manner the TEO deems appropriate for the efficient and effective fulfillment of the Department’s mandate.
- (c) Senior Director of Administration (SDA) : The Senior Director of Administration is responsible for the management of the Department of Culture and Lands Protection including the planning, administration and other functions necessary to further the Department’s mandate; and accountable to the TEO for the proper conduct of the business of the Department. The SDA is responsible and accountable to the TEO.

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Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CULTURE & LANDS PROTECTION	

- (d) Director of Culture and Lands Protection: The Director of Culture and Lands Protection is responsible for the day to day operational administration and management of the Department of Culture and Lands Protection. The Director is responsible and accountable to the SDA.
- (e) Cultural Coordinator: The Cultural Coordinator is responsible to advise the parties to the Tłıchq Intergovernmental Services Agreement on how to use their respective powers in ways that respect and promote Tłıchq language and the culture and the way of life of the Tłıchq First Nation. The Cultural Coordinator is responsible and accountable to the Director of Culture and Lands Protection.

7. Provisions

7.1 Mandate Establishment: The mandate, including the authority, responsibilities and functions of the Tłıchq Executive Officer and the Department of Culture and Lands Protection as directed by the Chief's Executive Council is established in this Policy.

7.2 Duties of the Tłıchq Executive Officer: The TEO shall delegate the development and implementation of programs and services in the Department as may be appropriate to fulfill the mandate of the TEO and the Department.

- The TEO shall have charge of and be responsible for:
- (a) Ensuring that the Department of Culture and Lands Protection operates in a manner consistent with Tłıchq Government legislation, policy, priorities and strategies, and in their absence, using commonly accepted standard operating procedures.
 - (b) The provision of a comprehensive and effective framework of policies, processes and systems that are well understood and used by TG Departments to achieve effective control, monitoring and enforcement of TG legislation and policies.

7.3 Duties of the Director of the Department of Culture & Lands Protection: The Director of the Department of Culture and Lands Protection shall direct and implement the development, with elders, leaders and staff, of strategies that sustain our Tłıchq lands, language, culture and way of life through their protection and preservation, and the promotion of our cultural practices. The Department of Culture and Lands Protection has three primary functions.

The Director shall have charge of and be responsible for:

(a) Lands Protection Lands Protection includes land administration, mapping and GIS Information, Renewable Resources Management, Intergovernmental and agency relationships and liaison with the Kwe Beh Working Group.

(i) Land Administration - The Tłıchq Land Use Plan Law has established the Tłıchq Land Use Plan (TLUP). The Department of Culture and Lands Protection is the lead department in the implementation of the TLUP, and assisting the CEC in its role and requirements under the TLUP. The Department of Culture and Lands Protection will receive and process applications for use of Tłıchq lands as well as liaise with applicants and the Tłıchq public on issues relating to the TLUP and its implementation, including the processing of requests and applications. Generally Culture and Lands Protection is responsible for the administration of Tłıchq lands, including the administration of "dispositions" of Tłıchq land under the Tłıchq Lands Protection Law made before May 31, 2013, and for the orderly consideration, negotiation and administration of any tenure instruments (leases, permits, licenses, access agreements, etc.)

Section: Governance	3.6
Subject: ESTABLISHMENT POLICY FOR THE DEPARTMENT OF CULTURE & LANDS PROTECTION	

(ii) Mapping and GIS Information – The lands protection function of the Department of Culture and Lands Protection provides advice and resources to the CEC, Tłıchǰ Government Departments, working groups, and where appropriate, Tłıchǰ citizens about Tłıchǰ lands by: storing and sharing maps; developing and maintaining information about Tłıchǰ land in general, and specifically about important sites and areas; developing and maintaining a Geographical Information System (GIS) about Tłıchǰ land that captures, stores, analyses, manages and presents data with reference to geographic location data.

(iii) Renewable Resources Management - The lands protection function of the Department of Culture and Lands Protection provides support and advice to Tłıchǰ Government departments on issues of renewable resource management including caribou and other wildlife management, plant harvesting and forest management on Tłıchǰ lands. Culture and Lands Protection also works in collaboration with other Governments and Agencies in co-management of the above mentioned renewable resources. The Department makes recommendations on policies and procedures and is the main point of contact for intergovernmental arrangements.

(iv) Inter-Governmental & Agency Relationships - The lands protection function of the Department of Culture and Lands Protection will advise the CEC on consultations, initiatives and proposals in regards to any federal initiatives related to the operations of environmental boards and agencies in the NWT, as well as the devolution of authorities over Crown lands from Canada to the GNWT, and the impact on Mǫwhì Gogha Dè Nııtlèè. Culture and Lands Protection is the working contact for Governments for issues, including but not limited to, access requests under Chapter 19 of the Tłıchǰ Agreement, Tłıchǰ heritage resources (Chapter 17), protected areas (Chapter 16), expropriation (chapter 20). Culture and Lands Protection is the primary point of contact for the environmental boards in dealing with applications by developers or other proponents relating to Tłıchǰ lands, Wek' èezhii and Mǫwhì Gogha Dè Nııtlèè. Culture and Lands Protection receives notices and ensures requests are processed by the proper Tłıchǰ Government institution, department or working group. Culture and Lands Protection maintains a list of Tłıchǰ representatives on environmental boards and agencies and ensures Tłıchǰ representation is maintained.

(v) Liaison with the Kwe Beh Working Group - The lands protection function of the Department of Culture and Lands Protection is the primary liaison with the Tłıchǰ Government Kwe Beh Working Group which was created to build capacity of the Tłıchǰ Government to manage mining files. Overlapping interests occur specifically in the regulatory process of environmental assessment for any files.

(b) Research and Monitoring & the Tłıchǰ Research & Training Institute Research & Monitoring includes research, training for capacity building and educational activities:

(i) Research Promotion – The research and monitoring function of the Department of Culture and Lands Protection promotes research of value to the Tłıchǰ communities and Tłıchǰ Government, especially inquiry which studies the traditional knowledge of our elders concerning our lands, language, culture and way of life;

(ii) The use of Tłıchǰ Traditional Knowledge – The research and monitoring function of the Department Culture and Lands Protection gathers TK information on traditional names for places, historical and cultural use of areas as well as information about the location and importance of specific sites like gravesites on Tłıchǰ lands, or in the entire Mǫwhì Gogha Dè Nııtlèè area. This function works with the Lands Protection function to coordinate and oversee all lands related TK research in Mǫwhì Gogha Dè Nııtlèè;

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- (iii) Promotion of Indigenous Research Design – Culture and Lands Protection promotes the development and use of indigenous research design and appropriate community methodologies such as narrative and participatory action research;
- (iv) Development & Training of Tłıchǫ Researchers - The research and monitoring function of the Department Culture and Lands Protection promotes research that supports the development and training of Tłıchǫ researchers who can design and lead research projects across Mǫwhì Gogha Dè Nıttlèè on Tłıchǫ priorities, as well as the education and training of Tłıchǫ youth by Tłıchǫ elders while encouraging engagement with contemporary issues related to Tłıchǫ language, culture and way of life;
- (v) Educational activities - Educating and informing our people, and interested outsiders about significant Tłıchǫ Traditional Knowledge through the collection, preservation, organization and presentation of information about our lands, language, culture and way of life;
- (vi) Assistance to Research - Providing support and assistance to researchers by reviewing their research, fostering communications and facilitating the use of local field resources wherever possible such as cultural informants, guides, and community infrastructure including access to offices, accommodation and related resources;

(c) Cultural Practices Cultural practices provides opportunities for Tłıchǫ youth and other citizens to practice our language, culture and way of life through organized activities on the land and in our communities.

- (i) The cultural practices function of the Department of Culture and Lands Protection supports and organizes activities include harvesting activities such as hunting, trapping and fishing.
- (ii) The activities include traditional recreation and celebrations such as drumming, dancing and hand games.
- (iii) The activities include the creation and construction of traditional articles of clothing, artifacts and artwork,
- (iv) The activities include travel across the land with elders and youth such as Trails of our Ancestors and Embe, as well as opportunities for language and cultural learning with elders.

Other responsibilities of the Director include:

- (d) The monitoring and evaluation of the program and services of the Department of Culture and Lands Protection of the Tłıchǫ Government.
- (e) The evaluation of the activities of departmental supervisors and staff, including the Cultural Coordinator.

7.4 Duties of the Cultural Coordinator: The Cultural Coordinator shall provide advice to the parties of the Tłıchǫ Intergovernmental Services Agreement, and shall provide any advice, conduct any study and produce any report related to the Tłıchǫ language or to the culture and way of life of the Tłıchǫ First Nation that is requested jointly by the parties.

The Cultural Coordinator shall have charge of and be responsible for:

- (a) Assessment of Tłıchǫ language vitality and measurement of trends of our cultural strengths by creating and using on a regular basis, the appropriate research and analysis tools;
- (b) Participating with a team of TG staff in the development and application of a Tłıchǫ cultural framework (Tłıchǫ Plan from ISA article 6.2) that will be used for the development of legislation, policy, programs & services as well as for review of outside legislation, policy and practices under the ISA.
- (c) Research the necessary legislation, policy and practices including but not limited to intellectual and cultural property rights to protect Tłıchǫ language, culture and way of life.

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(d) Oversight, review, participation and intervention as necessary in legislation and policy developed by Canada/GNWT which may endanger Tłıchǝ rights under the Tłıchǝ Agreement, or harm Tłıchǝ language, culture and way of life.

(e) As per section 8.7 of the ISA, producing a written report to the Parties of the ISA, once every three years that includes information and recommendations concerning the state of Tłıchǝ language, culture and way of life.

8. Administration

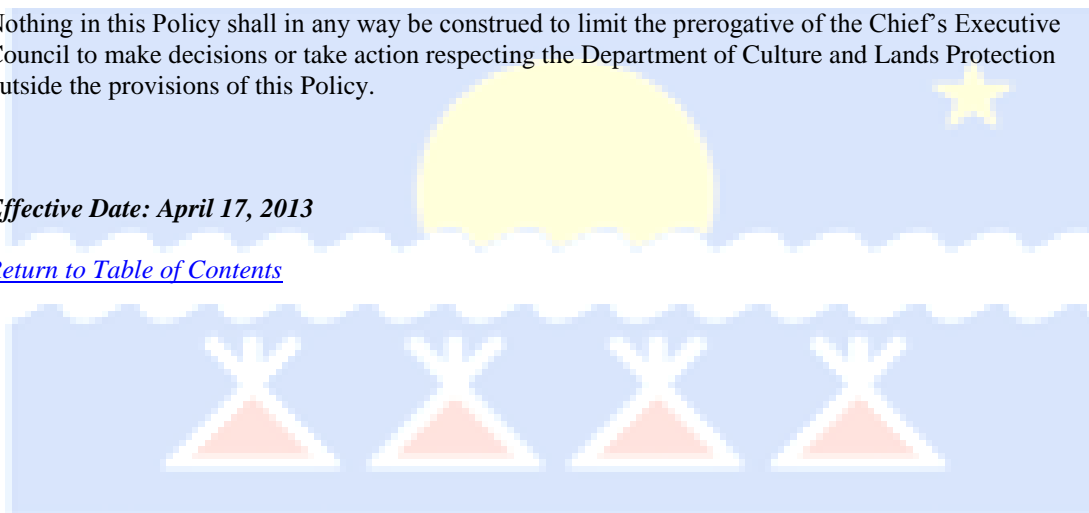
The Department of Culture and Lands Protection shall be administered in such a manner as to ensure that Tłıchǝ Government requirements as expressed in statutes, acts, agreements, regulations, policies and directives are satisfied.

9. Prerogative of the Chiefs Executive Council

Nothing in this Policy shall in any way be construed to limit the prerogative of the Chief's Executive Council to make decisions or take action respecting the Department of Culture and Lands Protection outside the provisions of this Policy.

Effective Date: April 17, 2013

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Section: Administration and Management	4.1
Subject: ADMINISTRATION IN LIEU OF POLICY	

This policy has been repealed from Tłı̨chǫ Government Administrative Policy and will only be implemented within the Tłı̨chǫ Legislative Policy.

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Effective Date: May 3, 2010

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Section: Administration and Management	4.2
Subject: POLICY DISTRIBUTION	

1. Definitions

“Policy distribution” means the distribution of administrative policies of the Tłchq Government to Tłchq Government employees and Tłchq citizens.

2. Authority and Application

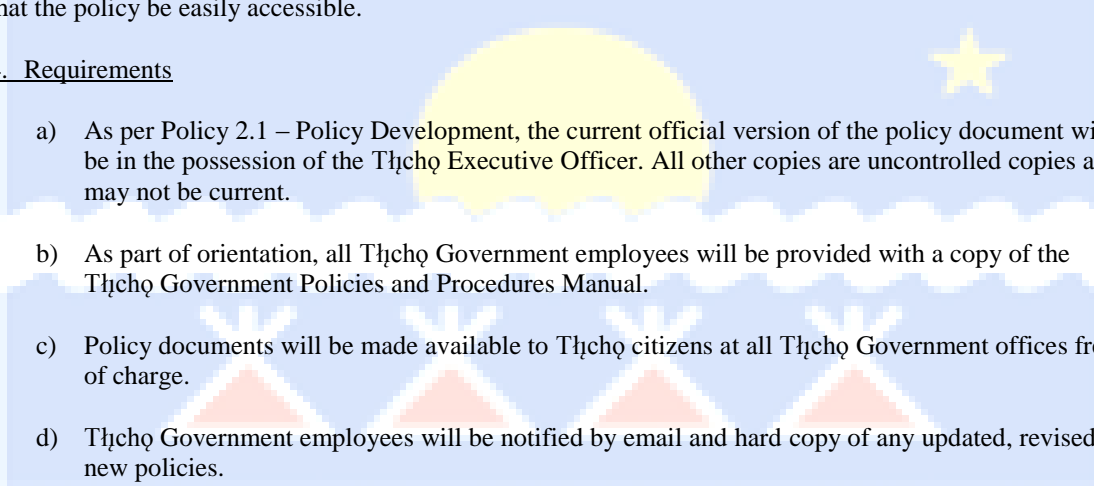
This policy is made under the authority of the Chiefs Executive Council. This policy applies to policy documents of the Tłchq Government administration.

3. Purpose and Position

The purpose of this policy is to establish the minimum requirements for policy distribution.

The Tłchq Government’s Administrative Policy and Procedures manual affirms the standards and procedures for operating the Tłchq Government and is a tool for communicating the principles, values and goals of the Tłchq Government to supervisors, employees and Tłchq citizens. It is therefore imperative that the policy be easily accessible.

4. Requirements

- 
- a) As per Policy 2.1 – Policy Development, the current official version of the policy document will be in the possession of the Tłchq Executive Officer. All other copies are uncontrolled copies and may not be current.
 - b) As part of orientation, all Tłchq Government employees will be provided with a copy of the Tłchq Government Policies and Procedures Manual.
 - c) Policy documents will be made available to Tłchq citizens at all Tłchq Government offices free of charge.
 - d) Tłchq Government employees will be notified by email and hard copy of any updated, revised or new policies.
 - e) When policies are amended which affect an employees terms of employment, employees will be notified in writing.
 - f) All policies will be available at the Tłchq Government website.
 - g) Subject to reasonable constraints, the Tłchq Government will aim to have updates and revisions published within five (5) business days of approval. Notifications will be circulated internally.

5. Monitoring

The Manager: Human Resource Services is responsible for implementing this policy.

Section: Administration and Management	4.2
Subject: POLICY DISTRIBUTION	

The Director – Corporate Services is responsible for enforcing this policy.

The Senior Director of Administration is responsible for monitoring this policy.

The Tłıchǵ Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Tłıchǵ Executive Officer will ensure that the policy manual or amended policies approved by the Chiefs Executive Council are printed on official policy paper bearing a watermark and the Tłıchǵ Government logo. The master copy of the document will be kept by the Tłıchǵ Executive Officer.
- b) The Tłıchǵ Executive Officer will forward a copy of the policy manual or amended policy to the Manager: Human Resource Services, who will be responsible for forwarding copies to all Tłıchǵ Government employees and posting the policy on the Tłıchǵ Government website.
- c) The Community Directors will be responsible for updating all public copies of the policy manual and providing their respective Chief and Assembly members with an updated copy.

Effective Date: April 13, 2015

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Section: Administration and Management	4.3
Subject: COPYRIGHT ON TŁICHQ GOVERNMENT WORKS	

1. Definition

“Copyright” pertains to the requirement to properly represent and credit unpublished or published materials produced by or for the Tłichq Government when producing or reproducing Tłichq Government works.

2. Application and Authority

This policy is made under the authority of the Chiefs Executive Council and applies to all works produced by the Tłichq Government.

3. Purpose and Position

The purpose of this policy is to make certain there are safeguards in place to ensure that Tłichq Government works are protected, yet easily accessible to Tłichq citizens.

The Tłichq Government publishes information, presentations, documentation, stories and research based on the stories, beliefs, practices and heritage of the Tłichq citizens. This research is unique and priceless for all Tłichq citizens.

4. Requirements

- a) To safeguard the ownership of these materials created by the Tłichq Government, the Tłichq Government will ensure the copyright of these publications.
- b) These publications will bear the necessary copyright protection information on the reverse of the cover page, or in another appropriate place, indicating the following:

“[The title of the resource]”

“Copyright [date of publication], Tłichq Government”

5. Monitoring

The Senior Policy Advisor of Priorities and Planning is responsible for implementing this policy.

The Director: Corporate Services is responsible for enforcing this policy.

The Senior Director of Administration is responsible for monitoring this policy

The Tłichq Executive Officer is responsible for informing and evaluating this policy

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When the Tłichq Government hires a new employee or enters into a contract for services with a consultant or other professional, the Manager: Human Resource Services or Tłichq Executive

Section: Administration and Management	4.3
Subject: COPYRIGHT ON TŁICHQ GOVERNMENT WORKS	

- Officer will include in the letter of offer or contract for services provisions indicating that all works created in the execution of their work duties are the property of the Tłichq Government.
- b) Documents intended for public distribution will not be distributed until approved by the Tłichq Executive Officer as per Policy 4.8 – Communications Policy.
 - c) Once approved, the Senior Policy Advisor of Priorities and Planning will be responsible for public dissemination of the document and will ensure that copyright information is included with the document.
 - d) Where it is found that an employee has violated the copyright policy, employees may be disciplined in accordance with Policy 6.2 – Discipline of Employees.

Effective Date: September 3, 2012

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Section: Administration and Management	4.4
Subject: TELEPHONE, CELLULAR TELEPHONE AND CALLING CARD USE	

1. Definitions

“Telephone, cellular telephone and calling card use” means all communication devices and electronic media used by Tłchq Government employees in the execution of their duties.

2. Authorities and Application

This policy is made under the direction of the Chiefs Executive Council and applies to Tłchq Government employees.

3. Purpose and Position

The purpose of this policy is to establish guidelines for how telecommunication resources will be utilized.

The Tłchq Government recognizes that the use of the telephone is an indispensable business communications tool and is necessary for the successful operation of the Tłchq Government.

4. Requirements

- a) Telephones and cellular phones are a privilege provided to employees to facilitate the fulfillment of their duties. Although it is recognized that communication privileges may from time to time be used for personal reasons, the Tłchq Government expects that personal telephone, cellular phone or data charges will be kept to a minimum. Any excessive personal use of Tłchq Government communication resources will be subject to disciplinary action.
- b) Collect calls of a personal nature must not be accepted on Tłchq Government telephones.
- c) Employees who are provided with a cellular phone must execute and abide by the Tłchq Government Cellular Telephone – Use and Acknowledgement Agreement found in Appendix M.
- d) Communications expenses will be paid by the Tłchq Government as per Appendix A.
- e) The Senior Director of Administration must approve all telecommunication contracts in accordance with Policy 5.7 –Budget/Spend Authorities. The Tłchq Executive Officer will approve the contract for the Senior Director of Administration.
- f) Violations of this policy may be dealt with under Policy 6.2 – Discipline of Employees.
- g) Where an employee’s role involves unique communication needs not covered by this policy, the Tłchq Executive Officer may approve issuance of a cellular phone and reimbursement of communication costs at their discretion.
- h) Guidelines for payment and processing of cellular phone, PDA and long-distance charges are outlined in Policy 5.11 – Payment Procedures and Policy 3.2 – Travel Expenses and Honoraria.

Section: Administration and Management	4.4
Subject: TELEPHONE, CELLULAR TELEPHONE AND CALLING CARD USE	

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Financial Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees are responsible for familiarizing themselves with the requirements of this policy. Abuse of this policy may lead to penalties not limited to reimbursement of funds. Employees are responsible for notifying their supervisors if their use of communication services exceeds normal usage.
- b) On a monthly basis, the Manager: Financial Services will review all cellular phone and telephone bills.
- c) The Manager: Financial Services will prepare a report for the Director: Corporate Services highlighting any significant variances or violations of this policy.
- d) The Director: Corporate Services will follow up and take action as required.
- e) The Manager: Financial Services will have all employees complete a Tłıchq Government Cellular Telephone Use and Acknowledgement Agreement found in Appendix M and keep record of all cellular telephones issued to employees.
- f) Misuse of telephone and cellular telephone privileges will be brought to the employee's attention. If the misuse continues, the employee may be subject to disciplinary action.
- g) Suspected misconduct will be dealt with as stated in Policy 6.2 – Discipline of Employees.

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Section: Administration and Management	4.5
Subject: USE OF INFORMATION TECHNOLOGY	

1. Definitions

“Use of information technology,” also called IT, means the use of electronic communication, voice mail, fax, database(s), intranet, Internet, World Wide Web, electronic media, hardware and software that is owned, managed and supported by the Tłıchq Government.

2. Application and Authority

This policy is made under the authority of the Chiefs Executive Council and applies to the Tłıchq Government administration.

3. Purpose and Position

The purpose of the Tłıchq Government’s information technology policies is to ensure:

- a secure workplace;
- a productive workplace;
- civility and professionalism among employees of the Tłıchq Government, members of the Tłıchq Nation and the public; and
- that neither the employee nor the Tłıchq Government is exposed to any liability from an employee’s use of information technology resources.

The Tłıchq Government recognizes that information technology is essential for the effective and efficient operation of Tłıchq Government services. Use of the Internet, including email, is a tool provided to employees to improve the quality of service delivery.

The Tłıchq Government accepts that employees will from time to time use its information technology resources for personal use. When employees use Tłıchq Government information technology for personal use, they are required to comply with Policy 6.1 – Employee Conduct and the guidelines contained within this policy.

4. Requirements

General Guidelines

- a) All information stored on an employee’s computer, including emails, files and folders, and all other material is considered Tłıchq Government property and may be accessed or deleted at any time by an employee’s supervisor.
- b) An employee’s use of Tłıchq Government information technology resources may be restricted at any time for inappropriate use. Such inappropriate use includes, but is not limited to, activities listed under “Prohibited Uses of Email and Internet” and Section 4.5.4(p) of this policy.
- c) Internet, email and information technology (IT) use and access, including personal communications by employees, may be monitored, logged and reviewed by the Senior Director of

Section: Administration and Management	4.5
Subject: USE OF INFORMATION TECHNOLOGY	

Administration or designate in order to assess the security of the network and compliance with this policy.

General Computer Management

- d) The Tłchq Government is responsible for ensuring all employee computers are usable and contain the programs required for an employee to carry out assigned duties.
- e) Downloading other programs from the web, or any other source, is not permitted without the written consent of an employee's supervisor.
- f) At the start of employment, an employee will be assigned a user profile and passwords, as required, to access computer, email and other services. Employees must not reveal their passwords to anyone, except at the request of a manager, department director or the Senior Director of Administration.
- g) An employee will not allow others to use their computer without the consent of their supervisor. The Tłchq Executive Officer can designate individuals who may access any or all computers owned by the Tłchq Government.

Electronic Mail and the Internet

- h) Employees are expected to be courteous and follow network etiquette when using electronic mail (email) or the Internet. Training will be provided if required.
- i) Employees should respect all intellectual rights and copyright for information posted on the World Wide Web.
- j) The Tłchq Government will provide all employees with email accounts for work-related use. These email accounts are to be used for work-related purposes only.
- k) Contractors and non- Tłchq Government employees are not permitted to have Tłchq Government e-mail addresses.
- l) Use of personal email accounts (i.e., Hotmail, Yahoo, Gmail or other accounts) for work-related business is not permitted.
- m) Employees must remember that emails are a method of communication and, as such, the content of emails sent externally should reflect Tłchq Government positions.
- n) All emails on Tłchq Government accounts are considered Tłchq Government property and may be accessed at any time by a department director, Senior Director of Administration or Tłchq Executive Officer. The person whose email account is being accessed will be notified, where appropriate, at the time of access.

Prohibited Uses of Email and the Internet

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Subject: USE OF INFORMATION TECHNOLOGY	

- o) The following uses of email and the Internet are not permitted and may result in disciplinary procedures:
- sending unsolicited junk mail;
 - sending chain mail;
 - personal use, including personal business;
 - political lobbying;
 - sending or soliciting slanderous, hateful or harassing mail;
 - distributing viruses; distributing or soliciting pornography or obscene, lewd, violent or racist material; and
 - any illegal activity.
- p) Unless authorized by an employee's supervisor, in writing, the use of chat rooms is not permitted.
- q) The use of instant messaging software for business purposes is allowed. If an employee uses instant messaging software for personal use, the software may be removed from their computer and they will lose the privilege of using the software for business purposes.

World Wide Web

- r) Employees are encouraged to use the World Wide Web to help carry out their job responsibilities by gathering information, exploring new ideas and processes and finding new methods of delivering their programs and services.
- s) Accessing websites, including databases, newspapers, periodicals and encyclopedias, is encouraged if it improves an employee's efficiency and effectiveness. No subscription may be made to a web-based service without the prior approval of a department director or supervisor and following proper financial policies and procedures.
- t) An employee's Internet use must be limited, respectful and abide by the following conditions:
- i. An employee may not:
 - access pornography or racist, violent or obscene material (including downloading files);
 - access chat rooms;
 - conduct private business or solicit money for personal causes;
 - download programs, music or pictures;
 - access streaming services (video or audio);
 - access online games (including gambling services);
 - misrepresent themselves, i.e., use pseudonyms or aliases;
 - carry out any illegal activity; or
 - access social networking media.

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Subject: USE OF INFORMATION TECHNOLOGY	

- ii. An employee may use the World Wide Web for personal use outside business hours, i.e., during lunch or coffee breaks, or after regular working hours. However, the employee's use must follow the conditions detailed above.

5. Monitoring

All employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Director: Corporate Services is responsible for monitoring this policy.

The Senior Director of Administration is responsible for informing and evaluating this policy

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) To ensure that aging computer systems remain compatible within the Tłchq Government environment, the Senior Director of Administration will be responsible for monitoring and maintaining information technology. When new hardware is purchased, existing hardware will be redistributed or disposed of properly.
- b) The Senior Director of Administration will manage hardware and software assets on an ongoing basis (i.e., virus issues, network breach, lost or stolen computers, etc.).
- c) Employees will immediately report any support service needs to their supervisor, who will determine if support is needed from the IT service provider to avoid damage or risk to the information technology assets owned and managed by the Tłchq Government.
- d) An employee who suspects any misuse of IT, email or Internet by another employee should report it to their own supervisor.
- e) If a supervisor recognizes the misuse of IT, email or Internet by an employee who reports to them, they should speak to the individual reminding them of the Requirements of this policy. Should the misuse continue, disciplinary action should escalate in accordance with Policy 6.2 – Discipline of Employees.
- f) If a supervisor receives a report of misuse of IT, email or Internet by an employee who does not report to them, they should report the suspected misuse to the employee's direct supervisor. Should the misuse continue, it should be dealt with according to Policy 6.10 – Employee Complaints and Appeals.

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Subject: USE OF INFORMATION TECHNOLOGY	

- g) Any infractions of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

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Section: Administration and Management	4.6
Subject: VEHICLE USE POLICY	

1. Definitions

“Vehicle” means all mobile equipment purchased by the Tłıchq Government for its own use, including boats, ATVs, cars, trucks, snowmobiles, etc.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to Tłıchq Government employees and Chiefs.

3. Purpose and Position

The Tłıchq Government recognizes that the Tłıchq employees may have a need for vehicles to conduct Tłıchq Government business. Responsibility for the vehicles will be assigned to Community Directors in the respective communities and the Senior Director of Administration for the head office.

4. Requirements

Eligible Drivers

- a) Only employees conducting business on behalf of the Tłıchq Government are eligible to drive Tłıchq Government vehicles. The Travel Clerk will maintain a list of eligible drivers, noting any driving restrictions on their licences and provide listings to Community Directors and/or Senior Director of Administration.
- b) In order to be eligible to drive a Tłıchq Government vehicle, persons must provide a driver’s abstract and valid copy of their driver’s licence to the Travel Clerk and be approved on the Tłıchq Government Insurance Policy. Eligible drivers may be required to provide proof of a valid driver’s licence once every six (6) months.
- c) If a cost is involved in obtaining a driver’s abstract in order to be an eligible driver, the employee will pay the costs and submit receipts for reimbursement by the Tłıchq Government.
- d) All eligible drivers will be given a copy of this policy and will be required to initial and date a copy, which will be kept by the Travel Clerk.

Use of the Vehicle

- e) The use of a Tłıchq Government vehicle is a privilege. If the Senior Director of Administration, Community Director or Director of Corporate Services determines that an employee is abusing the privilege, they may revoke driving privileges.
- f) Pursuant to Policy 4.7 – Tobacco Use in the Workplace, smoking or consumption of other forms of tobacco is not permitted in Tłıchq Government vehicles.

Section: Administration and Management	4.6
Subject: VEHICLE USE POLICY	

- g) The Community Directors and Senior Director of Administration must approve all uses of the Tłıchq Government vehicle in their respective communities. A sign-out sheet will be maintained and must be used by all drivers.
- h) Tłıchq Government vehicles are not for personal use.
- i) Passengers of Tłıchq Government vehicles shall be limited to Tłıchq Government employees and individuals who are directly associated with Tłıchq Government work activity (committee/board members, consultants, contractors, etc.). Family members shall not be transported in Tłıchq Government vehicles unless they are accompanying the employee or individual for work directly associated with the Tłıchq Government.
- j) When public transportation is available in the community for transportation to and from the airport, employees and elected officials will make every effort to use the public transportation available.
- k) No person may use a Tłıchq Government vehicle outside of the respective community without the approval of the Director: Corporate Services. As Behchokò is part of the all-weather road system, Tłıchq Government vehicles may be used outside the community. This is the only exception.
- l) When the vehicle is not in use, or at the end of each business day, it must be parked at the Tłıchq Government office and the keys returned to the Community Director or Senior Director of Administration. If there is abuse or suspected abuse of the use of Tłıchq Government vehicles, the Director: Corporate Services may extend the care and control of the Tłıchq Government vehicle to the local chief.
- m) Persons may not operate Tłıchq Government vehicles under the influence of alcohol, illegal drugs, prescription drugs or medications that may interfere with the effective and safe operation of the vehicle.
- n) Persons driving Tłıchq Government vehicles shall obey all applicable traffic and parking regulations, ordinances and laws.
 - i. Persons who incur parking or other fines in Tłıchq Government vehicles will be personally responsible for payment of such fines.
 - ii. Persons who are issued citations for any offence while using a Tłıchq Government vehicle must notify the Community Director, Senior Director of Administration or Travel Clerk immediately or no later than 24 hours after the offence is issued. Failure to provide such notice may be grounds for disciplinary action.
 - iii. An eligible driver who is arrested for or charged with a motor vehicle offence for which the punishment includes suspension or revocation of the motor vehicle licence, whether in his or her personal vehicle or in a Tłıchq Government vehicle, must notify the Community Director, Senior Director of Administration or Travel Clerk no later than 24 hours after the offence is issued. Conviction for such an offence may be grounds for loss of Tłıchq Government vehicle privileges and/or further disciplinary action.

Section: Administration and Management	4.6
Subject: VEHICLE USE POLICY	

- o) The Tłchq Government shall not be liable for the loss or damage of any personal property transported in the vehicle.
- p) Drivers are expected to keep Tłchq Government vehicles clean and to report any malfunction or damage to the Community Director or Senior Director of Administration immediately.

5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Community Directors and the Office Manager will monitor the sign-out sheets.

The Travel Clerk is responsible for monitoring the regular maintenance of the vehicles and vehicle records.

The Manager: Financial Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When use of a Tłchq Government vehicle is required, a request will be made to the Senior Director of Administration or the applicable Community Director for approval.
- b) The Senior Director of Administration and the Community Director will review the sign-out sheet to ensure compliance with this policy.
- c) Suspected violations will be reviewed/investigated by the Community Director or the Senior Director of Administration, as the case may be.
- d) Any proven violations by employees will be dealt with in accordance with Policy 6.2 – Employee Discipline.

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Section: Administration and Management	4.7
Subject: TOBACCO USE IN THE WORKPLACE	

1. Definitions

“Tobacco” means all tobacco products, including cigarettes, cigars and smokeless or chewing tobacco.

2. Authority and Application

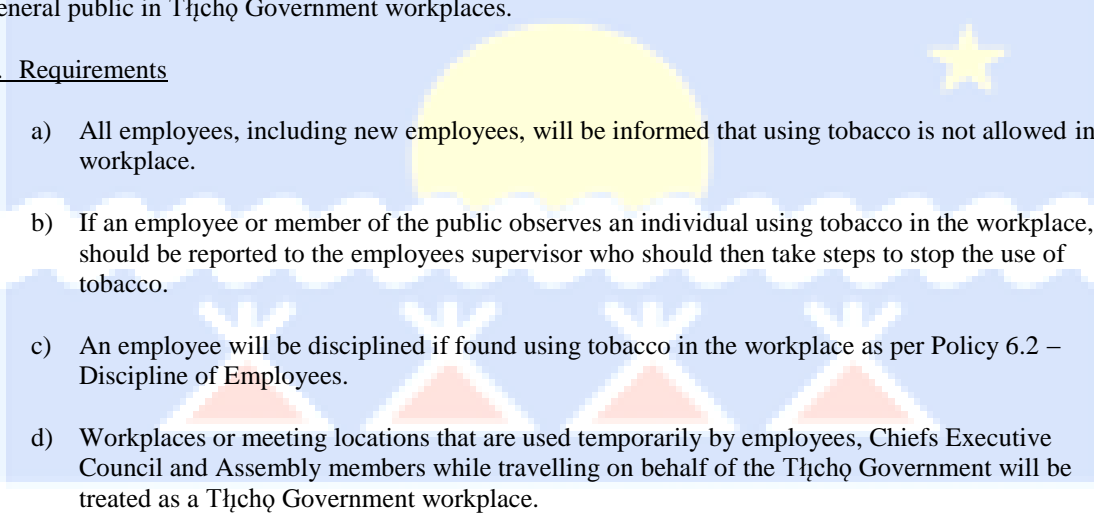
This policy is made under the authority of the Chiefs Executive Council and applies to Tłıchǫ Government employees, Chiefs Executive Council and Assembly members.

3. Purpose and Position

The purpose of this policy is to communicate the expectations of the Tłıchǫ Government with regard to tobacco use in Tłıchǫ Government workplaces. Tłıchǫ Government workplaces include Tłıchǫ Government offices, any Tłıchǫ Government-owned community-use buildings and Tłıchǫ Government vehicles.

The Tłıchǫ Government recognizes the health hazards associated with tobacco use in the workplace. Therefore, the Tłıchǫ Government does not permit the use of tobacco, in any form, by employees or the general public in Tłıchǫ Government workplaces.

4. Requirements

- 
- a) All employees, including new employees, will be informed that using tobacco is not allowed in the workplace.
 - b) If an employee or member of the public observes an individual using tobacco in the workplace, it should be reported to the employees supervisor who should then take steps to stop the use of tobacco.
 - c) An employee will be disciplined if found using tobacco in the workplace as per Policy 6.2 – Discipline of Employees.
 - d) Workplaces or meeting locations that are used temporarily by employees, Chiefs Executive Council and Assembly members while travelling on behalf of the Tłıchǫ Government will be treated as a Tłıchǫ Government workplace.
 - e) Employee discipline and reporting measures will be dealt with in accordance to Policy 6.1 – Employee Conduct, Policy 6.2 – Discipline of Employees and Policy 6.13 – Personnel Files.

5. Monitoring

All employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

Section: Administration and Management	4.7
Subject: TOBACCO USE IN THE WORKPLACE	

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy

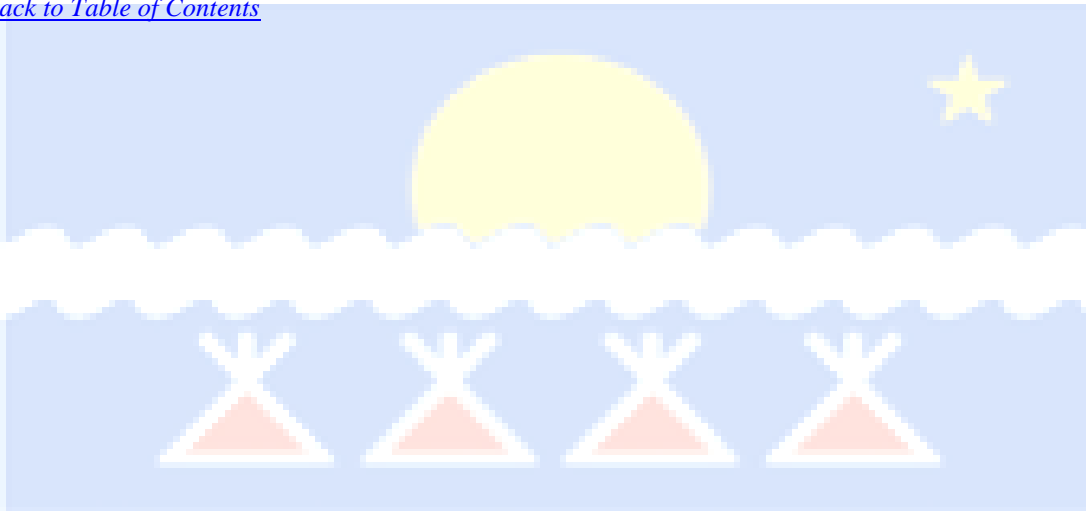
6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) If an employee is found using tobacco in the workplace, the supervisor will take disciplinary measures. The supervisor will report the incident to the Manager: Human Resource Services, who will record the incident and the measures taken in the employee's file.

Effective Date: September 3, 2012

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Section: Administration and Management	4.8
Subject: COMMUNICATIONS	

1. Definition

“Communications” means information shared by the Tłıchǫ Government with Tłıchǫ citizens and how it is shared.

2. Application and Authority

This policy is made under the authority of the Chiefs Executive Council and applies to all documents produced by the Tłıchǫ Government for public distribution.

3. Purpose and Position

The purpose of this policy is to ensure that communications are well coordinated, effectively managed and responsive to the needs of the Tłıchǫ citizens.

The Tłıchǫ Government publishes information for the benefit of Tłıchǫ citizens. This information should be thoroughly vetted and approved before being issued to the public.

4. Requirements

- a) The director for the department responsible for the information must approve all advertisements intended for public distribution or publication.
- b) The Senior Policy Advisor of Priorities and Planning must approve all documents intended for public distribution for publication.
- c) Documents for public distribution will bear the Tłıchǫ Government copyright mark as described in Policy 4.3 – Copyright on Tłıchǫ Government Works.

5. Monitoring

All employees are responsible for implementing this policy.

All supervisors are responsible enforcing this policy with employees reporting to them.

The Senior Advisor of Priorities and Planning is responsible for monitoring this policy.

The Director of Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Standards as set out in the Tłıchǫ Government Style Guide will be applied to all documents and advertisements intended for public distribution.

Section: Administration and Management	4.8
Subject: COMMUNICATIONS	

- b) An employee who creates an advertisement intended for public distribution will co-ordinate the vetting process to ensure that the director of the department responsible for the information and at least one other employee review and proofread the advertisement.
- c) An employee who creates a document intended for public distribution will co-ordinate the vetting process to ensure that the director of the department responsible for the information and the Senior Director of Administration review and proofread the document.
- d) Documents intended for public distribution will not be distributed until approved by the Senior Policy Advisor of Priorities and Planning.
- e) Once a document is approved, the Senior Policy Advisor of Priorities and Planning is responsible for its public dissemination and for ensuring copyright information is included with the document.
- f) Where it is found that an employee has violated the communications policy, employees may be disciplined in accordance with Policy 6.2 – Discipline of Employees.

Effective Date: September 3, 2012

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Subject: PREVENTION AND MANAGEMENT OF DISRESPECTFUL BEHAVIOUR IN THE WORKPLACE.**1. Definitions**

“Disrespectful behaviour in the workplace” means disrespectful or threatening statements and/or behaviour which causes insult or gives an individual cause to believe that he or she is at risk of physical and/ or emotional harm.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all Tł̨chq Government employees.

3. Purpose and Position

The purpose of this policy is to provide direction to staff on how to deal with disrespectful behaviour in the workplace.

The Tł̨chq Government has a responsibility and is committed to providing a safe workplace for its employees, citizens and others, where individuals are not exposed to hazards and can work without risk of insult, injury or harm to themselves and others. To ensure this, verbal, physical, psychological and sexual harassment or violence against any employee or by any employee will not be tolerated.

4. Requirements

These requirements provide information for employees on how to promote a working environment free from harassment. A fundamental principle underpinning the development of the policy and guidelines is that employees have the right to work in an environment that is free from workplace harassment.

- a) Where a problem is deemed to exist the Tł̨chq Government will provide training.
- b) Directors will ensure that staff reporting to them are appropriately trained and equipped to effectively prevent or manage disrespectful incidents or recurrences.
- c) Employees who believe they are subjected to workplace harassment are encouraged to report such incidents to their supervisors.
- d) Every effort should be made to prevent harassment using non-violent means and talking respectfully and calmly to individuals involved.
- e) Each office will develop a strategy on management of workplace harassment. The minimum standards to include:
 - a. Every effort should be made to prevent harassment from occurring.
 - b. Employees are representatives of the Tł̨chq Government and should always act in a respectful, calm manner.
 - c. Individuals exhibiting disrespectful behaviour will be asked to leave and return when they are in a more calm state.

Section: Administration and Management	4.9
Subject: PREVENTION AND MANAGEMENT OF DISRESPECTFUL BEHAVIOUR IN THE WORKPLACE.	

- d. If the individual refuses to leave and continues to act in a disrespectful manner employees should not try to handle the situation on their own and should call for back up or the local police.
- f) The incident must be reported and recorded. The report, completed by the employee involved in the incident should include a description of the situation, individuals involved and the resolution of the situation. The report is to be reviewed by the employees supervisor and kept on file at the local office for a period of two years. The report is not public information but can be shared with the local Chief, the Senior Director of Administration and the Tłchq Executive Officer.
- g) If the individual continues to cause a disturbance in the office, the issue, with the supporting incident reports, should be referred to the Senior Director of Administration.
- h) Any signage posted in Tłchq Government offices must be approved as per the requirements in Policy 4.8 – Communications.

5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

- a) The Manager: Human Resource Services will coordinate prevention and management of disrespectful behaviour in the workplace training.
- b) Directors should make requests for training for employees to the Corporate Services Department.

Effective Date: April 1, 2013

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Section: Administration & Management	4.10
Subject: CITIZEN COMPLAINTS AND APPEALS	

1. Definitions

“citizen complaints” are an expression of dissatisfaction with the Tłıchq Government’s policies, procedures, employees or quality of service.

”appeals” is the opportunity for a citizen to request an official decision.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all Tłıchq Government employees.

3. Purpose and Position

The Tłıchq Government has established this complaints policy to provide employees with a clear procedure to follow when a citizen has a formal complaint about the Tłıchq Government.

The Tłıchq Government strives to operate in a professional and courteous manner by treating citizens fairly and openly. To achieve this, the following are guiding principles in dealing with complaints:

- Complaints are to be dealt with promptly and resolved as quickly as possible.
- Employees must treat complaints as confidential and protect complainant’s privacy.
- Complaint investigations are fair, impartial and respectful of parties involved.
- Complainants are advised of their options to escalate their complaint if they are dissatisfied with treatment or outcome.
- Complainants are provided clear and understandable reasons for how decisions on the complaint were made.
- Updates are provided to complainants during investigations.
- Complaints are used to assist in improving services, policies and procedures.

4. Requirements

- a) A complaint may be received verbally in person, by telephone or in writing by hand delivery, mail, fax or email.
- b) If a verbal complaint cannot be resolved, the employee receiving the complaint should advise the complainant to put their complaint in writing.
- c) When written complaints are received they must be date stamped and immediately referred to the relevant manager or director and copied to the Senior Director of Administration.

5. Monitoring

All Tłıchq Government employees are responsible for the implementation of this policy.

All Supervisors are responsible for enforcing this policy with employees reporting to them.

Section: Administration & Management	4.10
Subject: CITIZEN COMPLAINTS AND APPEALS	

The Senior Director of Administration is responsible for monitoring this policy.

The Tłıchǵ Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Complainants who require assistance with writing letters should be directed to the Community Services Department.
- b) Complaints involving staff members should be discussed with the affected employee prior to meeting with the complainant.

First Step

- c) The staff member receiving the complaint should attempt to resolve it, if necessary with input from their supervisor and the Senior Director of Administration.
- d) If the complaint is made directly to management, the staff member involved shall be notified.
- e) If a verbal complaint can not be resolved the complainant should be advised to put the complaint in writing.

Second Step

- f) Management reviews the complaint and may attempt to resolve it immediately with the involvement of the staff member.
- g) If further investigation is required, the manager, with the involvement of the Senior Director of Administration records the complaint and contact details, investigates the complaint to determine its validity and proposes a resolution.
- h) For all complaints requiring investigation, the manager indicates to the complainant when they will be contacted with a resolution or update.

Third Step

- i) If not resolved to the complainant's satisfaction, at the manager discretion or at the complainant's request, it is referred to the Senior Director of Administration.
- j) The Senior Director of Administration reviews the complaint and may attempt to resolve it immediately.

Section: Administration & Management	4.10
Subject: CITIZEN COMPLAINTS AND APPEALS	

- k) If further investigation is required, the Senior Director of Administration records the complaint and contact details, investigates the complaint to determine its validity and proposes a resolution.
- l) For all complaints requiring investigation, the Senior Director of Administration indicates to the complainant when he or she will be contacted with a resolution or update.

Fourth Step

- m) If not resolved to the complainant's satisfaction at the Senior Director of Administrations discretion or at the complainant's request it is referred to the Tłıchq Executive Officer.
- n) The Tłıchq Executive Officer reviews the complaint, and may attempt to resolve it immediately.
- o) If further investigation is required, the Tłıchq Executive Officer records the complaint and contact details, investigates the complaint to determine its validity and proposes a resolution.
- p) For all complaints requiring investigation, the Tłıchq Executive Officer indicates to the complainant when he or she will be contacted with a resolution or update.
- q) If the Tłıchq Executive Officer is unable to resolve the complaint to the complainant's satisfaction the matter will be taken to the Chief's Executive Council.

Investigations

- r) Investigation may be conducted during the second, third and fourth step. The investigation may include:
 - a. Discussion(s) with the complainant to clarify the complaint, confirm common understanding, clarify outcome sought and explaining complaint procedures.
 - b. Discussion with staff involved.
 - c. Review of background information such as policies and procedures, previous written communication and other documentation.
 - d. Obtain and review other expert opinions or perspectives.
- s) At each stage of escalation, it should be determined whether the previous investigation has been adequate.

Notice of Decision and Resolution

- t) Written complaints receive a written notice of decision.
- u) Verbal complaints receive written or verbal notice.
- v) If investigation determines that the reasons for the complaint are not justified, and no further action is required, the complainant is notified.
- w) If investigation determines that the complaint is justified, the complainant is notified of corrective action to be taken and any remedy proposed.

Section: Administration & Management	4.10
Subject: CITIZEN COMPLAINTS AND APPEALS	

Record of the Complaint

- x) During complaint escalation staff maintain a record at all stages including:
 - a. Name of complainant
 - b. Details of complaint
 - c. Communications with complainant and other parties
 - d. The decision and action taken, and
 - e. The complainant's response.

Effective Date: April 1, 2013

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Section: Financial Management	5.1
Subject: BUDGET	

1. Definitions

“Budget” means the annual estimated revenues and expenditures of the Tłchq Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to the Tłchq Government administration and the Chiefs Executive Council.

3. Purpose and Position

The resources of the Tłchq Government will be properly managed according to the budget approved by the Assembly. The purpose of this policy is to provide guidance to both the Tłchq Government administration and the Chiefs Executive Council on how to manage the resources of the Tłchq Government effectively.

4. Requirements

- a) The Tłchq Assembly will meet annually prior to the beginning of a new fiscal year to approve all work plans and budgets of the Tłchq Government for the upcoming fiscal year.
- b) The work plans approved by the Assembly will be created by department or program. Work plans will clearly detail both operating and capital expenses for the upcoming year.
- c) The Chiefs Executive Council may approve departmental budget reallocations from one department to another as long as it is within the overall Tłchq Government budget approved by the Tłchq Assembly.
- d) The Chiefs Executive Council will review annual budgets and financial information on a quarterly basis.
- e) Department directors and the Manager: Financial Services will make sure that all financial transactions are within the budget approved by the Tłchq Assembly. The Director: Corporate Services will report on the financial position, to the Chiefs Executive Council
- f) The Chief’s Executive Council recommends the annual budget to the Tłchq Assembly.
- g) The Tłchq Executive Officer directs the development of the annual budget and reviews it prior to being presented to the CEC
- h) The Director of Corporate Services has the overall responsibility to lead discussions regarding the budget and will co-ordinate the budget development process.
- i) The Tłchq Executive Officer assigns budget authorities.
- j) A budget authority who exceeds a budget may be subject to disciplinary action as per Policy 6.2 – Discipline of Employees and may have budget authority privileges revoked.

Section: Financial Management	5.1
Subject: BUDGET	

5. Monitoring

All Budget Authorities are responsible for implementing this policy.

The Director: Corporate Services is responsible for enforcing this policy

The Senior Director of Administration is responsible for monitoring this policy

The Tłchq Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Tłchq Executive Officer will assign a budget authority to each department, program or class. The budget authority will be responsible for monitoring budget variance reports.
- b) The Manager: Financial Services will submit budget variance reports to the budget authorities on a monthly and quarterly basis highlighting any variances. Should variances, errors or unapproved activity be identified, as per Policy 5.3 – Budget Management, they should be reported immediately:
 - i. to the Senior Director of Administration in cases involving the Administration and Programs and Services classes of the budget; and
 - ii. to the Tłchq Executive Officer in cases involving the Legislative and Governance class of the budget.
- c) Failure of the budget authority to manage their budget effectively may lead to disciplinary action as per Policy 6.2 – Discipline of Employees.

Effective Date: April 13, 2015

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Section: Financial Management	5.2
Subject: BUDGET PLANNING	

This policy has been repealed from Tłchq Government Administrative Policy and will only be implemented within the Tłchq Legislative Policy.

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Effective Date: May 3, 2010

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Section: Financial Management	5.3
Subject: BUDGET MANAGEMENT	

1. Definitions

“Budget management” means the comparison of actual financial results with the estimated expenditures and revenues for the given time period of a budget and taking corrective action as necessary.

2. Authority and Application

This policy is made under the direction of the Chiefs Executive Council and applies to Tłı̨chq̓ Government financial resources.

3. Purpose and Position

The purpose of this policy is to clarify the budget management process.

As Tłı̨chq̓ Government Finance and Human Resource Law prohibits deficits, all budget authorities are responsible for tracking their budgets to prevent overages.

4. Requirements

- a) The Manager: Financial Services shall be responsible for monitoring all budgets of the Tłı̨chq̓ Government. The Manager: Financial Services will ensure all transactions are accurately recorded and reported against the budget. The Manager: Financial Services will investigate any significant variances.
- b) As per Policy 5.6 – Asset Management System, all capital asset acquisitions will be identified in the annual budgets of the Tłı̨chq̓ Government.
- c) Budget authorities are responsible for ensuring that expenses are within the approved budget for their department or program.
- d) The Tłı̨chq̓ Executive Officer is ultimately responsible for management and oversight of the Legislative and Governance classes of the budget.
- e) The Senior Director of Administration is ultimately responsible for the management and oversight of the Administration and Programs and Services classes of the budget.
- f) The Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłı̨chq̓ Assembly but may not exceed the amount allocated by the Assembly.

5. Monitoring

All Budget Authorities are responsible for implementing this policy.

The Manager: Financial Services is responsible for enforcing this policy.

The Director: Corporate Services is responsible for monitoring this policy.

Section: Financial Management	5.3
Subject: BUDGET MANAGEMENT	

The Senior Director of Administration are responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) As identified in Policy 5.4 – Financial Reports and Statements, reports shall be created and distributed to budget authorities.
- b) Where variances are identified in the Legislative and Governance section of the budget, they should be forwarded to the Tłıchǫ Executive Officer.
- c) Where variances are identified in the Administrative or Programs and Services sections of the budget, they should be forwarded to the Senior Director of Administration.

Effective Date: September 3, 2012

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Section: Financial Management	5.4
Subject: FINANCIAL REPORTS AND STATEMENTS	

1. Definitions

“Financial reports and statements” means documents issued by the Director: Corporate Services detailing the Tłıchq Government’s income and expenditures.

2. Authority and Application

This policy is made under the direction of the Chiefs Executive Council and applies to financial reports and statements of the Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to establish financial reporting guidelines.

The Tłıchq Government recognizes that in order for departments and programs to achieve their missions and meet their responsibilities, budget authorities must have timely and accurate financial reports and statements.

4. Requirements

The Director of Corporate Services shall be responsible for preparing and submitting financial reports to the Assembly, Chiefs Executive Council and budget authorities.

- a) The statements prepared for the Chiefs Executive Council will include the following information for all Tłıchq Government departments and programs within the budget:
 - i. a balance sheet;
 - ii. a variance report (budget versus actual expenditure); and
 - iii. any other information as requested by Chiefs Executive Council.
- b) The statements prepared for review by the Tłıchq Assembly will include:
 - i. budget law as passed by the Assembly;
 - ii. transfer and changes to the budget as approved by the Chiefs Executive Council;
 - iii. outstanding commitments; and
 - iv. a balance sheet.
- c) The monthly statements prepared for review by the Tłıchq Executive Officer and Senior Director of Administration will include:
 - i. budgeted versus actual expenditures;
 - ii. a balance sheet;
 - iii. a copy of outstanding accounts payable and accounts receivable; and
 - iv. a copy of bank reconciliation.
- d) The monthly statements prepared for review by the budget authorities will include:
 - i. budgeted versus actual expenditure report.

Section: Financial Management	5.4
Subject: FINANCIAL REPORTS AND STATEMENTS	

5. Monitoring

The Manager: Financial Services is responsible for implementing this policy.

The Director: Corporate Services is responsible for enforcing this policy

The Senior Director of Administration is responsible for monitoring this policy.

The Tłıchq Executive Officer is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Director Corporate Services will be responsible for preparing all reports and is required to submit reports and statements within fifteen (15) days of the end of a reporting period.
- b) Reports to the Chiefs Executive Council and the Assembly will be reviewed and approved by the Tłıchq Executive Officer prior to being forwarded to the Assembly.

Effective Date: September 3, 2012

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Section: Financial Management	5.5
Subject: INVESTMENT OF FUNDS	

This policy has been repealed from Tłıchǰ Government Administrative Policy and will only be implemented within the Tłıchǰ Legislative Policy.

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Effective Date: May 3, 2010

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Section: Financial Management	5.6
Subject: ASSET MANAGEMENT SYSTEM	

1. Definitions

“Asset management” means the process by which equipment, including office equipment, vehicles, machinery, real estate, etc., of value to the Tłıchq Government are managed, controlled and safeguarded.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to assets of the Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to define accounting requirements for tangible capital assets. The Tłıchq Government will develop a system to maintain, and will maintain, an inventory of all assets. This schedule must be updated on a regular basis and a physical count completed prior to the annual audit.

The Tłıchq Government recognizes the importance of accurately itemizing assets and their estimated value, as well as the importance of following prescribed accounting treatment of assets.

4. Requirements

- a) Items purchased in any fiscal year with a cost greater than \$5,000 and a useful life of greater than one year are considered an asset of the Tłıchq Government.
- b) Funds for capital asset acquisition will be identified in the annual budget.
- c) Long-term financial commitments for assets that extend over a year should be reviewed by the Senior Director of Administration and the Director: Corporate Services to ensure they fit Tłıchq Government long-term commitments and plans and that they make economic sense.
- d) The Senior Director of Administration must approve all financial commitments greater than one year.
- e) Office and computer equipment should be amortized using the five-year, straight-line method.
- f) Building and capital assets should be amortized using the straight-line method.
- g) On an annual basis, all amortization expenses will be calculated.
- h) Items disposed of will be deleted, and items moved to a new location will be transferred to the appropriate inventory. Inventory items missing or found should be reported to the Travel Clerk as soon as they are discovered or recovered.

5. Monitoring

Section: Financial Management	5.6
Subject: ASSET MANAGEMENT SYSTEM	

The Travel Clerk is responsible for implementing this policy.

The Manager: Financial Services is responsible for enforcing this policy

The Director – Corporate Services is responsible for monitoring this policy

The Senior Director of Administration is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Funds for the purchase of capital assets will be identified in the annual budget of the Tłı̨chǫ Government.
- b) The Manager: Financial Services will identify and confirm that the item meets the criteria for an asset.
- c) The purchaser will document the item name, item description, serial number and/or unique identifier, proof of purchase, supporting documentation and any other information requested by the Travel Clerk.

Effective Date: September 3, 2012

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Section: Financial Management	5.7
Subject: BUDGET/SPEND AUTHORITIES	

1. Definitions

“Budget authority” means an individual accountable for a departmental budget and related expenditures. This includes monitoring, reporting and balancing the budget, approving project budgets and designating departmental funds to specific Tłıchq administration employees.

“Spend authority” means an individual authorized to spend Tłıchq Government funds. An individual can be both a spend authority and a budget authority.

2. Authority and Application

This policy is made under the authority of the Tłıchq Finance and Human Resources Law and applies to expenses incurred by the Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to establish which employees and groups have the authority to authorize projects and expenditures.

The Tłıchq Government understands the importance of accountability and transparency throughout the government. All transactions must be approved in the Tłıchq Government budget to ensure financial accountability.

4. Requirements

- a) Where there is a project or expenditure not contemplated by the approved budget, funds from elsewhere in the budget can be allocated with the approval of the Chiefs Executive Council.
- b) Where no budget is available and a new appropriation of funds is required, approval of the Tłıchq Assembly is required.
- c) Once the Tłıchq Assembly has approved a budget, as per Policy 5.1 – Budget, the Tłıchq Executive Officer designates budget authorities and which budget over which they have authority
- d) Budget authorities may delegate spend authority to employees for the duration of special projects.
- e) Budget authorities may delegate project budget authority to employees with spend authority through the approval of a project budget.
- f) Project budget authority thresholds are outlined in Appendix G. Project Budget authorities must not authorize projects outside their project budget threshold.
- g) Spend authorities are outlined in Appendix B. Spend authorities must not authorize expenditures outside their spend authority threshold.

5. Monitoring

Section: Financial Management	5.7
Subject: BUDGET/SPEND AUTHORITIES	

All Budget and Spend Authorities are responsible for implementing this policy.

The Manager: Financial Services is responsible for enforcing this policy.

The Director: Corporate Services is responsible for monitoring this policy

The Tłıchǫ Executive Officer and Senior Director of Administration are responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When a budget authority delegates a project budget to a spend authority it must meet the following requirements
 - a. The funds must be within the budget authorities approved budget, it can not be part of another budget;
 - b. The delegated project budget must be within the approved budget thresholds outlined in Appendix G
 - c. The approved project budget indicating the delegated authority must be signed and sent to the Manager: Finance Services.
- b) For each and every expenditure, the spend authority is required to sign documentation authorizing that the expenditure is within their spend threshold and project budget.
- c) Before authorizing expenditures, spend authorities should verify that funds are available.
- d) Work orders, purchase orders and other documents authorizing expenditures should be approved by the spend authority prior to funds being spent.
- e) Where funds are not available, the Tłıchǫ Executive Officer may make a request to the Chiefs Executive Council to reallocate existing budgets to cover expenditures.
- f) Where new funds are required, the Chiefs Executive Council, through the Grand Chief, will request that the Tłıchǫ Assembly approve new funds.
- g) Abuse of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

Effective Date: April 13, 2015

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Section: Financial Management	5.8
Subject: CREDIT CARDS	

1. Definitions

“Credit cards” means the line of credit extended by the bank to the Tłıchǫ Government for use by employees for travel and other approved expenditures.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to anyone who has been approved for and issued a Tłıchǫ Government credit card.

3. Purpose and Position

The purpose of this policy is to establish the approved uses of credit cards.

The Tłıchǫ Government recognizes the value of a credit card as an appropriate business tool and therefore authorizes the use of credit cards.

4. Requirements

- a) Credit cards are to be used only for approved expenses incurred on behalf of the Tłıchǫ Government. Expenses that do not meet these criteria will not be reimbursed and may be recovered.
- b) Card holders are responsible for providing authorized receipts, purchase orders and other supporting documents along with their monthly statement to the Payroll Clerk on a monthly basis.
- c) Monthly credit card statements will be reviewed at Chiefs Executive Council meetings.
- d) The Chiefs Executive Council will decide who will receive a credit card.
- e) All persons who are issued a card will receive a credit card holder agreement outlining processes and responsibilities and consequences for inappropriate use. The agreement must be read and signed by the potential cardholder before the card will be issued and activated.
- f) Any unauthorized use of the card or charges on the credit card that do not have the receipt or other supporting information will be collected back from the credit card holder.

5. Monitoring

All individuals who have been approved for and issued a Tłıchǫ Government credit card are responsible for implementing this policy.

The Manager: Financial Services and Payroll Clerk are responsible for enforcing this policy

The Director: Corporate Services is responsible for monitoring this policy.

Section: Financial Management	5.8
Subject: CREDIT CARDS	

The Tłı̨chǫ Executive Officer and Senior Director of Administration are responsible for implementing and enforcing this policy.

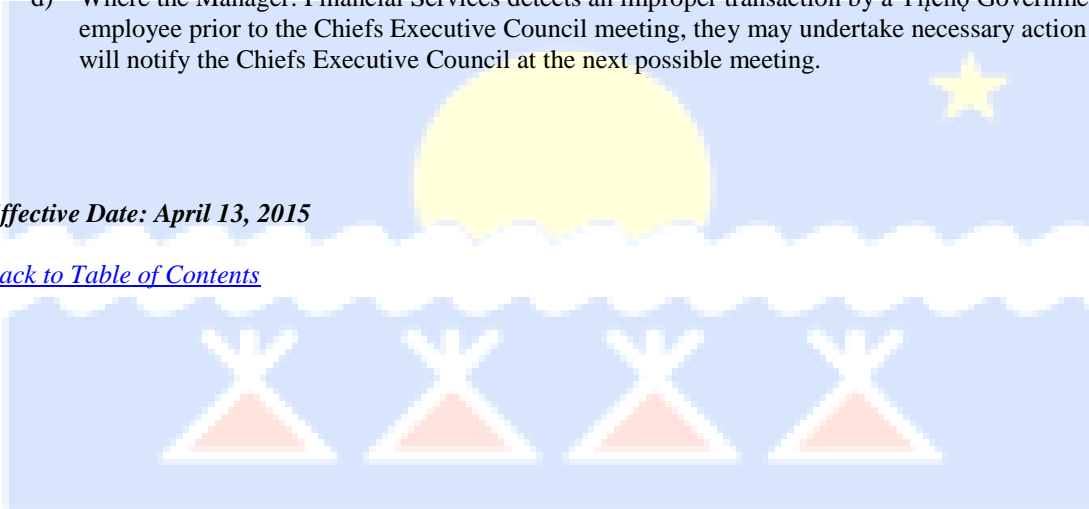
6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When a credit card is required, a motion will be made at a meeting of the Chiefs Executive Council. The Chiefs Executive Council will review the request and will approve or deny it at its discretion.
- b) The Chiefs Executive Council will review credit card statements at their regular meetings. It will determine which transaction(s) require followup and review.
- c) Where it is determined that a transaction is improper, the Chiefs Executive Council will direct the Manager: Financial Services to recover the funds.
- d) Where the Manager: Financial Services detects an improper transaction by a Tłı̨chǫ Government employee prior to the Chiefs Executive Council meeting, they may undertake necessary action and will notify the Chiefs Executive Council at the next possible meeting.

Effective Date: April 13, 2015

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Section: Financial Management	5.9
Subject: PURCHASE ORDER SYSTEM	

1. Definitions

“Purchase order system” means the system used to process expenditures and receivables.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to all Tłı̨chǫ Government employees.

3. Purpose and Position

The purpose of this policy is to outline a process for utilizing purchase orders.

The Tłı̨chǫ Government recognizes the importance of ensuring financial accountability and transparency and has developed the following purchase order system to keep track of goods and services purchased.

4. Requirements

- a) Before a purchase order is issued, it should be verified that there are funds available in the budget and that the issuer has proper purchasing authority as per Policy 5.7 – Budget/Spend Authorities.
- b) The individual approving the transaction will ensure that all purchase orders include the following information:
 - i. the item and quantity being purchased;
 - ii. the name and address of the seller;
 - iii. the cost of the item being purchased;
 - iv. any shipping or delivery instructions;
 - v. authorized signature as per spending authorization (Appendix B); and
 - vi. budget codes/account class.
- c) The individual approving the transaction is responsible for ensuring the purchase order is sent to the supplier.
- d) Carbon copies of purchase orders and backup will be provided to the accounts payable clerk on Monday for the previous week’s purchases.

5. Monitoring

All Spend Authorities are responsible for implementing this policy.

All Budget Authorities are responsible for enforcing this policy with Spend Authorities reporting to them

The Manager: Financial Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

Section: Financial Management	5.9
Subject: PURCHASE ORDER SYSTEM	

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) All purchase orders issued must have all pertinent information and approval, taking into consideration any preferred vendors.
- b) All purchase orders must include the correct budget code and classification as allocated in the Tłı̨chǫ Government's financial plan/budget.
- c) The Accounts Payable Clerks are responsible for matching invoices to purchase orders and bringing any discrepancies to the attention of the spend authority that authorized the purchase.
- d) If no discrepancies exist, payment will be issued to the vendor once it is confirmed that goods and services were received.
- e) Purchase orders from the outlying communities should be submitted to the Accounts Payable Clerk on a weekly basis.

Effective Date: September 3, 2012

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Section: Financial Management	5.10
Subject: TRAVEL EXPENSES	

1. Definitions

“Travel expenses” are expenditures incurred during travel authorized by the Tłıchq Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all travel.

3. Purpose and Position

The purpose of this policy is to ensure fiscal responsibility and financial accountability with regards to travel arrangements. This policy relates to the process for making travel arrangements and for reimbursement for expenditures incurred during Tłıchq Government travel. Policy 3.2 – Travel Expenses and Honoraria establishes rates.

4. Requirements

- a) Individuals travelling on Tłıchq Government business are entitled to claim expenses while on duty travel according to Policy 3.2 – Travel Expenses and Honoraria.
- b) All travel must be approved by a budget authority. Southern travel is to be arranged by the travel co-ordinator. Northern travel by an employee should be arranged by the employee.
- c) Once approved, requests for southern travel arrangements must be sent to the Travel Coordinator, along with supporting documents containing the following information:
 - i. departure and arrival cities;
 - ii. dates and times of travel;
 - iii. eligible expense claims;
 - iv. description and purpose of travel; and
 - v. any other supporting documentation (i.e., meeting agenda).
- d) Travel Coordinator will then review the requests made for travel arrangements. The Travel Coordinator will issue a travel expense cheque according to Policy 3.2 – Travel Expenses and Honoraria and Policy 5.11 – Payment Procedures.
- e) Tłıchq Assembly members (with the exclusion of the Chiefs) will arrange all travel through the Senior Community Director.
- f) The Chiefs’ travel will be arranged through the Community Directors.
- g) The Grand Chief’s travel will be arranged through the Assistant to the TEO.
- h) The budget authority authorizing travel for Elders, local vendors and other delegates is responsible for arranging travel for these individuals.

Section: Financial Management	5.10
Subject: TRAVEL EXPENSES	

- i) A minimum of seven (7) days' notice should be provided when requesting and arranging travel on Tłıchq Government business.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All Budget Authorities are responsible for enforcing this policy with employees reporting to them.

The Manager: Financial Services will be responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees requesting travel expenditures must submit their requests to the appropriate Budget Authority a minimum of seven (7) days prior to travel whenever possible.
- b) Employees must complete the second page of the Travel Expense Form, attach it to original travel receipts and associated supporting documents and fax or courier them to the Travel Clerk.
- c) Copies of all receipts and supporting documents should be retained by the employees. Receipts should be submitted no more than 30 days after they have been incurred.

Effective Date: September 3, 2012

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Section: Financial Management	5.11
Subject: PAYMENT PROCEDURES	

1. Definitions

“Payment procedures” means procedures for making authorized payments to Elders, vendors and others who provide goods and services to the Tłı̨chǫ Government.

2. Authority and Application

This policy is made under the authority of Chiefs Executive Council and applies to all payments of the Tłı̨chǫ Government.

3. Purpose and Position

The purpose of this policy is to create a clear procedure for the payment of payables.

The Tłı̨chǫ Government recognizes that the orderly, timely payment of invoices is necessary for an effective, efficient organization.

4. Requirements

- a) All payment claims will be processed by the Accounts Payable Clerk through a regular review of outstanding invoices matched and placed against contracts, purchase orders or memos for accuracy of payment. To take advantage of early payment discounts offered by some vendors, all invoices will be processed promptly and no later than five (5) days prior to the invoice’s due date.
- b) Payment will be made against invoices properly supported by authorized purchase orders. Prior to payment, budget authorities are required to submit copies of purchase orders along with signed packing slips or other verification that the goods in question were received.
- c) Travel expense claims, invoices, payment for local vendors and other bills will be processed for payment once a week, on Mondays, and cheques will be mailed or disbursed on Thursdays.
- d) Cheques will be prepared by the Accounts Payable Clerk and authorized by signing authorities. The cheque stub and attachments will be filed in alphabetical order in the vendor file.
- e) All vendors, contracts and citizens are responsible for ensuring that all banking and contact information is current and up to date.

5. Monitoring

All employees are responsible for implementing this policy.

The Accounts Payable Clerk is responsible for enforcing this policy.

Section: Financial Management	5.11
Subject: PAYMENT PROCEDURES	

The Manager: Financial Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy

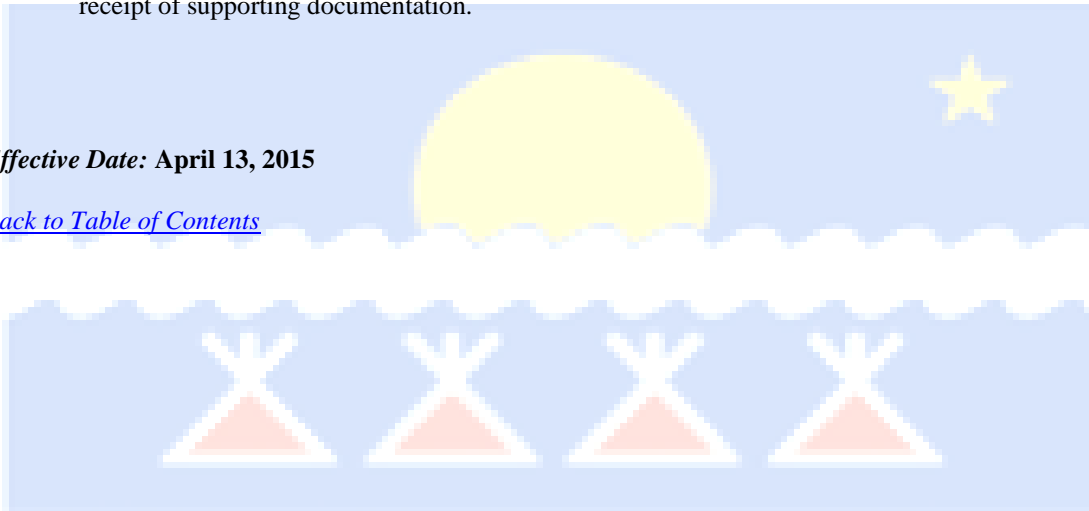
6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Program and department employees will submit supporting documentation for purchase orders, such as signed packing slips, contracts or other documentation, to support the acceptance of goods or services received. All expenditures must be assigned to appropriate budget codes and classifications.
- b) The Accounts Payable Clerk will match invoices for goods or services received from vendors and contractors.
- c) The Manager: Financial Services will approve payment of invoices and travel expenses upon receipt of supporting documentation.

Effective Date: April 13, 2015

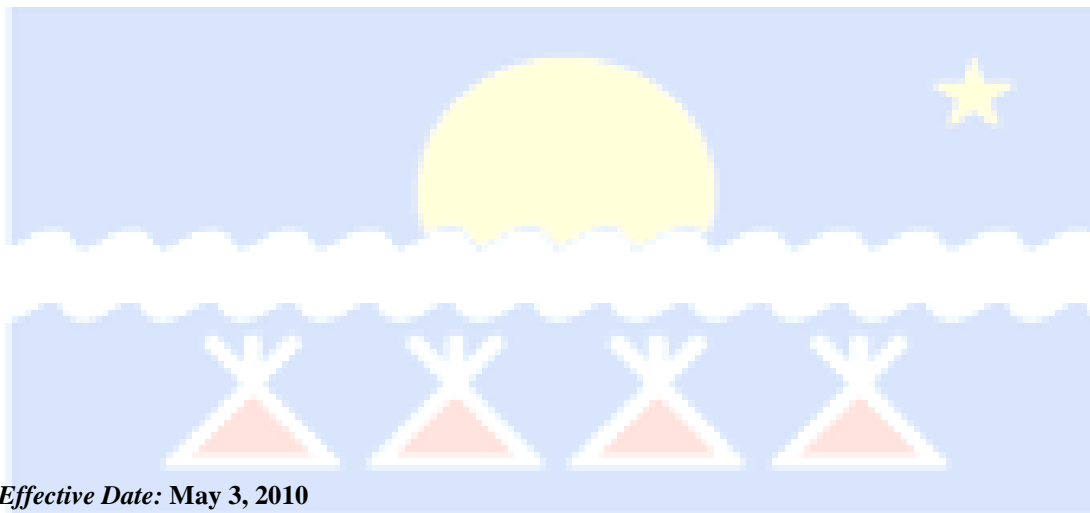
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Section: Financial Management	5.12
Subject: FINANCIAL CONTRIBUTIONS	

This policy has been repealed from Tłıchǵo Government Administrative Policy and will only be implemented within the Tłıchǵo Legislative Policy.

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Effective Date: May 3, 2010

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Section: Financial Management	5.12.1
Subject: FINANCIAL CONTRIBUTIONS FOR GRIEVING	

This policy has been repealed from Tłıchǵ Government Administrative Policy and will only be implemented within the Tłıchǵ Legislative Policy.

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Effective Date: May 3, 2010

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Section: Financial Management	5.13
Subject: LOANS TO EMPLOYEES	

1. Definitions

“Loans to employees” means short-term advances of Tłıchq Government funds to employees.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to employees of the Tłıchq Government administration.

3. Purpose and Position

The purpose of this policy is to clearly state the Tłıchq Government’s position concerning loans to employees. The Tłıchq Government does not provide loans or advances of pay to employees.

4. Requirements

- a) The Tłıchq Government will not loan funds to employees for any reason.

5. Monitoring

All employees are responsible for implementing this policy.

All Budget and Spend Authorities are responsible for enforcing this policy.

The Manager: Financial Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

- a) No loans or advances on pay will be approved by any employee or Chiefs Executive Council Member or Assembly member for any reason.

Effective Date: September 3, 2012

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Section: Financial Management	5.14
Subject: EQUIPMENT RENTAL	

1. Definitions

“Equipment rental” means vehicles, tools, etc., that the Tłıchq Government rents for use in programs, services and operations.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to rental equipment.

3. Purpose and Position

The purpose of this policy is to set guidelines for the lease, rental or loan of equipment and motorized and non-motorized vehicles.

From time to time, the Tłıchq Government may rent equipment from community members to meet ad hoc operational needs and support the local economy.

4. Requirements

- a) The Tłıchq Government will require all equipment to have all appropriate and required insurance in place at the time of rental. In exceptional circumstances, equipment may be rented without insurance but the owner must sign a waiver and accept responsibility for any potential damages.
- b) At the time of rental, the equipment must be delivered or picked up in good working condition and full of fuel (if applicable). The rental will be returned in the same condition.
- c) All Tłıchq Government employees operating the rented equipment must hold active licences and certificates and demonstrate knowledge of how to use the equipment.
- d) Costs associated with damage caused by natural disasters, carelessness of the operator or accidents will be fully covered by the Tłıchq Government. These costs will be recovered from the employee where the accident is attributed to carelessness.
- e) Rentals will be paid for on a daily rate. Where items are used for part of the day, a full day’s rate will be paid.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All Budget Authorities are responsible for enforcing this policy

The Manager: Financial Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

Section: Financial Management	5.14
Subject: EQUIPMENT RENTAL	

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Once the need for a rental is identified, a quote must be obtained.
- b) Vendors are required to review the rental policy, sign the waiver and sign a document acknowledging their understanding and agreement.
- c) At pickup and upon return of the rental, both the owner and the Tłıchǫ Government employee must inspect the rental to identify any damage or changes to the rental.

Effective Date: September 3, 2012

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Section: Financial Management	5.15
Subject: DISPOSAL OF ASSETS	

1. Definitions

“Disposal of Assets” means to properly account for the disposal of Tłıchǫ Government owned assets

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all surplus Tłıchǫ Government assets.

3. Purpose and Position

The purpose of this policy is to provide a means for the sale or transfer of assets and the proper documentation of the transaction.

4. Requirements

- a) When a department determines that an asset is surplus or obsolete the item shall be declared as surplus by the Department Director. The Department Director will complete the Capital Asset Disposal Form.
- b) The SDA or TEO must authorize the disposal of assets with a value greater than \$5,000.
- c) Only assets with a values less than \$1000 can be donated or disposed. All other assets must be put up for sale or transferred to another department.
- d) The TEO or SDA must approve donation of assets with a value greater than \$1,000.00.

5. Monitoring

All Department Directors are responsible for implementing this policy.

The Director of Corporate Services is responsible for enforcing this policy within their Departments.

The Senior Director of Administration is responsible for monitoring this policy

The Tłıchǫ Executive Officer is responsible for informing and evaluating this policy.

6. Process

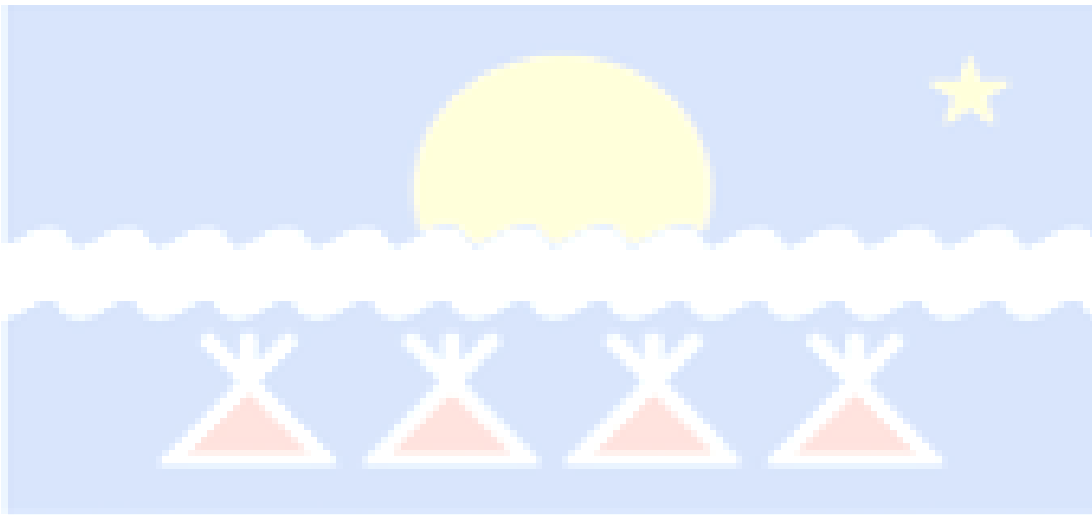
The following process steps are to be used as a reference for executing the above policy:

- a) The Department Director will execute the Asset Disposal Form and obtain the appropriate approvals.
- b) The Manager: Financial Services will record the appropriate transaction in the accounting software as per the Asset Disposal Form.

Effective Date: April 13, 2015

Section: Financial Management	5.15
Subject: DISPOSAL OF ASSETS	

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Section: Financial Management	5.16
Subject: HARVEST SUBSIDY PAYOUT	

1. Definitions

“Harvesting subsidy payout” means the payments approved by CEC from IBA monies for Ṭḥcḥq̣ citizens to subsidize harvesting

2. Authority and Application

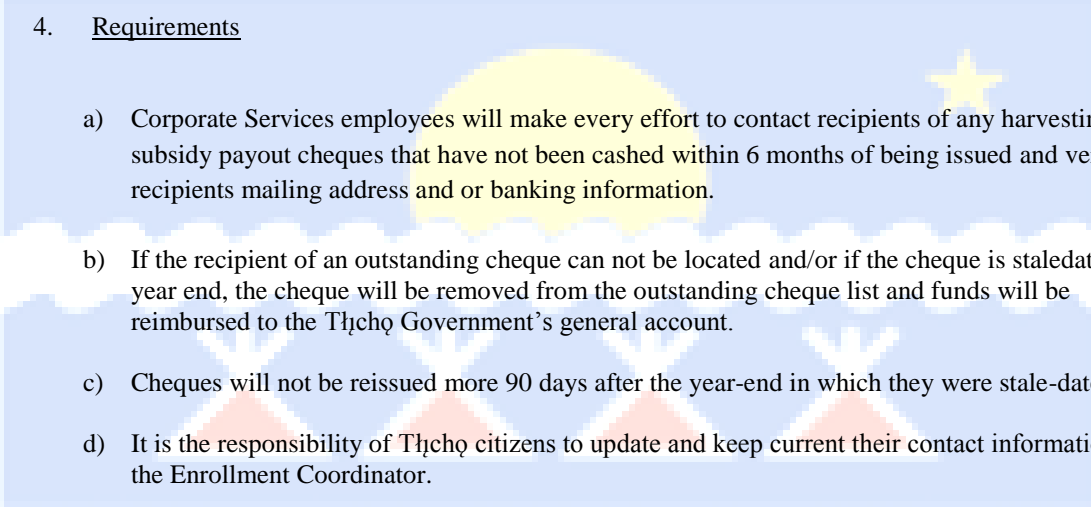
This policy is made under the authority of the Chiefs Executive Council and applies to all IBA payments to Ṭḥcḥq̣ citizens for harvesting subsidies

3. Purpose and Position

The purpose of this policy is to determine guidelines for re-issuing cheques from previous years.

It is the position of the Ṭḥcḥq̣ Government that re-issuing stale-dated cheques for harvesting subsidies creates an administrative burden

4. Requirements

- 
- a) Corporate Services employees will make every effort to contact recipients of any harvesting subsidy payout cheques that have not been cashed within 6 months of being issued and verify the recipients mailing address and or banking information.
 - b) If the recipient of an outstanding cheque can not be located and/or if the cheque is staledated, at year end, the cheque will be removed from the outstanding cheque list and funds will be reimbursed to the Ṭḥcḥq̣ Government’s general account.
 - c) Cheques will not be reissued more 90 days after the year-end in which they were stale-dated.
 - d) It is the responsibility of Ṭḥcḥq̣ citizens to update and keep current their contact information with the Enrollment Coordinator.

5. Monitoring

The Manger: Financial Services is responsible for implementing this policy.

The Director of Corporate Services is responsible for enforcing this policy.

The Senior Director of Administration is responsible for monitoring this policy

The Ṭḥcḥq̣ Executive Officer is responsible for informing and evaluating this policy.

6. Process

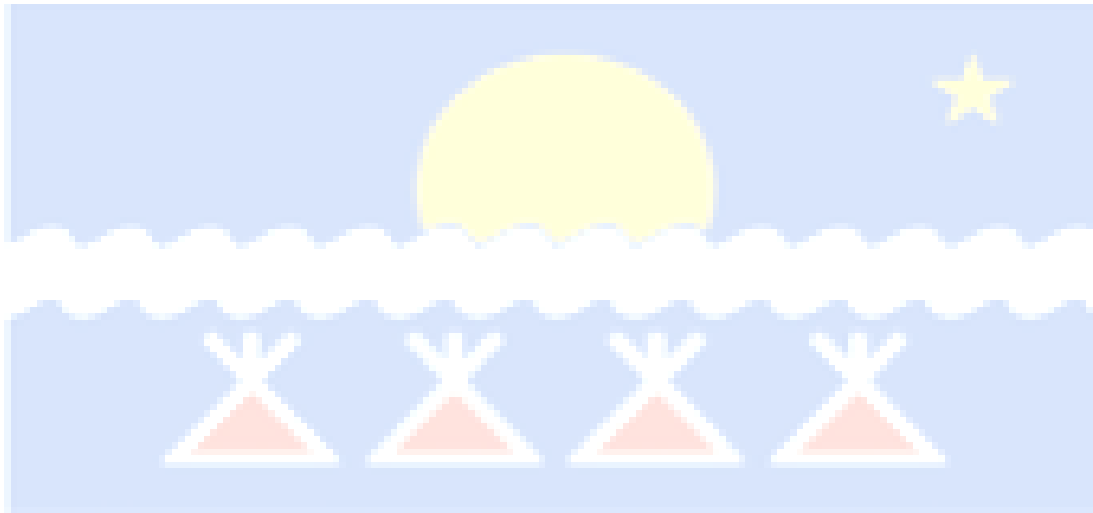
The following process steps are to be used as a reference for executing the above policy:

Section: Financial Management	5.16
Subject: HARVEST SUBSIDY PAYOUT	

- a) As part of the year end procedures the Director of Corporate Services will remove any Harvesting Subsidy Cheuques which have stale dated.

Effective Date: April 13, 2015

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Section: Human Resource Management	6.1
Subject: EMPLOYEE CONDUCT	

1. Definitions

“employee conduct” means the expected behaviour of employees.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to Tłı̨chų Government employees.

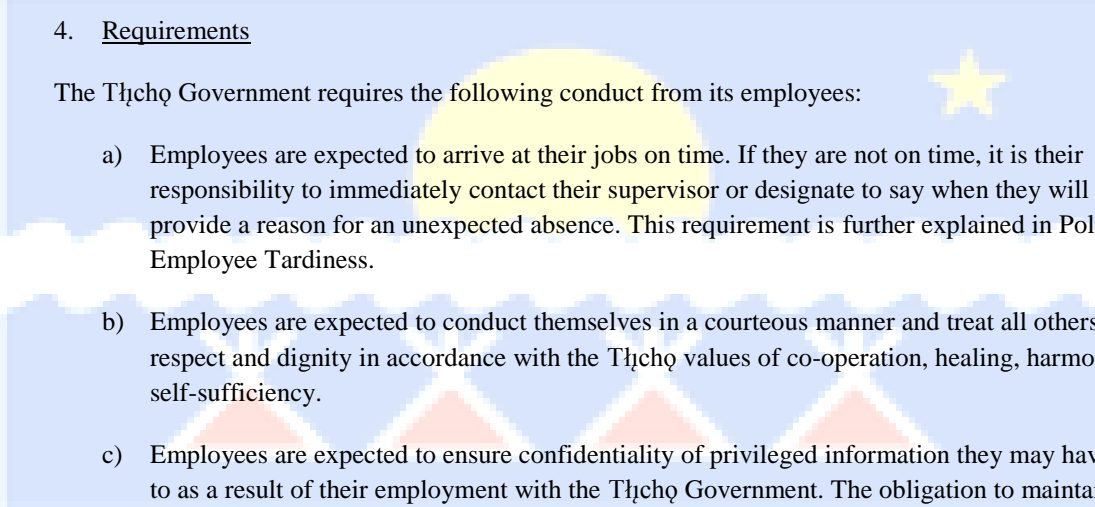
3. Purpose and Position

The purpose of this policy is to clearly define the expectations and conduct of Tłı̨chų Government employees.

The Tłı̨chų Government is the government of Tłı̨chų citizens and employees are representatives of the Tłı̨chų Government. Employees are expected to act in an appropriate and respectful way in the community and must abide by community laws and the policies of the government.

4. Requirements

The Tłı̨chų Government requires the following conduct from its employees:

- 
- a) Employees are expected to arrive at their jobs on time. If they are not on time, it is their responsibility to immediately contact their supervisor or designate to say when they will arrive or provide a reason for an unexpected absence. This requirement is further explained in Policy 6.17 – Employee Tardiness.
 - b) Employees are expected to conduct themselves in a courteous manner and treat all others with respect and dignity in accordance with the Tłı̨chų values of co-operation, healing, harmony and self-sufficiency.
 - c) Employees are expected to ensure confidentiality of privileged information they may have access to as a result of their employment with the Tłı̨chų Government. The obligation to maintain confidentiality is permanent, even after employment is terminated with the Tłı̨chų Government, as per requirements Policy 6.8 – Termination of Employment.
 - d) Employees are expected to care for Tłı̨chų Government property and financial resources entrusted to them for business purposes.
 - e) Employees are expected to inform their supervisor and then request permission from the Tłı̨chų Executive Officer prior to engaging in activities in addition to their current position with the Tłı̨chų Government including: other employment; entrepreneurship; and/or representation on outside boards and committees. This policy is not intended to infringe upon employee freedom of activity or association, but merely to protect the interests of the Tłı̨chų Government.

Section: Human Resource Management	6.1
Subject: EMPLOYEE CONDUCT	

- f) Employees shall not engage in political activity on behalf of an elected official or potential elected official while at work.
- g) Employees are expected to dress in clean, appropriate business-casual attire.
- h) Employees are expected to abide by all laws, ordinances and regulations enforced within the local community.
- i) Employees shall not report to work under the influence of drugs or alcohol.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees are responsible for following the requirements of this policy when on-site at Tłıchq Government properties and when travelling on behalf of the Tłıchq Government.
- b) Any infractions should be dealt with according to Policy 6.10 – Employee Complaints and Appeals and Policy 6.2 – Discipline of Employees.
- c) Complaints concerning violations of the code of conduct will be directed to the supervisors.
- d) If escalation is required or the supervisor cannot deal with the issue, the issue will be directed to the Senior Director of Administration.
- e) If escalation is required or the Senior Director of Administration cannot deal with the issue, the issue should be directed to the Tłıchq Executive Officer.

Effective Date: April 13, 2015

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Section: Human Resource Management	6.2
Subject: DISCIPLINE OF EMPLOYEES	

1. Definitions

“Discipline of employees” means addressing and documenting employee or workplace problems.

2. Authority and Application

This policy is made under the authority of Chiefs Executive Council and applies to Tłı̨chǫ Government employees.

3. Purpose and Position

The purpose of this policy is to establish a disciplinary process and define employee behaviour that may warrant discipline.

The discipline of employees is the responsibility of supervisors and must be exercised lawfully, in accordance with Tłı̨chǫ Government policy and in accordance with Canadian labour standards.

The Tłı̨chǫ Government will apply progressive discipline designed to encourage employees to correct and improve their work performance and behaviour in preference to taking disciplinary action.

4. Requirements

- a) When an employee causes work problems or commits offences, supervisors are responsible for imposing progressive discipline by appropriate staged measures designed to achieve the objectives of this policy.
- b) Disciplinary measures for probationary employees will normally be applied in the following stages:
 - i. verbal explanation, discussion and warning; and
 - ii. termination in accordance with Policy 6.8 – Termination of Employment.
- c) Any disciplinary measures taken while an employee is on probation will remain on file and apply once they have completed probation.
- d) Disciplinary measures for permanent employees will normally be applied in the following stages:
 - i. verbal explanation, discussion and warning;
 - ii. written explanation and warning;
 - iii. suspension, with or without pay, recorded in writing with an explanation and warning; and
 - iv. termination, in accordance with Policy 6.8 – Termination of Employment.
- e) All suspensions will be without pay unless the allegations are not proven but serious enough to warrant removing the employee from the workplace. The Tłı̨chǫ Executive Officer will determine when a suspension will be with pay.

Section: Human Resource Management	6.2
Subject: DISCIPLINE OF EMPLOYEES	

- f) The Tłıchǵ Executive Officer or a director authorized by the Tłıchǵ Executive Officer will give notice of termination to an employee.
- g) Where issues are raised with an employee, the discussion will emphasize steps the employee can take to correct their actions and behaviours.
- h) In special circumstances, such as when there are mitigating circumstances or the offences are very serious, certain disciplinary stages may be repeated or not applied.
- i) Employees may be terminated for just cause for any offence that undermines the trust or confidence required to sustain the employment relationship. Employees may be terminated for just cause without notice or pay in lieu of notice.
- j) The Manager: Human Resource Services or designate will maintain a personnel file for each employee. The file will be confidential and can be reviewed only by authorized supervisors, the Senior Director of Administration, the Tłıchǵ Executive Officer and the employee and a representative designated by the employee.

- k) All disciplinary measures will be recorded in the employee’s personnel file, including verbal warnings.

5. Monitoring

All Tłıchǵ Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees who report to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing this policy:

- a) If there is an alleged or suspected work problem or offence by an employee, the supervisor should investigate the situation to verify the problem exists.
- b) Once a violation is identified, the supervisor and the employee will discuss the cause for the violation; if appropriate, potential disciplinary measures and corrective actions may also be discussed with the employee.
- c) Supervisors will review proposed disciplinary measures and corrective actions for violation of employee conduct with the Manager: Human Resource Services to ensure all actions are in compliance with policy.

Section: Human Resource Management	6.2
Subject: DISCIPLINE OF EMPLOYEES	

- d) The supervisor, Manager: Human Resource Services and employee will meet to discuss the agreed-upon corrective measures and disciplinary measures to be implemented.
- e) If the disciplinary measure involves suspension or termination the Tłıchǝ Executive Officer must authorize such actions.
- f) The Tłıchǝ Executive Officer or director as designated by the Tłıchǝ Executive Officer will notify the employee of suspension or termination.
- g) The Manager: Human Resources Services will record any measures taken in the employee's personnel file.
- h) Termination of employees will be dealt with in accordance with Policy 6.8 – Termination of Employment.

Effective Date: September 3, 2012

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Section: Human Resource Management	6.3
Subject: PROFESSIONAL DEVELOPMENT AND TRAINING	

1. Definitions

“Professional development” means the skills and knowledge obtained to assist in the execution of an employee’s duties.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłıchq Government administration.

3. Purpose and Position

The purpose of this policy is to establish a process for identifying and improving professional development activities for employees.

The Tłıchq Government recognizes that regular professional development and training for its employees serves to increase the competence and effectiveness of the organization.

4. Requirements

- a) Supervisors will make recommendations and develop the business case concerning training and development of employees who report to them. The Manager: Human Resource Services will review a training request in consultation with the supervisor and may approve the request.
- b) As part of the supervision process, the supervisor will work collaboratively with each employee to identify professional development and training that would enhance their skills and assist them in performing their duties more effectively.

5. Monitoring

All supervisors are responsible for implementing this policy.

The Manager: Human Resource Services is responsible for monitoring and enforcing this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy

6. Process

The following process steps are to be used as a reference for executing the above policy:

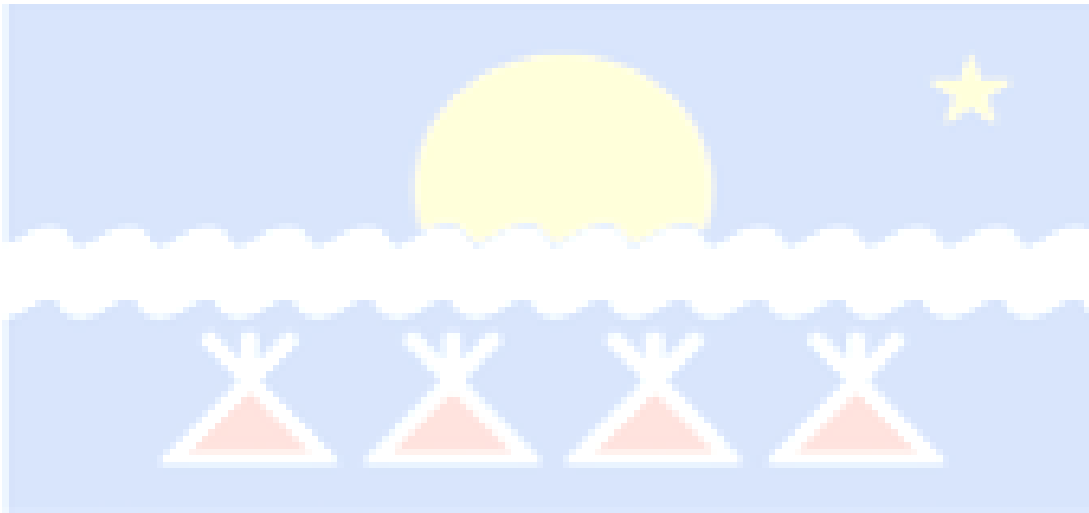
- a) Supervisors will work with all employees to develop an annual career development plan, including training related to the employee’s position.
- b) Supervisors will review interview notes, assessments, transcripts and employee evaluations to determine employee training needs. At a minimum, supervisors will discuss training needs with their employees annually.

Section: Human Resource Management	6.3
Subject: PROFESSIONAL DEVELOPMENT AND TRAINING	

- c) The Tłıchq Government's preference is to hold courses internally, whenever possible.
- d) Where courses cannot be delivered internally, courses will be delivered externally. External courses must be supported with a valid rationale for having the employee take the course.
- e) Where a request for training is made, the supervisor will consult with and receive approval from the Manager: Human Resource Services for the course before reimbursement will be authorized.

Effective Date: April 13, 2015

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1. Definitions

“Leave provisions for employees” means all allowed time away from work for employees.

2. Authority and Application

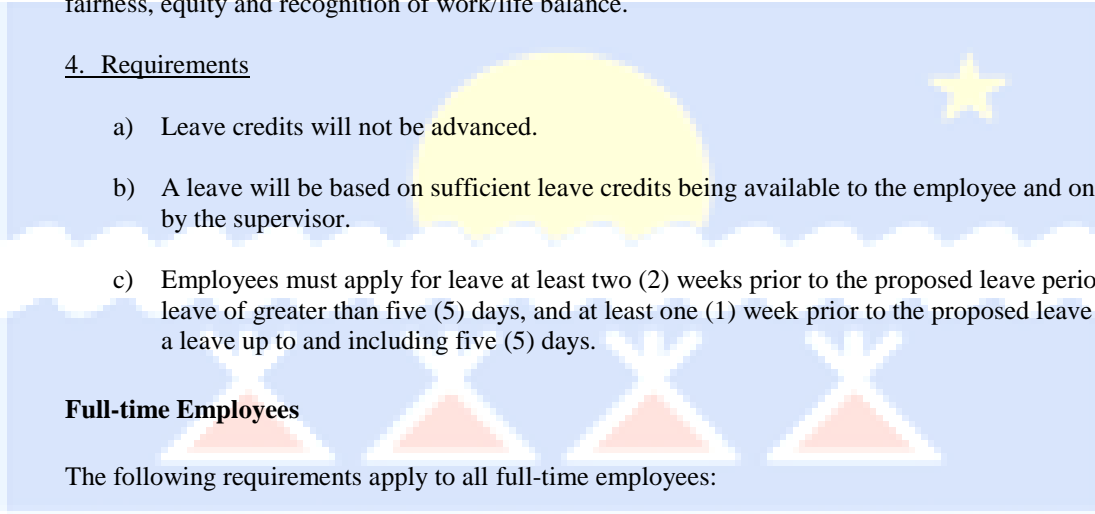
This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłıchǫ Government.

3. Purpose and Position

The purpose of this policy is to identify acceptable leave provisions, to provide for fair compensation and to accommodate the employee in the event of unforeseen circumstances where time off from work is required.

The Tłıchǫ Government believes in providing a work environment for its employees that is based on fairness, equity and recognition of work/life balance.

4. Requirements

- 
- a) Leave credits will not be advanced.
 - b) A leave will be based on sufficient leave credits being available to the employee and on approval by the supervisor.
 - c) Employees must apply for leave at least two (2) weeks prior to the proposed leave period for a leave of greater than five (5) days, and at least one (1) week prior to the proposed leave period for a leave up to and including five (5) days.

Full-time Employees

The following requirements apply to all full-time employees:

Medical/Sick Leave

- d) An employee will earn sick leave credits at the rate of one and one-quarter (1¼) days for each calendar month of employment or a maximum of fifteen (15) days per year.
- e) All absences on account of illness on a normal working day (exclusive of designated holidays) must be reported to the supervisor as soon as possible on the first day and shall be charged against an employee’s accumulated sick leave credits.
- f) Unless otherwise informed by the employer, an employee must file a leave form stating they were unable to perform work duties because of their illness or injury.

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

- g) For sick leave in excess of three (3) working days, an employee is required to produce a certificate from a qualified medical practitioner certifying that the employee is unable to carry out their duties due to illness.
- h) An employee may use sick leave to care for a sick child at home or when acting as a non-medical escort for an immediate family member.
- i) An employee is required to submit an appointment card or a note from a doctor when requesting an absence due to a medical/dental appointment.
- j) Sick leave credit can be accumulated from year to year.

Annual Leave

Pay Levels 1 to 5

- k) For each month of a fiscal year in which an employee receives ten (10) days' pay, they will be credited with annual leave at the following rates:
 - i. for employees in their first two (2) continuous years of employment, one-and-one-quarter ($1\frac{1}{4}$) days each month, for a total annual leave of fifteen (15) days; and
 - ii. for employees with two (2) or more continuous years of employment, one-and-two-third ($1\frac{2}{3}$) days each month, for a total annual leave of twenty (20) days.

Pay Levels 6 or Higher

- l) For each month of a fiscal year in which an employee receives ten (10) days' pay, they will be credited with annual leave at the following rates:
 - i. for employees in their first two (2) continuous years of employment, two-and-one-twelfth ($2\frac{1}{12}$) days each month, for a total annual leave of twenty-five (25) days; or
 - ii. for employees with two (2) or more continuous years of employment, two-and-a-half ($2\frac{1}{2}$) days each month, for a total annual leave of thirty (30) days.

- m) Employees are not permitted to carry over more annual leave credits than can be earned in one (1) fiscal year. Excess annual leave credits will be paid out.

Special Leave

The supervisor may grant a special leave of absence for the following reasons:

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

- n) Civic Leave: Leave without pay shall be granted to any employee who is required by election to a civic body to attend meetings during working hours. Approval shall be based on operational requirements.
- o) Compassionate Leave: An employee shall be entitled to leave with pay for a period of up to five (5) days per fiscal year when there is a death in the employee's immediate family, or when an employee is required to care for an immediate family member due to illness, or when a member of the immediate family residing outside the employee's community of residence becomes seriously ill.
- p) Court Leave: Leave with pay shall be granted to any employee who is required to serve on a jury or, by subpoena or summons, to attend as a witness in any proceedings held as authorized by law.
- q) Marriage Leave: Employees will be granted up to five (5) days of special leave with pay for the purpose of getting married.
- r) Parental Leave with Pay: Five (5) days of paternal leave will be granted to the father/mother of a child in the event of a birth or adoption, provided they do not access EI benefits. The leave must be taken immediately following or coinciding with the event of the birth or adoption.
- s) Special leave credits do not accrue and cannot be accumulated from year to year.

Education Leave

- t) A permanent employee may apply for education leave without pay for the duration of their education program. If the education or training is job-related, the employee's request may be granted at the discretion of the Tłıchǵ Executive Officer or Senior Director of Administration. The employee will provide no less than two months' notice unless otherwise agreed upon.

Other Leave

- u) Notwithstanding any provision for leave in these policies, supervisors may grant leave of absence without pay to an employee in emergency or unusual circumstances.
- v) Notwithstanding any provisions for leave in these policies, the Tłıchǵ Executive Officer may grant a leave of absence with pay to an employee in emergency or unusual circumstances.

Maternity/Paternity Leave

- w) Maternity and paternity leave will be dealt with in accordance with Canadian laws and regulations.

Cultural Leave

- x) Full-time employees may apply for up to three (3) days of leave for cultural purposes.

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

- y) “Cultural leave” includes, but is not limited to, traditional activities such as tanning hides, hunting, trapping, excursions on the land and by canoe, and attendance at the Annual Gathering.
- z) Cultural leave will be approved at the discretion of the employee’s supervisor.
- aa) Culture leave is a unique benefit of Tłı̨ch̨o Government employees. Any abuse of this benefit may result in future requests for cultural leave being denied.

Part-time Employees

The following requirements apply to all part-time employees:

Medical/Sick Leave

- bb) Part-time employees do not receive paid medical/sick leave
- cc) When part-time employees are absent from work because of a medical issue or illness they must follow the same rules as outlined for full-time employees

Annual leave

- dd) Part-time employees do not accrue annual leave.
- ee) Annual leave will be paid at a rate of four per cent (4%) of the hourly wage and will be paid on biweekly pay cheques.

Special Leave

- ff) Part-time employees may be granted special leave according to the same rules and rates as those for full-time employees

Education leave

- gg) Part-time employees are not eligible for education leave.

Other Leave

- hh) Notwithstanding any provisions for leave in these policies, supervisors may grant a leave of absence without pay to an employee in emergency or unusual circumstances.

Maternity and Paternity Leave

- ii) Maternity and paternity leave will be dealt with in accordance with Canadian laws and regulations

Cultural Leave

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

jj) Part-time employees will be eligible the equivalent of 3 regular working days of paid leave for cultural purposes.

kk) Part-time employees may be granted special leave according to the same rules as those for full-time employees

Casual Employees

ll) Casual employees do not accrue medical or sick leave.

mm) Annual leave will be paid at a rate of four per cent (4%) of the hourly wage and will be paid on pay cheques.

nn) When a casual employee is absent from work for medical issues of illness they must follow the same rules as outlined for full-time employees.

oo) Casual employees are not eligible for any other types of paid leave.

5. Monitoring

All Tłı̨chǫ Government employees are responsible for implementing this policy.
All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

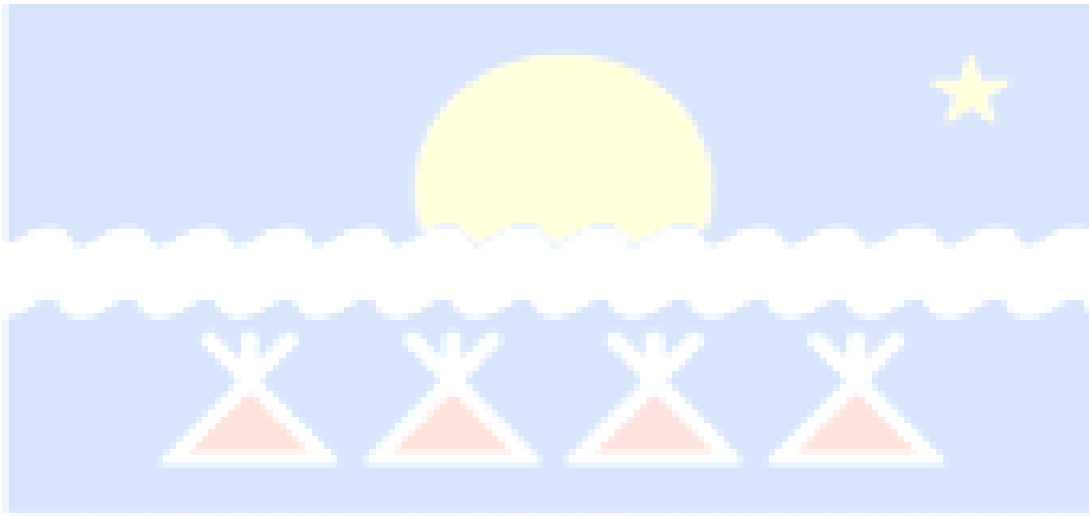
- a) Employees are responsible for completing leave request forms and submitting them to their supervisor within the required time frame as outlined in General Requirements (item “x” above).
- b) Where sufficient leave credits exist and operational requirements allow, the supervisor shall authorize the employee’s request and return the leave form to the employee.
- c) Where the leave required is sick leave, the employee must submit the leave form to their supervisor within two days of returning to work.
- d) Authorized leave forms will accompany time sheets when they are submitted.
- e) The Compensation Coordinator will ensure that all leave forms are accurate and recorded against leave credit balances.

Section: Human Resource Management	6.4
Subject: LEAVE PROVISIONS FOR EMPLOYEES	

- f) Where an employee fails to submit a leave form within the required time frame, they may be considered absent without leave and dealt with according to Policy 6.16 – Absent Without Leave.
- g) Any other infractions of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

Effective Date: April 13, 2015

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Section: Human Resource Management	6.5
Subject: HOURS OF WORK	

1. Definitions

“Hours of work” means the official hours for which employees are expected to be on duty.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to permanent employees of the Tłıchq Government administration.

3. Purpose and Position

The purpose of this policy is to set expectations for all Tłıchq Government employees regarding hours of work.

The Tłıchq Government’s work hours are intended to clarify to employees and Tłıchq citizens when the administration is available to perform services.

4. Requirements

The standard hours of work for Tłıchq Government employees will be thirty-five (35) hours per week.

- a) The standard daily hours will be seven (7) consecutive hours, between 9:00 a.m. and 5:00 p.m. each day from Monday to Friday, unless otherwise approved by department directors.
- b) Unpaid lunch period is from 12:00 p.m. to 1:00 p.m. daily.
- c) There shall be a paid 15-minute break in the morning and a paid 15-minute break in the afternoon at a time mutually agreed upon between the employee and supervisor.
- d) If an employee must leave early for any reason, they must receive permission before they do so.
- e) Employees who work less than 35 hours per week will work set hours as determined by the supervisor.
- f) An employee who varies hours of work for any reason must have written permission from their supervisor in accordance with Policy 6.4 – Leave Provisions for Employees.
- g) Where employees fail to receive permission, this will be dealt with according to Policy 6.16 – Absent without Leave and Policy 6.2 – Discipline of Employees.
- h) Where special circumstances exist and operational requirements allow, an employee may make special arrangement with the supervisor to change their standard hours of work.

5. Monitoring

Section: Human Resource Management	6.5
Subject: HOURS OF WORK	

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them.

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Hours worked and leave taken must be recorded by employees on time sheets and submitted to the supervisor for approval.
- b) All documentation supporting leave must be submitted to the Manager: Human Resource Services to be reported on the payroll system.
- c) The Manager: Human Resource Services will record hours worked and employee leave to date, which will be reflected on the employee's pay stub and recorded in the employee file.
- d) Time sheets and any required leave forms are to be completed and executed by the employee and submitted to the supervisor no later than 5:00 p.m. on the day of payroll cutoff. Any time sheets and leave forms not submitted by this deadline will not be processed until the following payroll cycle.
- e) Any infractions of this policy will be dealt with according to Policy 6.2 – Discipline of Employees.

Effective Date: April 13, 2015

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Section: Human Resource Management	6.6
Subject: DESIGNATED HOLIDAYS	

1. Definitions

“Designated holidays” are paid holidays recognized by the Tłıchǫ Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłıchǫ Government administration.

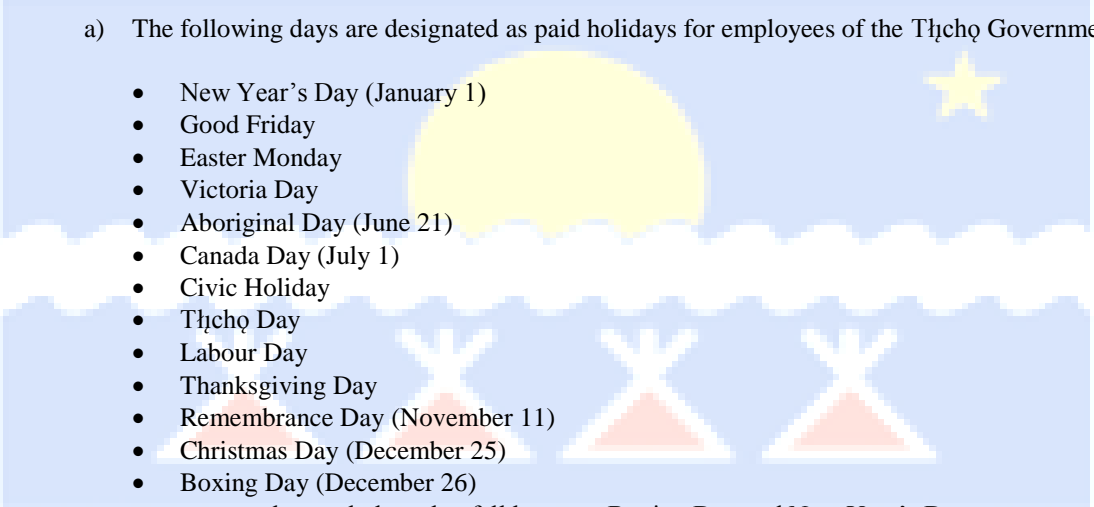
3. Purpose and Position

The purpose of this policy is to set out paid holidays for Tłıchǫ Government employees.

The Tłıchǫ Government provides employees with a number of paid designated holidays.

4. Requirements

a) The following days are designated as paid holidays for employees of the Tłıchǫ Government:

- 
- New Year’s Day (January 1)
 - Good Friday
 - Easter Monday
 - Victoria Day
 - Aboriginal Day (June 21)
 - Canada Day (July 1)
 - Civic Holiday
 - Tłıchǫ Day
 - Labour Day
 - Thanksgiving Day
 - Remembrance Day (November 11)
 - Christmas Day (December 25)
 - Boxing Day (December 26)
 - any regular work days that fall between Boxing Day and New Year’s Day
 - holidays as proclaimed by the Tłıchǫ Government

b) Employees at pay levels 1-5 who are required to work during a designated holiday will earn time in lieu at 1.5 times their hourly rate of pay as per Policy 6.9 – Payment of Employees Including Overtime.

c) If a holiday falls on a day off another regular working day will be taken off.

5. Monitoring

All Tłıchǫ Government. employees are responsible for implementing this policy.

Section: Human Resource Management	6.6
Subject: DESIGNATED HOLIDAYS	

All supervisors are responsible for enforcing this policy with employees reporting to them.

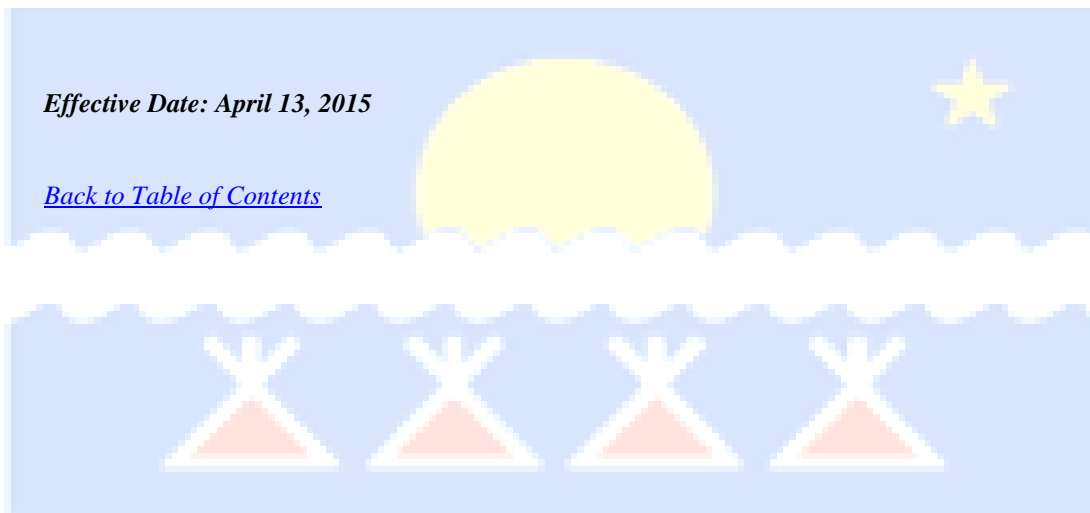
The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees will receive notification of all designated holidays recognized as paid holidays by the Tłchq Government.
- b) The payroll clerk and the Manager: Human Resource Services will record the designated paid holidays in the payroll system.
- c) Designated holidays will also be posted on the Tłchq Government website and in Tłchq Government offices.



Section: Human Resource Management	6.7
Subject: EMPLOYEE PERFORMANCE EVALUATION	

1. Definitions

“Employee performance evaluation” means the process by which the Tłıchq Government reviews an employee’s performance and provides feedback.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all employees of the Tłıchq Government administration with the exception of the Tłıchq Executive Officer.

3. Purpose and Position

The purpose of this policy is to outline how employee performance evaluations will be conducted.

The Tłıchq Government believes that timely and meaningful feedback is key to the success of its employees and of the Tłıchq Government overall. The Tłıchq Government will ensure employees receive regular feedback on their performances and will provide for training and development where warranted.

4. Requirements

- a) The Tłıchq Government will ensure regular communication between supervisors and employees regarding individual work performances. All employees will participate in a process of performance evaluation after 12 months of continuous employment.
- b) The Manager: Human Resource Services is required to:
 - i. ensure all employees participate in regular performance evaluations with their supervisors;
 - ii. ensure that the feedback process will include a review of past performance as well as the establishment of goals and objectives for the upcoming year; and
 - iii. ensure all employees receive necessary professional development and training where reasonable.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

Section: Human Resource Management	6.7
Subject: EMPLOYEE PERFORMANCE EVALUATION	

- a) The Manager: Human Resources Services will send notification of required performance evaluations to employees and supervisors at least sixty (60) days before evaluations are due.
- b) Supervisors are responsible for reviewing evaluations with their employees before the evaluation is finalized.
- c) An employee who does not agree with an evaluation score or ranking may file a written appeal to the Manager: Human Resources Services.
- d) The Manager: Human Resource Services will investigate all appeals and review the findings with the Senior Director of Administration, Tł̓ch̓q Executive Officer and the supervisor who conducted the evaluation.
- e) The Manager: Human Resource Services will report back on the investigation and meeting to the employee who filed the appeal and record any changes to the evaluation/ranking in the employee's file.
- f) The Manager: Human Resource Services will provide any performance documentation to the employee and supervisor for performance evaluation.
- g) The employee and supervisor will record and approve the feedback process and the goals and objectives established for the upcoming year and submit to Manager: Human Resource Services to record performance evaluation and payroll adjustments.

Effective Date: April 13, 2015

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Section: Human Resource Management	6.8
Subject: TERMINATION OF EMPLOYMENT	

1. Definitions

“Termination of employment” means the end of the employment relationship with the Tłıchq Government, initiated by either the employee or employer.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and the Tłıchq Finance & Human Resources Law. This policy applies to Tłıchq Government employees.

3. Purpose and Position

This policy serves to clarify the process for termination of employment.

The Tłıchq Government believes that terminations should be handled consistently pursuant to the following requirements.

4. Requirements

The Tłıchq Government will apply the following requirements for the termination of employees:

Employee Resignation

- a) An employee wishing to resign must submit a resignation in writing to the supervisor.
- b) Current activity report(s) must be completed by the resigning employee and submitted to the supervisor or the Senior Director of Administration prior to the termination date.
- c) Any equipment, keys or other belongings of the Tłıchq Government in the possession of the employee must be returned to the supervisor prior to the last day of employment.
- d) Any passwords to computers, computer files and applications belonging to the Tłıchq Government must be provided to the supervisor prior to the last day of employment.
- e) Cheques for the final pay period, any amounts owed and letters of recommendation will normally be withheld if a terminating employee fails to complete items 4(b) through (d).
- f) Employees with less than five (5) years of service must provide at least two (2) weeks’ notice before the date on which they propose to terminate their employment.
- g) Employees with more than five (5) years of service must provide at least four (4) weeks’ notice before the date on which they propose to terminate their employment.
- h) All department directors and executive department employees must provide four (4) weeks’ notice before the date on which they propose to terminate their employment, regardless of their length of service.

Section: Human Resource Management	6.8
Subject: TERMINATION OF EMPLOYMENT	

Termination by the Tłıchq Government

- i) The Tłıchq Government may terminate employees in accordance with Policy 6.2 – Discipline of Employees.
- j) Pursuant to the Finance and Human Resources Law, notice of termination will be provided in writing to the employee by the Tłıchq Executive Officer or a director authorized by the Tłıchq Executive Officer and will be placed in the employee’s personnel file.
- k) Termination notices will explain the reason for the decision and the terms on which the employee is terminated.
- l) Where the Tłıchq Government terminates an employee who has completed fewer than twelve (12) consecutive months of continuous employment, the Tłıchq Government, except where the termination is for just cause, will give the employee either:
 - i. notice in writing at least two (2) weeks before the date specified in the notice of the employer’s intention to terminate employment on that date; or
 - ii. in lieu of notice, two weeks of wages at the employee’s regular rate of pay for regular hours of work.
- m) Where the employee has completed twelve (12) consecutive months of employment, the Tłıchq Government will, except where the termination is for just cause, pay the employee, at minimum, two weeks of wages at the employee’s regular rate of pay and hours worked for each year of continuous employment with the Tłıchq Government, to a maximum of twenty-six (26) weeks.
- n) In the event of insufficient work, a reorganization and related discontinuance of a position, or a lack of funding, employees may be laid off with two (2) weeks’ written notice:
 - i. when the term of the layoff is three (3) months or less; or
 - ii. where the term of the layoff is more than three (3) months, the Tłıchq Government will include in its notice a fixed date or a specified period, neither of which will be more than six (6) months from the date of the layoff.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

Section: Human Resource Management	6.8
Subject: TERMINATION OF EMPLOYMENT	

The following process steps are to be used as a reference for executing the above policy:

- a) Employees must submit their resignation to their supervisor and complete all requirements.
- b) Upon termination of an employee, the Tłıchǫ Executive Officer or director authorized by the Tłıchǫ Executive Officer must provide the employee with written notice of termination.
- c) Records of employment and final compensation must be made available to the employee within five (5) days of separation from the Tłıchǫ Government as per labour standards guidelines.

Effective Date: September 3, 2012

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Section: Human Resource Management	6.9
Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME	

1. Definitions

“Payment of employees including overtime” means compensation for work performed for the Tłıchǫ Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to Tłıchǫ Government employees.

3. Purpose and Position

The purpose of this policy is to ensure employees are compensated fairly and to clearly articulate compensation guidelines for Tłıchǫ Government employees, including identifying who is eligible to earn time in lieu, how it is paid/tracked and how it is approved.

Working overtime is generally discouraged, except in exceptional cases where overtime hours are necessary.

4. Requirements

The Tłıchǫ Government will adhere to the following procedures in regard to the payment of employees:

- a) Employee salary ranges will be based upon the approved salary scale unless otherwise approved by the Chiefs Executive Council.
- b) The pay scale will be distributed to all employees as part of orientation. The Corporate Services Department will review the pay scale every four (4) years. The findings of the review will be submitted to the Chiefs Executive Council for its approval pursuant to the Finance and Human Resources Law.
- c) Wages will be paid based on the following guidelines:
 - i. salaried employees will be paid biweekly;
 - ii. mandatory deductions will be made from an employee’s salary; and
 - iii. reasonable recoveries may be made.
- d) The Senior Community Director may appoint an employee to act in the position of Community Director to meet the operational requirements of the position for a period not to exceed twenty-five (25) working days.
- e) The Senior Director of Administration may appoint all other acting positions.
- f) An employee acting in a higher position will be paid acting pay of up to fifteen per cent (15%) of their regular salary.

Section: Human Resource Management	6.9
Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME	

- g) Only the Tłchq Executive Officer may appoint an employee to an acting position that exceeds twenty-five (25) days.
- h) The Tłchq Executive Officer may appoint an acting TEO for up to twenty-five (25) days. All acting TEO appointments exceeding twenty-five (25) days must be appointed by the Chiefs Executive Council.
- i) All trainee positions will be paid a maximum of eighty per cent (80%) of the approved salary for the position.
- j) Only employees on pay levels 1-5 are eligible to earn time in lieu. Where such an employee works overtime, the following conditions apply.
 - i. All overtime must be pre-approved in writing by the employee's supervisor.
 - ii. All overtime will be accumulated as hours in lieu at a rate of 1.5 hours for every hour worked.
 - iii. All unused time in lieu will be paid out on March 31 of each fiscal year.
 - iv. All approved claims for overtime must be recorded on a time sheet and submitted to the Payroll and/or Compensation Clerk.
 - v. An employee cannot earn overtime while taking any kind of leave. If the employee must work while on leave, they will be re-credited (to the leave account they had taken) an equivalent amount to the time worked.
 - vi. An employee cannot earn overtime on a weekend if they take one or more days leave during the week immediately before or after.
 - vii. An employee cannot earn more than seventy (70) hours of time in lieu in any one fiscal year unless approved by the Tłchq Executive Officer.

5. Monitoring

All Tłchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

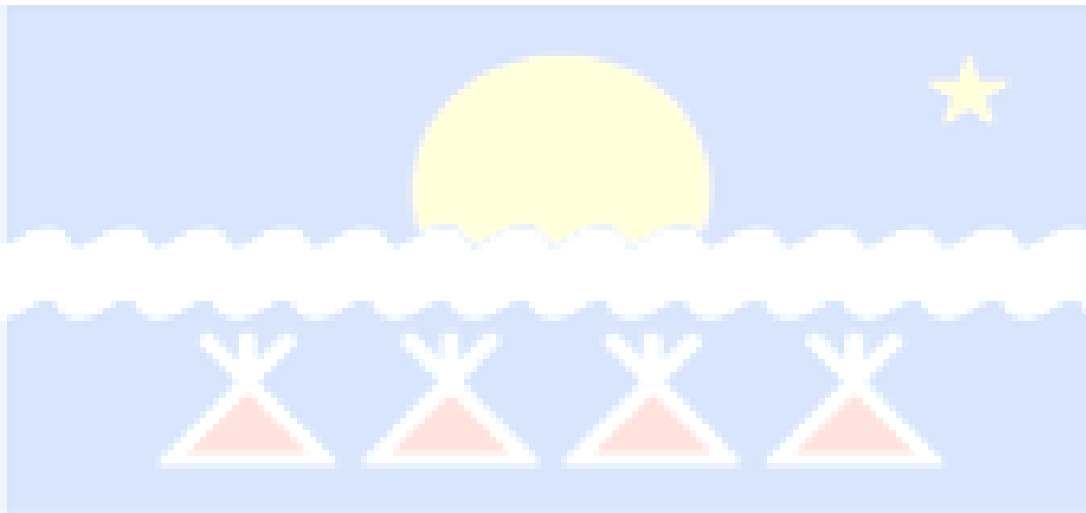
- a. Employees must seek approval from their supervisors prior to working overtime.
- b. Overtime hours must be added to time sheets within the appropriate pay period.
- c. The Manager: Human Resource Services will track all overtime and provide regular reports to the supervisor on employee overtime.

Section: Human Resource Management	6.9
Subject: PAYMENT OF EMPLOYEES INCLUDING OVERTIME	

- d. The Manager: Human Resource Services will notify the supervisor, Senior Director of Administration and Tłıchǵ Executive Officer if an employee reaches the maximum overtime hours allowed per fiscal year as established under 4(j)vii of this policy.

Effective Date: September 3, 2012

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Section: Human Resource Management	6.10
Subject: EMPLOYEE COMPLAINTS AND APPEALS	

1. Definitions

“Employee complaints and appeals” means a documented interpersonal grievance formally pursued by an employee.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to Tłı̨chǫ Government employees.

3. Purpose and Position

The purpose of this policy is to establish a process for resolving disputes between employees.

The Tłı̨chǫ Government recognizes that disputes arise between employees and must be handled in a fair and reasonable manner using due process. Employee disputes that cannot be settled by the parties involved may be addressed through a complaint and appeals process.

4. Requirements

The complaint and appeal procedures are:

- a) The complainant should first work directly with the other employee to seek resolution for the complaint. If the matter is between an employee and the Senior Director of Administration, the complainant should take the matter directly to the Tłı̨chǫ Executive Officer.
- b) If the issue cannot be resolved between employees, the complainant should report the issue in writing to the supervisor.
- c) If the supervisor cannot resolve the issue between the employees, the supervisor should seek the advice of the Manager: Human Resource Services to attempt to resolve the complaint.
- d) If the complaint cannot be resolved, the complainant may appeal in writing to the Senior Director of Administration or designate. The Senior Director of Administration or designate must respond in writing to the complaint within ten (10) working days.
- e) If, after review by the Senior Director of Administration, the matter remains unresolved to the employee’s satisfaction, the employee may appeal in writing to the Tłı̨chǫ Executive Officer.
- f) Subject to the Tłı̨chǫ Constitution, the Tłı̨chǫ Executive Officer’s decision is final in regard to any personnel matter. The Tłı̨chǫ Executive Officer will render a decision no later than thirty (30) working days after the appeal is received.

5. Monitoring

Section: Human Resource Management	6.10
Subject: EMPLOYEE COMPLAINTS AND APPEALS	

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Employees are expected to work effectively with other employees members, demonstrating respect and integrity in their interactions with others.
- b) If an issue arises that cannot be resolved between employees, the issue/complaint must be put in writing and sent to the supervisor.
- c) Supervisors must take action on complaints within ten (10) days.

Effective Date: September 3, 2012

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Section: Human Resource Management	6.11
Subject: SEXUAL HARASSMENT	

1. Definitions

“Sexual harassment” means any conduct, gesture or contact of a sexual nature that causes offence or humiliation. It also includes behaviour that might be understood by an employee as placing a condition of a sexual nature on their employment or on any opportunity for promotion or training. Such behaviour may include but is not limited to:

- sexual remarks;
- jokes or making fun of a person’s gender or body;
- verbal abuse or threats of a sexual nature;
- requests or demands for sexual favours;
- physical advances or unnecessary physical contact; or
- display of sexually offensive pictures.

2. Authority and Application

This policy applies to all Tłı̨chǫ Government employees, Chiefs Executive Council members and Assembly members.

3. Purpose and Position

The purpose of this policy is to establish the process for receiving, investigating and resolving a sexual harassment complaint.

The Tłı̨chǫ Government recognizes the legal right of every employee to work in an environment free of sexual harassment and is committed to providing a work environment in which employees are free of sexual harassment.

4. Requirements

- a) Employees who are the victims of sexual harassment will be protected to the best ability of the Tłı̨chǫ Government. Reports of sexual harassment will be investigated promptly, fairly and confidentially.
- b) The Tłı̨chǫ Government will adhere to the following procedures in regard to the investigation of the sexual harassment of employees.
 - i. Where an employee believes that they have been subjected to sexual harassment, the employee should inform the individual(s) in question that their behaviour is offensive and tell them to stop. If the harassment stops, no further action need be taken.
 - ii. In the event that the sexual harassment does not stop, the offensive behaviour should be reported in writing to the Tłı̨chǫ Executive Officer. In the event that the Tłı̨chǫ Executive Officer is the alleged offender, the written correspondence would be directed to the Chiefs Executive Council.

Section: Human Resource Management	6.11
Subject: SEXUAL HARASSMENT	

- iii. The Tłı̨chǫ Executive Officer will confirm to the complainant in writing within seven (7) days the receipt of the complaint and will proceed to investigate the incident.
 - iv. All reported complaints alleging sexual harassment are to be investigated promptly and concluded within thirty (30) days of the time the complaint is made.
 - v. When deemed necessary, an experienced, professional investigator will be retained to investigate the complaint and submit a report.
 - vi. Careful investigation of a reported incident of sexual harassment may prove to be inconclusive. In such cases, a full report should be submitted to both the complainant and the alleged perpetrator. Strict confidentiality is particularly important in cases that are shown to be inconclusive.
- c) Disciplinary action will be taken against an employee in all substantiated cases of sexual harassment. The nature of the disciplinary action will depend on the gravity of the misconduct and any mitigating circumstances. Disciplinary action may include a reprimand, suspension, demotion or dismissal.
- d) Any investigation that shows an employee brought a mischievous or malicious complaint of sexual harassment against anyone will result in disciplinary action against the individual responsible. The severity of the disciplinary action will depend on the severity of the false complaint.
- e) Where Tłı̨chǫ Government employees, Chiefs Executive Council or Assembly members observe behaviours that they deem to be in violation of this policy, even if they are not the intended target, they have an obligation to report inappropriate behaviours in accordance with this policy. The report will be reviewed according to the same process described in this policy.
- f) Disciplinary measures will be taken where retaliatory action is used against an employee for reporting harassment.

5. Monitoring

All Tłı̨chǫ Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

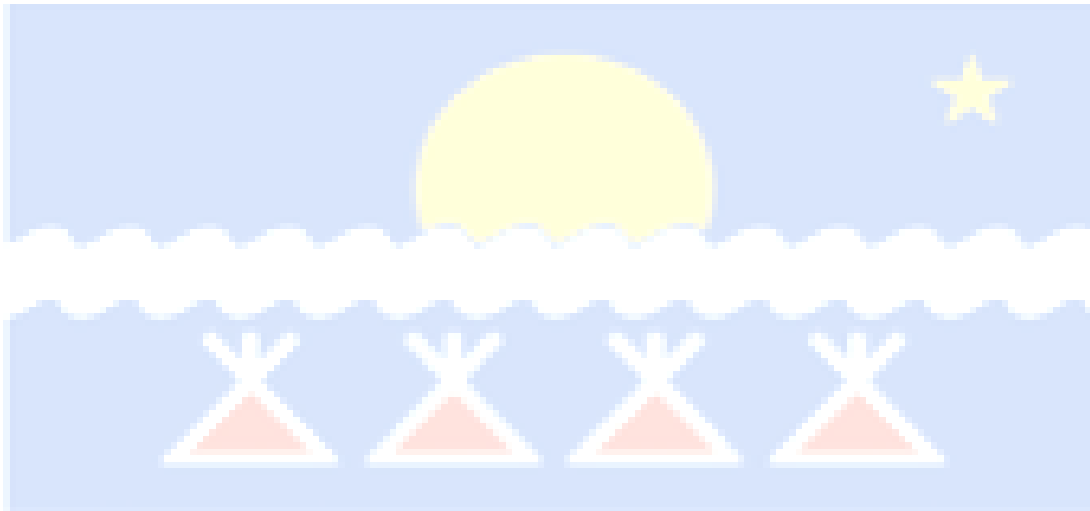
The following process steps are to be used as a reference for executing the above policy:

Section: Human Resource Management	6.11
Subject: SEXUAL HARASSMENT	

- a) Any employee, Chiefs Executive Council member or Assembly member who becomes aware of a sexual harassment incident committed by an employee is required to take appropriate action, including reporting the incident to the Tłıchǫ Executive Officer.
- b) The Tłıchǫ Executive Officer is required to take appropriate action, including speaking to both parties involved in the incident and documenting those findings.

Effective Date: September 3, 2012

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Section: Human Resource Management	6.12
Subject: EVALUTION OF THE TŁICHQ EXECUTIVE OFFICER	

This policy has been repealed from Tłichq Government Administrative Policy and will only be implemented within the Tłichq Legislative Policy.

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Effective Date: May 3, 2010

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Section: Human Resource Management	6.13
Subject: PERSONNEL FILES	

1. Definitions

“Personnel files” means confidential files kept for all employees, including contact information, evaluations and compensation information, disciplinary information and professional development information.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to personnel files of Tłıchq Government employees.

3. Purpose and Position

The Tłıchq Government recognizes that personnel files are a legal record and a necessary and valuable documentation of the employment of all employees.

4. Requirements

- a) A personnel file will be kept for all employees during their employment. All documents placed in an employee’s file will be kept confidential and copied to the employee.
- b) Upon an employee’s written request, the employee’s personnel file will be made available to them, during office hours, in the presence of the Manager: Human Resource Services or designate.
- c) Any disciplinary statement placed on an employee’s file will be destroyed after two (2) years, if no further problems have occurred during that period.
- d) Personnel files of employees who have left the employment of the Tłıchq Government will be archived safely and in a confidential manner for a period of seven (7) years from the date of termination of employment and then be destroyed in an appropriate manner.
- e) Access to personnel files will be limited to the employee, supervisor and the Manager: Human Resource Services. The Manager: Human Resource Services will only grant access to other individuals where there is a clear reason to do so and will limit access to information that is directly relevant to the matter at hand.

5. Monitoring

The Manager: Human Resource Services is responsible for implementing and monitoring this policy.

The Director: Corporate Services is are responsible for enforcing this policy.

The Senior Director of Administration is responsible for informing and evaluating this policy.

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Subject: PERSONNEL FILES	

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a. The Manager: Human Resource Services or approved designate will create, cleanse, update and archive all employee personnel files.
- b. Personnel files will be kept in a locked cabinet with access given only to an employee upon written request and in the presence of a Manager: Human Resource Services or approved designate.
- c. Employees are responsible for providing Human Resources with updated contact information, life status changes and any other pertinent information on a timely basis.

Effective Date: April 13, 2015

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Section: Human Resource Management	6.14
Subject: RECRUITMENT	

1. Definitions

“Recruitment” means the process of attracting, screening and selecting a qualified person for a job.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council.

This policy applies to individuals seeking positions with the Tłıchq Government. This policy does not apply to the position of Tłıchq Executive Officer.

3. Purpose and Position

The purpose of this policy is to clarify the principles and process and to guide the hiring of Tłıchq Government employees.

The Tłıchq Government will adhere to the following principles to guide its hiring process:

- a. Fairness – Employment opportunities will be open and transparent.
- b. Qualifications – Employees will be selected based on their qualifications and ability to perform the job for which they are applying.
- c. Citizenship – Where possible, preference will be given to Tłıchq citizens.

4. Requirements

Filling or Creating Positions

- a) The Manager: Human Resources Services will co-ordinate the hiring process for all positions, with the exception of the Tłıchq Executive Officer position.
- b) Supervisors and budget authorities are responsible for identifying when a position should be filled.
- c) The supervisor will consult with the Manager: Human Resources Services to ensure that a proper job description is in place for the position.
- d) When a job description does not exist for a position, a supervisor is required to consult with the Manager: Human Resource Services before the hiring process can begin.
- e) Job descriptions are to be approved by the Tłıchq Executive Officer before the recruitment process begins.

Recruitment

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Subject: RECRUITMENT	

- f) All positions will be advertised within local Tłchq Government offices, on the Tłchq Government website, in northern publications and may also be advertised in larger national publications as the case warrants.
- g) Preliminary screening of applicants for the position will be done by the supervisor and the Manager: Human Resource Services.
- h) Interviews and the selection of the Senior Director of Administration and Senior Community Director will be conducted by the Tłchq Executive Officer and members of the Chiefs Executive Council.
- i) Interviews and the selection of department directors will be conducted by the Tłchq Executive Officer and Senior Director of Administration.
- j) Interviews and the selection of Community Directors will be conducted by the Tłchq Executive Officer and Senior Community Director. Chiefs may also participate at their discretion.
- k) The hiring of all other employees will be performed by a committee that includes the supervisor for the position and at least one other employee, at the discretion of the Manager: Human Resource Services.

Limited Competitions

- l) When it is in the best interest of the Government, the Tłchq Executive Officer and/or Senior Director of Administration may authorize that recruitment be limited in scope to ensure it is conducted in the most responsive and effective manner.
- m) Limited competitions shall be supported by a brief written rationale that is to be included in the competition file.
- n) Competitions may be narrowed in scope to hire a candidate that is:
 - i. currently employed by the Tłchq Government;
 - ii. a Tłchq citizen; or
 - iii. residing in a specific geographic area or community.
- o) Recruitment for limited competitions will follow regular recruitment guidelines as listed above.

Appointments

- p) In special circumstances, as determined by the Tłchq Executive Officer, the recruitment process may not be followed and the Tłchq Executive Officer may make direct appointments to a position.
- q) The Tłchq Executive Officer may make appointments, but such appointments must be submitted prior to the recruitment process commencing.

Salary

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Subject: RECRUITMENT	

- r) Once a candidate is selected for hire, the Manager: Human Resource Services and the supervisor will place the successful candidate in the approved salary range for the position. New employees will be paid in accordance with Policy 6.9 – Payment of Employees Including Overtime.

Job Offer

- s) The Manager: Human Resources Services is responsible for making the job offer to the successful candidate.

Orientation

- t) The Manager: Human Resources Services will ensure that the successful candidate receives the appropriate orientation including: benefit plan enrolment, email account activation, policy orientation and other general office information.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) A human capital plan will be created and/or reviewed annually to ensure the Tłıchq Government’s recruiting needs are forecast accurately and goals are adhered to during the year.
- b) Prior to advertising, the supervisor of the position and the Manager: Human Resource Services consider the merit of limiting the scope of a competition.
- c) If a limited competition is desirable, approval will be requested from the Tłıchq Executive Officer. A request must include a description of the intended scope of the position and a written rationale.
- d) Positions will be posted in local Tłıchq Government offices and on the website, in northern publications and, when necessary, in southern newspapers.
- e) The Director of Human Resources and the supervisor will review suitable responses from applicants, set up interviews and arrange final candidate evaluations.
- f) Once an employee is hired, the Director of Human Resources will be responsible for reviewing the new employee orientation package with them.

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Subject: RECRUITMENT	

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Section: Human Resource Management	6.15
Subject: PARTICIPATION BY AN EMPLOYEE ON BOARDS AND COMMITTEES	

1. Definitions

“Participation by an employee on boards and committees” means employees being involved in boards and committees as approved by the Tłıchq Government.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to arms’ length and independent boards of the Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to provide guidance to employees in avoiding conflict-of-interest situations and to ensure that employees are not receiving compensation both from their salaries as employees and as members of boards and committees of the Tłıchq Government.

The Tłıchq Government recognizes that its employees may sit on various boards or committees. These activities may or may not relate to an employee’s position with the Tłıchq Government.

4. Requirements

- a) Participation on boards and committees relating to the employee’s position:
 - i. An employee shall obtain the authorization of their supervisor before accepting a position on a board or committee.
 - ii. An employee must keep in mind that their employment position must take priority over board and committee appointments and all work must be completed before taking time off for board and committee meetings.
 - iii. An employee will be paid according to Policy 6.9 – Payment of Employees Including Overtime for attendance at board and committee meetings.
 - iv. If an employee is entitled to an honorarium for attendance at a board or committee meeting, they will surrender all honoraria to the Tłıchq Government. Failure to do so will result in disciplinary action as per Policy 6.2 – Discipline of Employees.
- b) Participation on boards and committees not relating to an employee’s position:
 - i. For attendance at board and committee meetings, an employee will be required to obtain approved leave as per Policy 6.4 – Leave Provisions for Employees.
- c) Where an employee joins a board or committee that does not relate to their position in the Tłıchq Government, the employee will notify the Tłıchq Executive Officer and their supervisor so the situation can be monitored to ensure there are no conflicts of interest in the future.

Section: Human Resource Management	6.15
Subject: PARTICIPATION BY AN EMPLOYEE ON BOARDS AND COMMITTEES	

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Where an employee participates on a Tłıchq Government board or committee, this will be noted on the time sheet. The Payroll Clerk will ensure that no honoraria are paid for this work and that the employee receives only the regular salary (and overtime if approved).
- b) Where an external board or committee requires that the employee conduct business of the board during regular work hours, the employee must note this absence on their time sheet and must either allocate the time to their annual leave, time in lieu or leave without pay.

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Section: Human Resource Management	6.16
Subject: ABSENT WITHOUT LEAVE	

1. Definitions

“Absent without leave” refers to employees who are not present during established Tłı̨chǫ Government work hours without prior approval.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all Tłı̨chǫ Government employees.

3. Purpose and Position

The purpose of this policy is to provide a uniform method for the employee to report unscheduled absences, for the supervisor to contact an employee who is unexpectedly absent and for the discipline associated with such occurrences to be applied.

The Tłı̨chǫ Government recognizes that emergency situations such as illness, accident, a death in the family and personal or family emergencies may arise that will necessitate an employee’s unexpected absence from work. Where unplanned absences are for other reasons, the Tłı̨chǫ Government wishes to make every effort to give employees the opportunity to avail themselves of support and counselling services available to them.

4. Requirements

General

- a) An employee who wishes to use annual or special leave must obtain prior approval from their supervisor in accordance with Policy 6.4 – Leave Provisions for Employees.
- c) An employee who is to be absent from work without having received prior approval must notify the supervisor promptly of the absence, the reason for the unscheduled absence and the expected date of return.
- d) An employee who is absent from work after being denied leave by their supervisor may be considered insubordinate and is subject to appropriate disciplinary action as per Policy 6.2 – Discipline of Employees. This would apply even where the request for leave or the notification of the impending absence was timely.
- e) An employee who is absent from work without the prior approval of their supervisor and who fails to properly notify their supervisor of the absence shall be considered absent without leave (AWOL). This shall also apply to situations in which an employee fails to provide timely notice of illness or accidental injury. Supervisors have the discretion to excuse an AWOL occurrence if documentation of an emergency is presented that excuses the employee for failing to make a call.
- f) The Tłı̨chǫ Government will make every attempt to meet an employee’s request for leave. The process for requesting leave is detailed in Policy 6.4 – Leave Provisions for Employees.

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Subject: ABSENT WITHOUT LEAVE	

- g) All instances of an employee being absent without leave (AWOL) will be dealt with according to Policy 6.2 – Discipline of Employees.

Employee Responsibilities

- h) It is the personal responsibility of an employee to report that they will be absent from work because of illness or other reason. The employee is responsible for knowing the name of the person in the department to whom the report is to be made.
- i) If an employee is physically unable to do this, they can have a designate call on their behalf. Failure of an employee’s designate to properly report the employee’s absence will not excuse the employee from the provisions of this policy.
- j) An employee or designate should call as soon as they are aware that they will be unable to report for work. The notification of absence should be reported within the first thirty (30) minutes of the workday.

Supervisor Responsibilities

- k) Each supervisor shall explain to all new employees the instructions detailing the procedure for reporting absences.
- l) The instructions shall cover the following minimum requirements:
- i. persons authorized to receive reports of absence;
 - ii. telephone number(s) to be used to report absence; and
 - iii. a statement informing the employee that notification of their intended absence should be reported within the first thirty (30) minutes of the workday.
- m) Each supervisor is responsible for keeping track of their employees’ absences and communicating them to the Manager: Human Resource Services.
- n) If an employee fails to advise the supervisor of their absence, the supervisor will take the following steps:
- i. First Occurrence
 - (1) By the end of the first workday, the supervisor will attempt to contact the employee. If the employee can be reached, they will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and warn the employee that repeated absences without leave during a twelve-month period may result in termination. The employee will also be notified of the designated day by which they must return to work.
 - (2) If the employee cannot be reached on the first workday, the supervisor will attempt to contact the employee by the end of the second workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with

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Subject: ABSENT WITHOUT LEAVE	

Policy 6.2 – Discipline of Employees and warn the employee that repeated absences without leave during a twelve-month period may result in termination. The employee will also be notified of the designated day by which they must return to work.

- (3) If the employee cannot be reached on the second workday, the supervisor will attempt to contact the employee on the fifth workday by the end of the workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and warn the employee that repeated absences without leave during a twelve-month period may result in termination. The employee will also be notified of the designated day by which they must return to work.
- (4) If the employee cannot be reached on the fifth workday, and the employee does not contact the employer on the sixth workday, the employee will be deemed to have abandoned the position.

ii. Second Occurrence

- (1) By the end of the first workday, the supervisor will attempt to contact the employee. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and notify the employee of the designated day by which they must return to work. The supervisor will also notify the employee that should they not return to work on the designated day, they may be terminated.
- (2) If the employee cannot be reached on the first workday, the supervisor will attempt to contact the employee by the end of the second workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and notify the employee of the designated day by which they must return to work. The supervisor will also notify the employee that should they not return to work on the designated day, they may be terminated.
- (3) If the employee cannot be reached on the second workday, the supervisor will attempt to contact the employee on the fifth workday by the end of the workday. If reached, the employee will be offered an opportunity to access counselling services. The supervisor will implement progressive disciplinary measures in accordance with Policy 6.2 – Discipline of Employees and notify the employee of the designated day by which they must return to work. The supervisor will also notify the employee that should they not return to work on the designated day, they may be terminated.
- (4) If the employee cannot not be reached by the end of the fifth workday, and the employee does not contact the employer, on the sixth workday the employee will be deemed to have resigned from the position.

- o) Even if an employee has abandoned their position or the Tł̥ch̥q̥ Government terminates their employment, the supervisor will make every effort to assist the former employee in accessing appropriate counselling and support services.

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Subject: ABSENT WITHOUT LEAVE	

5. Monitoring

All Tłıchǫ Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) All employees are required to read Policy 6.4 – Leave Provisions for Employees and adhere to the Requirements it sets out.
- b) All employees are responsible for voluntarily contacting their supervisors when absences occur.
- c) Disciplinary action will be pursued when employees fail to comply with this policy.

Effective Date: September 3, 2012

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Section: Human Resource Management	6.17
Subject: EMPLOYEE TARDINESS	

1. Definitions

“Employee tardiness” means employees being repeatedly late as per established work hours or late for Tłıchq Government meetings.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. This policy applies to all Tłıchq Government employees.

3. Purpose and Position

The Tłıchq Government recognizes the importance of employees beginning work at the regularly scheduled time.

Therefore, all Tłıchq Government employees are expected to be at work on time. Failure to do so reduces the available work time, reduces productivity and interferes in the work schedules of other employees and in the efficient operations of the Tłıchq Government.

4. Requirements

- a) Employees are required to call and inform their supervisors of a late arrival as soon as possible.
- b) If an employee is going to be less than ten (10) minutes late, they are to give an explanation for the tardiness to their supervisor upon arrival at work. Repeat occurrences of tardiness will be addressed through Policy 6.2 – Discipline of Employees.
- c) If an employee is going to be more than ten (10) minutes late, they are responsible for phoning their supervisor. Failure to phone will result in disciplinary action unless the situation prevents the call from being made. Time sheets will reflect the actual time of arrival and the employee will not be paid for the missed time.
- d) The supervisor must identify excessive tardiness and take appropriate action. For the purpose of this policy, excessive tardiness means five (5) or more occurrences of lateness, with or without notice, in a three-month period.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

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Subject: EMPLOYEE TARDINESS	

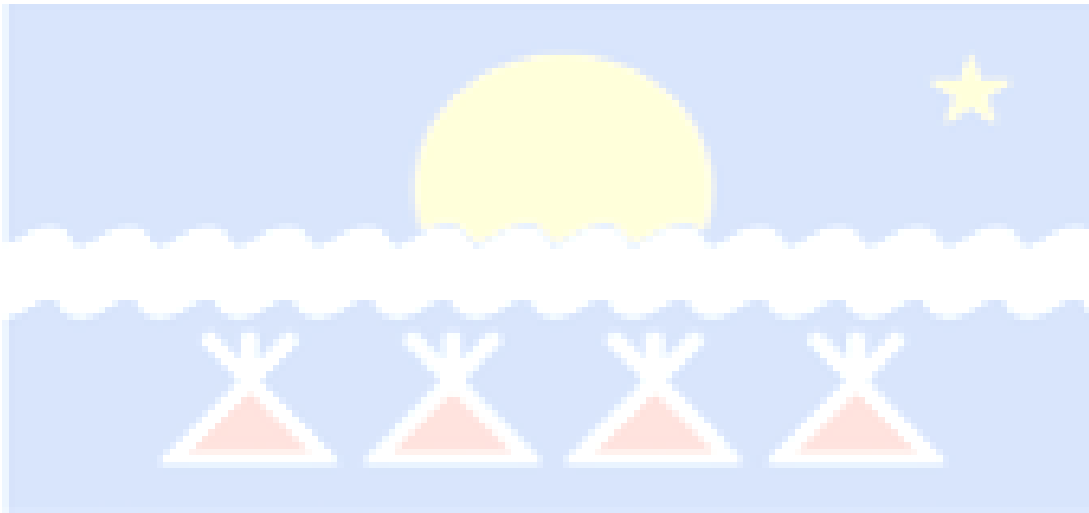
The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

- a) All employees are responsible for being on time. Where tardiness is unavoidable, employees must voluntarily notify their supervisors as soon as possible.
- b) Supervisors are responsible for tracking employee tardiness, for speaking with employees who repeatedly violate this policy and for escalating disciplinary measures as per requirements set out in this policy.

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Section: Human Resources	6.18
Subject: CASUAL EMPLOYEES	

1. Definitions

“Casual employees” means vendors or employees hired for specific jobs that do not exceed twenty (20) working days.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to casual employees.

3. Purpose and Position

The purpose of this policy is to set guidelines for hiring casual employees.

Casual employees are to be used only for short-term work in the completion of specific tasks to meet operational needs.

4. Requirements

- a) Budget authorities will ensure that funds are available within their respective budgets for the hiring and payment of casual employees.
- b) Supervisors will be responsible for identifying the need for and for hiring casual employees.
- c) Any employee needed for more than twenty (20) working days should follow the requirements outline in Policy 6.14 – Recruitment.
- d) Only the Senior Director of Administration or Senior Community Director may extend the time period of the position when it is actively being recruited.

5. Monitoring

All Tłı̨chq̓ Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

- a) Budget authorities will confirm funds are available to hire casual employees.
- b) Budget authorities and/or supervisors will post open positions or contact known available resources.

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Subject: CASUAL EMPLOYEES	

- c) Positions, work schedules and job responsibilities will be reviewed with candidates and successful hires prior to commencement of the work.
- d) All appropriate waivers and safety documents must be provided to the supervisor and the casual employee prior to commencement of work. Furthermore, the supervisor must review payroll documents and related instructional documents with the employee.
- e) Casual employees shall be paid by the hour and will be provided with an additional four per cent (4%) in lieu of annual leave.
- f) Payroll for weekly casual employees will be processed in alignment with Policy 5.11 – Payment Procedures.

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Section: Human Resources	6.19
Subject: TERM EMPLOYMENT	

1. Definitions

“term employment” means employment for a fixed period and which at the end of the fixed period, the employee ceases to be employed.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and the NEBS Benefits Program, and applies to all term employees of the Tłıchq Government.

3. Purpose and Position

The purpose of this policy is to establish entitlements for employees who are hired on a term basis.

The Tłıchq Government recognizes that in addition to hiring an employee for an indeterminate period, the Government may also hire an employee on a term basis to meet a program or service need. This option should only be used in situations where a need clearly exists for a limited time and is not anticipated to become a permanent ongoing need or for developmental purposes. Where the situation dictates, such as backfilling temporary vacancies resulting from indeterminate employees on leave and acting/developmental assignments, short term projects, limited funding and fluctuating workloads, term positions maybe used.

4. Requirements

- a) Recruitment for term employees will follow regular recruitment guidelines detailed in Policy 6.14 –Recruitment.
- b) Employees in a term position are entitled to the normal terms and conditions of Tłıchq Government employment.
- c) Term employees are bound by all relevant policies, procedures and laws of the Tłıchq Government.
- d) Term employees appointed to an indeterminate position are able to claim the time they were a term employee as continuous service.
- e) Employees appointed to a term of six months or less are not eligible to contribute to the pension plan under the NEBS benefits package
- f) Term employees are eligible to contribute to the Group Benefits and the Pension plan if they are employed for a term of more than twelve (12) months.
- g) Term employees greater than twenty-four (24) months are eligible for Group Benefits, disability insurance and Pension plan.

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Subject: TERM EMPLOYMENT	

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

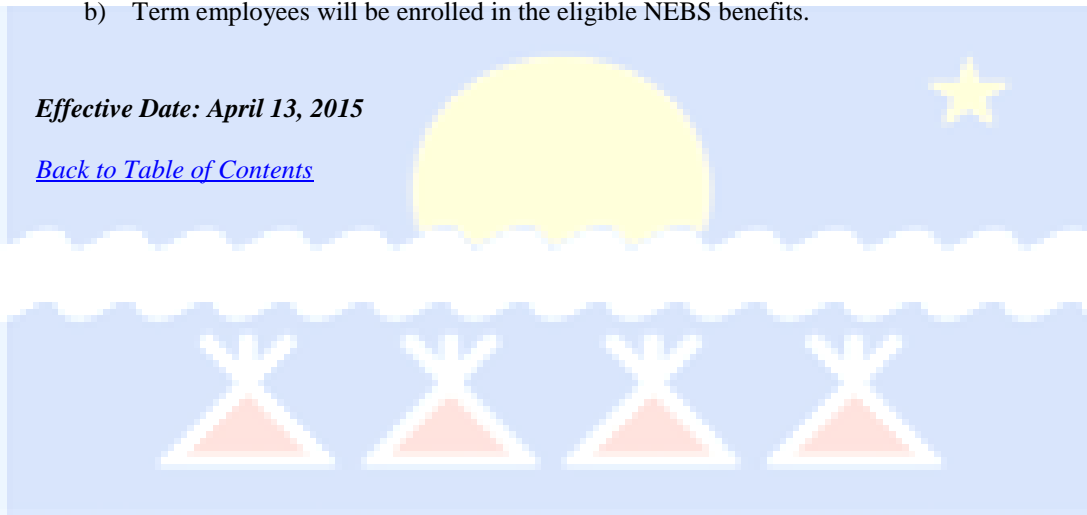
6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) The Manager: Human Resource Services shall prepare a standard letter of offer for term employees including the term of employment and entitlements.
- b) Term employees will be enrolled in the eligible NEBS benefits.

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Section: Human Resources	6.20
Subject: RELOCATION & REMOVAL EXPENSES	

1. Definitions

“Relocation Expenses” means the reasonable expenses an employee incurs when moving themselves and their dependents to assume a position with the Tłchq Government.

“Removal Expenses” means the reasonable expenses an employee incurs when their employment with the Tłchq Government is terminated and they return to their point of recruitment or an eligible destination.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all permanent and term employees

3. Purpose and Position

The purpose of this policy is to establish guidelines for the relocation of employees who are required to move to take employment with the Tłchq Government.

It is the position of the Tłchq Government that for some positions circumstances exist that warrant covering the expenses of relocating employees. Where the Government has covered the costs of relocating an employee a portion of the cost of removal will be covered dependent upon the years of service.

4. Requirements

- a) Before the position is advertised the supervisor and the Manager: Human Resource Services will recommend if it should be eligible for relocation assistance.
- b) The Supervisor in consultation with the Tłchq Executive Officer will approve relocation assistance.
- c) An offer for relocation assistance will be made in the letter of offer.
- d) Employees who have their relocation costs paid by the Tłchq Government are expected to work for the government for a minimum of one year. If they do not complete one year of employment, the Tłchq Government will recover the cost of their relocation from the employee and the employee will not be eligible for removal assistance.

General Guidelines

- e) Employees will work with the Manager: Human Resource Services when planning their relocation.
- f) Reimbursement is limited to the approved costs of a move carried out in the most practical and economical manner supported by receipts.
- g) The maximum reimbursement for kilometers, meals and accommodation enroute can not exceed the total cost of the trip had it been made by the most economical airfare.

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Subject: RELOCATION & REMOVAL EXPENSES	

- h) Distance will be calculated using the most direct route.
- i) Upon termination an employees removal to an eligible destination maybe covered if the cost of relocation was paid by the Tłıchq Government

Allowable Expenses

- j) Transportation by the most economical airfare or equivalent if traveling by vehicle. The Tłıchq Government shall be in no way responsible for any liability including any charges, costs or unforeseen expenses that an employee may incur as a result of using a vehicle.
- k) Meals and accommodation during travel. If an employee decides to travel by vehicle they only receive meals and accommodations that they would normally receive when traveling by air.
- l) The maximum weight entitlements for the movement or removal of personal effects is 4,000lbs if no dependents reside with the employee and 9,000lbs if the employee has dependents.
- m) If an employee decides to rent a uhaul and move their effects themselves, the employee may submit a request for reimbursement for rental of the uhaul. The maximum allowable for rental reimbursement is that amount that would have been paid to a commercial carrier.
- n) An employees entitlement to removal is determined on the length of service with the Government as follows:

Length of Service	Entitlement
Less than 2 years	none
2 years but less than 5	50%
5 years and over	100%

- o) Employees receiving removal assistance employed in Gamètì , Whatì and Wekweètì are entitled to a non-taxable benefit.
- p) Employees receiving removal assistance employed in Behchokò and Yellowknife will have removal benefits reported on a T4A.

5. Monitoring

All employees are responsible for implementing this policy.

The Manager: Human Resource Services is responsible for monitoring and enforcing this policy

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Subject: RELOCATION & REMOVAL EXPENSES	

The Director of Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- q) The Manager: Human Resource Services provides the employee information on relocation and removal entitlements and terms and conditions during the verbal offer and a copy of the policy with the letter of offer.
- r) The Manager: Human Resource Services contacts the employee to discuss relocation or removal. This discussion includes:
 - a. The number of dependents moving with the employee;
 - b. Current address and telephone numbers of the employee;
 - c. Tentative shipping and delivery dates; and
 - d. The employees preferred mode of travel.
- s) The Travel Coordinator makes travel arrangements and obtains quotes for the movement of personal effects and has the appropriate budget authority authorize expenditures.
- t) Within 30 days of arrival at the destination the employee completes the travel expense claim form.

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Section: Human Resources	6.21
Subject: CRIMINAL RECORD CHECK	

1. Definitions

“criminal record check” means investigating the history of criminal convictions for potential employees and employees who work with minors and other vulnerable persons.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council, and pursuant to the GNWT Child Day Care Act effective February 1, 2013. This policy applies to all employees who work with minors or vulnerable persons.

3. Purpose and Position

The purpose of this policy is to define situations where a criminal record check or disclosure of criminal charges are required.

The Tłı̨chų Government recognizes the importance of ensuring that there is no question as to the integrity and character of individuals who work in positions whose duties require them to interact with minors or other vulnerable persons.

4. Requirements

- a) All positions in the Tłı̨chų Government that deal with minors or other vulnerable individuals will be required to undergo a criminal record check including a vulnerable sector search, prepared by the RCMP. When a position requiring a criminal record check goes out to competition the advertisement will state that a satisfactory criminal record check is required.
- b) The protection of individuals right to privacy shall be ensured to the fullest extent possible.
- c) Access to criminal record information shall be restricted to the supervisor of the position being staffed, the Manager: Human Resource Services the Tłı̨chų Executive Officer and any other person as required by GNWT or Tłı̨chų law.
- d) The decision to require a criminal record check shall be limited to positions where the duties and responsibilities in the approved job description for the position require the employee to work with minors and other vulnerable persons, where the job description states a criminal record check is required or where required by law.
- e) A candidate with a criminal record closely related to the duties and responsibilities of a position shall not be appointed to the position if it is believed the criminal record puts the Government or clients at risk.
- f) Candidates are responsible for payment of all fees required for the completion of a criminal record check.
- g) Criminal record checks are valid for a period of six months.

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Subject: CRIMINAL RECORD CHECK	

- h) Candidates must provide a statement as to whether or not there have any outstanding criminal charges and the details of such charges.
- i) Employees working with minors and other vulnerable persons are expected to disclose any criminal changes or pending criminal charges to their supervisor immediately. The Supervisor will determine whether or not they believe that the employee poses a danger to the health, safety or well being of clients. Information regarding criminal charges will also be sent to any individuals as required by law.
- j) Where it is determined that the employee poses a danger to the health, safety or well being of clients in the case of a outstanding charge the employee will be suspended until the matter is resolved and in the case of conviction the employee will be terminated.
- k) Employees working with minors or other vulnerable persons must update their criminal record check and vulnerable sector search every three years.
- l) The Tłıchq Government will cover the cost for employees to update their criminal record check.
- m) Employees working with minors and other vulnerable persons must update their statement of outstanding criminal charges annually.
- n) The Manager: Human Resources Services will ensure that criminal record checks for all employees requiring one are up to date and available for inspection as required by law.

5. Monitoring

All Tłıchq Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees reporting to them

The Manager: Human Resource Services is responsible for monitoring this policy.

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- c) Prior to advertising a position, the Manager: Human Resources Services determines whether the position to be filled is a position that involves working with minors or other vulnerable individuals.
- d) The requirement for a criminal record check and vulnerable sector search should be included in the approved job description.

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Subject: CRIMINAL RECORD CHECK	

- e) Any proposed appointees must authorize a consent to disclose all criminal record information. Proposed appointees will be made aware of the reasons the criminal record information is required and the individuals who will have access to the information.
- f) Any proposed appointees will be required to make a written statement as to whether or not there are any criminal charges outstanding against the person and the details of any such outstanding charges.
- g) The results of the criminal record check and any statement regarding outstanding criminal charges shall be made available to the supervisor, and any others as required by law.
- h) The result of the criminal record check and any statement regarding outstanding criminal charges for proposed appointees for, or employees in daycares and pre-schools will be submitted to:

Director of Child Day Care Services
 Department of Education, Culture and Employment
 Government of the Northwest Territories
 PO Box 1320
 Yellowknife, NT
 X1A 2L9

- i) If the results of the criminal record check indicate that the candidate does not possess a criminal record a job offer maybe made.
- j) If the results of the criminal record check indicate that the candidate does possess a criminal record, the candidate is asked to discuss and disclose the circumstances of the record. If the candidates criminal record is closely related to the duties and responsibilities of a position they may not be appointed to the position.
- k) If the Supervisor feels that the candidate does not pose a danger to the health, safety or well being of clients they may recommend to the Tłı̨chų Executive Officer, that an individual with a criminal record should be hired.
- l) The Tłı̨chų Executive Officer's decision on matters related to criminal record checks are final.
- m) All record and results of the criminal record check for successful candidates are sealed in an envelop marked confidential and kept on file for until the next criminal record check is completed.
- n) All record and results of the criminal record check for unsuccessful candidates are sealed in an envelop, marked confidential and kept on file for a period of 6 months. If the unsuccessful candidate applies on another position with the Tłı̨chų Government within the 6 month period a new criminal record check is not required.
- o) As part of the annual performance evaluation, employees working with minors or other vulnerable individuals must complete a statement of outstanding charges.

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Subject: CRIMINAL RECORD CHECK	

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Section: Human Resources	6.22
Subject: TŁICHQ GOVERNMENT COST OF LIVING ALLOWANCE	

1. Definitions

“Tłichq Government Cost of living allowance” (TGCOLA) means an allowance paid to employees to compensate for the higher cost of living in the outlying communities

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all permanent full-time and term employees

3. Purpose and Position

The purpose of this policy is to address the difference in the cost of living in the outlying communities.

4. Requirements

- a) All full-time permanent and term employees will receive a TGCOLA based upon the community in which they are employed.
- b) Casual, Part time and seasonal employees will not be eligible to receive TGCOLA.
- c) TGCOLA is paid bi-weekly for actual hours worked and approved paid leave.
- d) TGCOLA is not paid for periods of overtime or periods of leave without pay.
- e) TGCOLA amounts are calculated on a yearly basis following a methodology as outlined in Policy 6.24
- f) A maximum amount payable will be approved in the budget by the Assembly as per policy 5.1 – Budget

5. Monitoring

The Manager of Human Resources is responsible for implementing this policy.

The Director of Corporate Services is responsible for enforcing and monitoring this policy

The Senior Director of Administration and Tłichq Executive Officer are responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) When an employee is hired the Payroll clerk enters the applicable northern allowance into the payroll system.

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Subject: TŁİCHQ GOVERNMENT COST OF LIVING ALLOWANCE	

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Subject: METHODOLOGY FOR CALCULATING TŁICHQ GOVERNMENT COST OF LIVING ALLOWANCE

1. Definitions

“The methodology for calculating the Tłichq Government Cost of Living Allowance” means the way in which the TGCOLA is calculated and what information is used.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to the TGCOLA

3. Purpose and Position

The purpose of this policy is to establish a way of calculating the TGCOLA

It is the position of the Tłichq Government that the methodology for calculating TGCOLA must be transparent so that employees feel the calculation is fair and it must also be affordable.

Data for calculating the TGCOLA is updated with information available on a specific date and may change

4. Requirements

- a) Data for calculations will be collected on February 1 for allowances effective on April 1.
- b) To determine the cost of living in each community the following information will be used:
 - a. The transportation costs of a return trip to Yellowknife. Transportation costs are to include any required air travel and/or the use of a vehicle.
 - b. Air freight for 100lbs of goods to the community.
 - c. 8,400 kWh of electricity at the local rate.
 - d. 1,000L of heating fuel purchased from the local fuel supplier.
- c) The allowance paid will be adjusted so the maximum amount paid does not exceed the total budgeted amount for TGCOLA as per Policy 6.22

5. Monitoring

The Manager of Human Resources is responsible for implementing this policy.

The Director of Corporate Services is responsible for enforcing and monitoring this policy

The Senior Director of Administration and Tłichq Executive Officer are responsible for informing and evaluating this policy.

6. Process

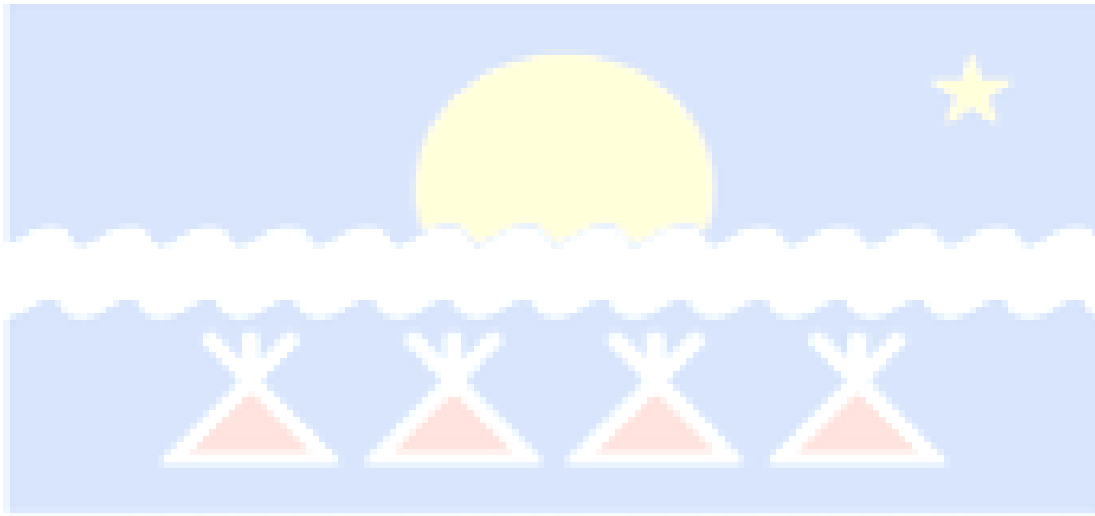
The following process steps are to be used as a reference for executing the above policy:

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Subject: METHODOLOGY FOR CALCULATING TŁICHQ GOVERNMENT COST OF LIVING ALLOWANCE	

- a) The Assembly will identify a budget for TGCOLA in the annual budget
- b) The Human Resources Director will collect the data from local vendors on February 1.

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Section: Financial Contributions	7.1
Subject: SPORTING EVENTS	

1. Definition

The term “youth” refers to an individual who is a Tłı̨chǫ citizen under the age of 25 and enrolled in one of the following schools; Alexi Arrowmaker School, Elizabeth MacKenzie Elementary School, Chief Jimmy Bruno School, Jean Wetrade School; and, Mezi Community School.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all applications for financial support for sport and recreation.

3. Purpose and Position

The Tłı̨chǫ Government wishes to support a healthy, active lifestyle through the participation of youth in sport and recreation. Due to the lack of access to sport and recreation and the high costs of travel to participate in events the Tłı̨chǫ Government wishes to support the travel and participation costs for youth participating in sport and recreation events with their community organized or school teams. Contributions will not be made to individuals.

Community organized teams

Community organized teams may apply for up to a maximum of \$1,500 per year to cover the cost of registration fees, equipment and/or travel to participate in sport and recreation events.

School teams

Schools may apply for up to a maximum of \$5,000 per year to cover the cost of registration fees, equipment and/or travel to participate in sport and recreation events.

4. Requirements

There must be adequate funds in the budget for contributions to be considered and/or approved. As per Policy 5.3 – Budget Management, The Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłı̨chǫ Assembly but may not exceed the amount allocated by the Assembly.

Support for community organized teams

- a. Teams must submit a completed application form to the Assistant to the TEO.
- b. Teams must disclose all other forms of financial and in-kind support.
- c. Teams must demonstrate they have a matching financial contribution.
- d. At the discretion of the Assistant to the TEO and Senior Director of Administration, contributions may be made by: direct contributions to a team representative; direct payment to vendors; or reimbursement for eligible expenses upon submission of receipts.

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Subject: SPORTING EVENTS	

Support for schools

- e. Schools must submit a brief proposal to the Assistant to the TEO.
- f. Proposals must disclose all other forms of financial and in-kind support.
- g. The Assistant to the TEO will verify that funds are available in the budget to fulfill the request.
- h. Contributions will be made directly to the school.

5. Monitoring

The Assistant to the TEO is responsible for implementing this policy

The Senior Director of Administration is responsible for monitoring and enforcing this policy.

The Tłchq Executive Officer is responsible for informing and evaluating this policy

6. Process

- a. The Assistant to the TEO will receive completed applications.
- b. The Assistant to the TEO will confirm if there are funds available in the budget.
- c. The Assistant to the TEO will review applications to determine if they meet eligible program criteria and make a recommendation to the Senior Director of Administration.
- d. The Senior Director of Administration will consider the recommendation of the Assistant to TEO and will make the final decision on contributions.
- e. The Corporate Services will process payments or reimbursements as approved by the Senior Director of Administration.

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Section: Financial Contributions	7.2
Subject: MEDICAL EMERGENCIES	

1. Definition

An “immediate family member” includes a person’s mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, husband and wife.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to all applications for financial support for medical emergencies

3. Purpose and Position

The Tłı̨chų Government recognizes the financial burden that individuals and families may suffer due to the long distances that must be traveled and the extended stay required when there is a medical emergency. The Tłı̨chų Government wishes to ensure that patients have adequate emotional support during these times. As such, the Tłı̨chų Government will consider applications from Tłı̨chų citizens living within Mōwhî Gogha Dè Nîîtâèè on a case by case basis and provide financial support where economic need is demonstrated.

The Tłı̨chų Government will support travel by the most economical means available for immediate family members to travel with a patient, where travel is not already covered by other means, such as medical travel or insurance. The number of family members supported will be determined on a case by case basis by the Senior Director of Administration or the Chief’s Executive Council. The Senior Director of Administration and Chief’s Executive Council will take into consideration factors including but not limited to: the seriousness of the medical emergency, and the needs and wishes of the patient

The Tłı̨chų Government does not support any costs associated with travel to or attendance by traditional healers.

4. Requirements

- a. There must be adequate funds in the budget for contributions to be considered and/or approved. As per Policy 5.3 – Budget Management, The Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłı̨chų Assembly but may not exceed the amount allocated by the Assembly.
- b. Individuals must submit a request for support to the Assistant to the TEO
- c. Individuals making requests must disclose all other financial and in-kind support.
- d. Individuals making requests must demonstrate economic need.
- e. At the discretion of the Assistant to the TEO and Senior Director of Administration, contributions maybe made by: direct contributions to the individual making the request; direct payment to vendors; or reimbursement for eligible expenses upon submission of receipts.

Section: Financial Contributions	7.2
Subject: MEDICAL EMERGENCIES	

- f. The Senior Director of Administration will consider and may approve requests for contributions up to \$10,000

5. Monitoring

The Assistant to the TEO is responsible for implementing this policy

The Senior Director of Administration is responsible for monitoring and enforcing this policy.

The Tł̓chq Executive Officer is responsible for informing and evaluating this policy

6. Process

- a. The Assistant to the TEO will receive completed applications.
- b. The Assistant to the TEO will confirm if there are funds available in the budget.
- c. The Assistant to the TEO will review applications to determine if they meet eligible program criteria and make a recommendation to the Senior Director of Administration
- d. The Senior Director of Administration will consider the recommendation of the Assistant to TEO and will make the final decision on contributions of less \$10,000
- e. For requests exceeding \$10,000 the Senior Director of Administration will make a recommendation to the Chief's Executive Council. The Chief's Executive Council will make the final decision on all contributions exceeding \$10,000
- f. The Corporate Services Department will process required payments or reimbursements approved by the Senior Director of Administration and/or the Chief's Executive Council

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Section: Financial Contributions	7.3
Subject: GRIEVING	

1. Definitions

“Extended family” includes a person’s child, step-child, foster child, grandchild, spouse, brother, sister, mother, father, mother-in-law, father-in-law, son-in-law and daughter-in-law, grandmother and grandfather.

2. Authority and Application

This policy is made under the authority of the Chief’s Executive Council and applies to financial support for individuals and family during times of grieving.

3. Purpose and Position

The Tłıchǫ Government recognizes that gathering together at a time of loss to support family and friends is an important part of the grieving process in Tłıchǫ culture. The Tłıchǫ Government also recognizes that it may receive requests to financially contribute towards such gatherings.

This policy covers burials within the 4 Tłıchǫ communities.

4. Requirements

- a. There must be adequate funds in the budget for contributions to be considered and/or approved. As per Policy 5.3 – Budget Management, The Chiefs Executive Council may reassign approved portions of the budget without the consultation of the Tłıchǫ Assembly but may not exceed the amount allocated by the Assembly.
- b. Request for financial support must be made by the family of the deceased or the community Chief. Requests should be made to the Assistant to the TEO when possible.
- c. All other forms of financial and in-kind support must be disclosed to the Tłıchǫ Government.
- d. At the discretion of the Assistant to the TEO and Senior Director of Administration, contributions may be made by: direct contributions to the individual making the request; direct payment to vendors; or reimbursement for eligible expenses upon submission of receipts.
- e. Contributions may include:
 - i. An initial amount of up to \$500 for groceries to the grieving family hosting grievors in their home.
 - ii. A total of up to \$1,000 for groceries and supplies, if a feast is held.
 - iii. Travel may be provided, within the four Tłıchǫ communities, for extended family to gather in the community of the deceased.
 - iv. Travel may be provided to Tłıchǫ students residing outside the Tłıchǫ region to gather in the community of the deceased provided they are extended family.
- f. If a grieving person travels to a funeral at the Tłıchǫ Government’s expense, and does not return to their home community on the charter itinerary, then they are responsible for their own costs to return to their home community.

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Subject: GRIEVING	

- g. The Senior Director of Administration will consider and may approve contributions for groceries and travel under \$10,000.
- h. The Chief's Executive Council will consider and may approve requests for contributions over \$10,000 and all contributions which include travel by chartered aircraft

5. Monitoring

The Assistant to the TEO is responsible for implementing this policy

The Senior Director of Administration is responsible for monitoring and enforcing this policy.

The Tłıchǵ Executive Officer is responsible for informing and evaluating this policy

6. Process

- a. The Assistant to the TEO will receive requests when ever possible.
- b. The Assistant to the TEO will summarize the request. The summary will include but is not limited to: the names of peoples requesting travel support, the home communities of individual requesting travel support, the individuals student status, the individuals employment status and a budget.
- c. The Assistant to the TEO will confirm if there are funds available in the budget.
- d. The Assistant to the TEO will review requests to determine if they meet eligible program criteria and make a recommendation to the Senior Director of Administration.
- e. The Senior Director of Administration will consider the recommendation of the Assistant to TEO and will make the final decision on contributions of less than \$10,000 not including travel by chartered aircraft.
- f. For requests exceeding \$10,000 and requests for travel by chartered aircraft the Senior Director of Administration will make a recommendation to the Chief's Executive Council. The Chief's Executive Council will make the final decision on all contributions exceeding \$10,000 and travel by chartered aircraft.
- g. The Corporate Services Department will process required payments or reimbursements approved by the Senior Director of Administration and the Chief's Executive Council.

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Section: Programs & Services	8.1
Subject: SAFETY AND ON THE LAND PROGRAMS	

1. Definition

“On-the-Land program safety” refers to the organizational, leadership, safety, and emergency management arrangements for on-the-land trips sponsored and funded by the Tłıchǫ Government for the purpose of fostering Tłıchǫ language, culture and way of life through wilderness experiences.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to all Tłıchǫ Government sponsored on-the-land travel programs, their organizers, leaders and participants.

3. Purpose and Position

The purpose of this policy is to clearly define the expectations and conduct of on-the-land travel and wilderness experience programs sponsored and funded by the Tłıchǫ Government. These include the *Imbe Program*, the annual *Trails of Our Ancestors* summer canoe trip, Wilderness Safety Training, Early Childhood programs, *puberty camps*, *Community Justice (Wellness) programs* and any other wilderness experience programs the Tłıchǫ Government may sponsor and fund from time to time.

The Tłıchǫ Government is committed to preserving Tłıchǫ language, culture and way of life practices through support for on-the-land activities for Tłıchǫ citizens of all ages. In recognition that Tłıchǫ youth have had less opportunity than their elders to acquire on-the-land skills, this policy recognizes the need for procedures that combine traditional Tłıchǫ knowledge and survival skills and Western outdoor safety practices, certification, and technology.

Procedures enacted pursuant to this policy are equally binding on all Tłıchǫ Government employees and will set out the detailed manner in which this policy will be implemented and enforced.

4. Requirements

The safety of all the participants is the paramount objective for all on-the-land travel programs sponsored and funded by the Tłıchǫ Government. Wherever possible, preference will be given to recognized elders as on-the-land trip cultural mentors.

Ensuring participant safety has several components: *trip planning, authorization and logistics; leadership readiness; participant readiness; equipment and technology; risk management; and emergency management*. A Project Coordinator will be designed for every wilderness experience program, who will be responsible for the overall coordination, logistics, and safety of the trip and its participants.

- a. **Project Planning, Authorization and Logistics.** Every wilderness experience program requires a completed project plan. The plan must include the project’s purpose, travel route, time involved, detailed budget, proposed participants, leaders, cultural mentors and any other supervisors and their certifications; an inventory of equipment and supplies, risk management details; confirmation of liability insurance, and an emergency plan. Project Coordinators and any other supervisors must be identified at least two weeks prior to the beginning of the trip. The

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Subject: SAFETY AND ON THE LAND PROGRAMS	

Project Coordinator will submit a project plan to the appropriate Director or Manager (or delegates) for review prior to project approval. Project approval is authorized by the Project Coordinator's Manager and Budgetary Authority.

- b. **Leadership Readiness.** Tłchq elders and other Tłchq citizens who are recognized for having strong cultural and on-the-land skills are deemed able to participate at cultural mentors. Project Coordinators are required to have completed appropriate wilderness safety training.
- c. **Participant Readiness.** Many participants, especially youth, will have little experience with traditional on-the-land and wilderness survival skills. Wilderness experience program organizers are responsible for ensuring that participants are physically capable of the project's demands. Parents or guardians are responsible for notifying the Project Coordinator of any medical or special dietary requirements a youth participant may have. Parents or guardians are required to sign a release form authorizing a youth to participate in advance of the program's start date.
- d. **Equipment and Technology.** Every wilderness experience program's completed project plan must include an inventory of the required equipment. All equipment must be inspected before departure to ensure it is in good working order. A satellite telephone and GPS are required as part of the equipment package for every project, with a supply of fully charged batteries. Authorized leaders will carry firearms on all wilderness projects.
- e. **Food and Other Supplies.** The project proposal must include a complete inventory of the food items and other consumable supplies sufficient for the duration of the trip, and their method of storage to prevent spoilage or loss.
- f. **Risk Management.** No outdoor project involving wilderness travel is permitted to leave a community without approved coverage by the Tłchq Government's liability insurance. During the project, risk is to be managed through daily safety de-briefings by the Project Coordinator and leaders of supervisors as delegated. Daily logs indicating the content of safety de-briefings and incidents will be completed.
- g. **Emergency Management.** All wilderness travel involves inherent risks. Inexperienced participants in particular may experience injury or find themselves in a life-threatening situation (e.g., boating or snowmobile mishap). Fire or aggressive wild animals may pose a danger. There is also the possibility that a participant may become ill and require evacuation. The Project Coordinator is required to have appropriate wilderness safety training and the ability to use the communications equipment to call in emergency services if required.
- h. **Alcohol and Drugs.** Out of respect for the land and the Tłchq way of life, the Tłchq Government has **zero tolerance** for alcohol and drug use on the land. This policy applies to employees, contractors and project participants. An employee who violates this policy is subject to disciplinary action including dismissal; a contract will lose the privilege of future contracts; and a program participant may be barred from participation in future programs. The Tłchq

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Government reserves it's the right to search and seize illegal substances from participants' personal belongings prior to and during wilderness and on-the-land projects.

5. Monitoring

The Project Coordinator, leaders and supervisors are responsible for implementing this policy. This includes but is not limited to submitting a project report, including comments from the participants, at the completion of each wilderness trip.

All supervisors are responsible for enforcing this policy with employees and contractors reporting to them.

The Tłı̨chǫ Executive Officer is responsible for informing and evaluating this policy and any related procedures enacted pursuant to it.

The Tłı̨chǫ Government may introduce changes to this policy at any time in response to information gained from each project report and comments from the participants.

6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) All wilderness trip reports will be submitted to the Project Coordinators' Director, Manager, and/or designate of each Program and then submitted to the Tłı̨chǫ Executive Officer. Reports are to be submitted to the Directors, Managers and/or designate of each Program within thirty (30) days.
- b) All wilderness project reports will be submitted by Tłı̨chǫ Executive Officer to the Chiefs Executive Council as an information item.
- c) Any project reports that involve a mishap, Project Coordinator failure, equipment failure, incident of inappropriate behaviour, or unforeseen situation causing concern will be accompanied by a recommendation from the Director, Manager and/or designate for each Program, for review by the Tłı̨chǫ Executive Officer. The Chiefs Executive Council will review any project reports that give cause for concern.
- d) The Chiefs Executive Council may direct that an amendment be made to one or more applicable policies, any approved Tłı̨chǫ wilderness safety training program or funding to deliver it, in response to information or concerns and/or any project report or recommendation for an amendment that are brought to its attention.

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Section: Programs & Services	8.1
Subject: SAFETY AND ON THE LAND PROGRAMS	

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Section: Programs & Services	8.2
Subject: OREINTATION AND TRAINING FOR ON-THE-LAND PROJECTS	

Policy 9.4 repealed and replaced with Policy 8.2.

1. Definitions

Orientation and training for workplace activities on Tłıchǫ lands incorporates the traditional knowledge and bush skills of the elders with generally recognized wilderness safety practices and certified training courses.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council. It applies to all Tłıchǫ Government employees, cultural mentors, and contractors leading on-the-land programs and projects on behalf of the Tłıchǫ Government or a Tłıchǫ Community Presence Office.

3. Purpose and Position

The purpose of this policy is to identify the scope and nature of the certification training the Tłıchǫ Government will provide for on-the-land project coordinators —foremen, crew bosses, boatmen, and cultural program mentors and supervisors—that will ensure their outdoor skills remain proficient for leadership roles on the land.

The Tłıchǫ Government recognizes that with the passing of many elders who were raised and spent their lives on the land, younger generations of Tłıchǫ citizens will benefit from other types of learning experience. Occupational health and safety training must reflect the full scope of Tłıchǫ Government on-the-land projects. These include: cultural programs (e.g., summer youth travel, traditional knowledge projects) and wellness programs; and work parties (e.g., environmental monitoring, trail making or cleanup, gravesite maintenance, industrial worksite remediation, cabin construction, traditional harvesting or similar projects across all seasons of the year).

4. Requirements

The Tłıchǫ Government will create a Tłıchǫ Government recognized certificate program in wilderness safety and cultural expertise; offer training in a year-round program that addresses the safety and training needs unique to all seasons; build capacity by offering Instructor-level courses in many safety disciplines; and begin developing longer-term plans for a regional wilderness safety-training institute.

- a) **Mandatory In-service Training for Tłıchǫ Government Staff.** Tłıchǫ Government employees coordinating on-the-land projects will be required to complete appropriate wilderness safety training programs or certification. The Tłıchǫ Government will pay the training costs and will pay participating employees their normal wage/salary.
- b) **Scope of Training.** Wilderness safety training programs courses will include: wilderness risk management; wilderness standard first aid, WHMIS; canoe and water safety, including swift water rescue; boat and snowmobile safety and operation; emergency management; forest fire awareness; firearm safety; predator defense; winter survival; ice safety and rescue; integrated with traditional knowledge.

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- c) **Role of Project Facilitator. The Project Facilitator** is responsible for training project documentation and evaluations (participant attendance and course completion) as well all course certifications.
- d) **Role of Project Directors and Managers.** The Project Directors and Managers will work closely with the Implementation Facilitator: Training and Staff Development to identify the requirements of the program and to identify the participants attending the training.
- e) **Standards for Certification Courses.** Certification courses are required to meet the standards set by safety training experts in the NWT and elsewhere. Wilderness safety training programs will incorporate best practice standards set by legislation, industry, WSCC, the Canadian Standards Association, or other national or international standards-setting bodies.
- f) **Reporting to the OH&S Committee** the Implementation Facilitator: Training and Staff Development will report the OH&S Committee on training provided to employees and community members as well as individuals who have been certified within all safety training programs.
- g) **Training Contractors Obligations.** Training Contractors will be required to demonstrate their ability to perform contracted services in keeping with recognized health and safety standards prior to beginning work for the Tłıchǫ Government. Training Contractors will have to provide a Letter of Good Standing from WSCC prior to the contract start date and the Project Manager must obtain a WSCC Final Letter of Clearance prior to final payment to the contractor. This will be stated in Service Contracts and/or during the New Hire Forms and Contractor waiver forms completion.
- h) **Course Equivalencies.** Equivalent training credentials and certifications may be recognized and will be determined by the PH&S Committee in partnership with the Implementation Facilitator: Training and Staff Development.
- i) **Training Costs.** The Tłıchǫ Government will pay for Tłıchǫ Government employees and will provide community based safety training programs for, contractors, and other Tłıchǫ citizens interested in becoming employees, contractors, or safety training specialists.

5. Monitoring

All supervisors are responsible for enforcing this policy with employees and contractors reporting to them.

The Tłıchǫ Executive Officer is responsible for informing and evaluating this policy.

The Tłıchǫ Government may introduce changes to this policy at any time in response to information gained from each project report and comments from the participants.

6. Process

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- a) The Chiefs Executive Council may direct that an amendment be made to one or more applicable policies, the Tłı̨chǫ Wilderness Safety Training Program or funding to deliver it, in response to information or concerns and/or any trip report or recommendation for an amendment that are brought to its attention

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Section: Programs & Services	8.3
Subject: ONE STUDENT FINANCIAL SUPPORT PROGRAM	

1. Definitions

“financial assistance” means funds provided to Tłıchǫ citizens in a full-time program at a designated educational institution. Academic up-grading is not an eligible program.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council and applies to all applications for funding for financial assistance for post secondary students.

3. Purpose and Position

The purpose of this policy is to establish approved application requirements, levels of funding and a process for the distribution of funds.

The purpose of financial assistance for post secondary students is to encourage Tłıchǫ citizens to attend post secondary education so as to support the development of our communities and build the strength of our nation. The Tłıchǫ Government will provide supplementary financial support to Tłıchǫ citizens to financially assist them while they are full-time students studying at a designated educational institution. The assistance is intended to supplement other sources of income available to students including: savings; employment earnings; scholarships; bursaries; and Student Financial Assistance programs of other governments.

The Tłıchǫ Government wants to ensure that financial assistance for full-time post secondary students is allocated in a consistent and fair manner and therefore has developed guidelines for staff to follow in approving and distributing financial assistance.

4. Requirements

- a) The budget for the program is set by the Assembly in the annual budget process as per Policy 5.1 – Budget.
- b) The Chief’s Executive Council approves funding levels on an annual basis pursuant to the Annual Budget approved by the Assembly. The approved funding levels can be found in Appendix J. The TEO shall not approve a deficit for the program.

Eligibility

- c) To be eligible for funding students must be a Tłıchǫ Citizen enrolled full time in an approved program at a designated educational institution included in the Master List of Designated Educational Institutions produced by the Canada Student Loans Program, Human Resources and Skills Development Canada. Academic upgrading will not be funded.
- d) To be considered full-time a student must be enrolled in at least 60% of a full course load or 40% of a full course load if the student has a permanent disability.
- e) For a program to be approved it must be a full time program at least 12 continuous weeks at a post-secondary institution on the master list of designated institutions. Spring or summer semester

Section: Programs & Services	8.3
Subject: ONE STUDENT FINANCIAL SUPPORT PROGRAM	

which are less than 12 continuous weeks maybe eligible if the student attended a semester that was at least 12 continuous weeks in length during the prior 12 months.

- f) Students must complete a new ONE application form for every year of study they are seeking funding.
- g) Payment schedules, found in Appendix K, will be determined by the Director of Corporate Services.
- h) A student information file is kept for every individual who applies for and receives funding.
- i) All requests for financial assistance must be made by completing an application form found in Appendix L.
- j) Application forms must be accompanied by a proof of registration from their academic institution. If this information is missing from an application, the request will not be approved until all documentation is received.
- k) Proof of residency may be required.
- l) Applications from Tłı̨chǫ citizens who receive IBA student financial assistance and land-claim funded student financial assistance from other First Nations organizations will not be approved.
- m) Completed applications will be processed within two weeks of being received by the Tłı̨chǫ Government.
- n) Once an application has been processed, applicants will be notified of the status of their application in writing.
- o) Successful applicants will receive payment as outlined in [Appendix K](#)
- p) The Tłı̨chǫ Government will not advance approved funds for any reason.
- q) Students may apply for financial assistance up to one month after the first day of classes. For example if the first day of classes is the 5th the student has till the 5th of the following month to submit an application. Late applications will be accepted but funding will begin from the date the application is received by the Tłı̨chǫ Government, no retroactive payments will be made.
- r) For each month of a program in which the student is enrolled for fifteen (15) days, they will be eligible to receive funding for that month.
- s) If an applicant decides not to enroll in a program for which they have been approved and received funding the applicant is responsible for repaying the entire amount of funding to the Tłı̨chǫ Government immediately.

Section: Programs & Services	8.3
Subject: ONE STUDENT FINANCIAL SUPPORT PROGRAM	

- t) If an applicant withdraws from a program before the end of the semester or during the length of their particular program they must notify the Tłıchq Government. Any future payments will be suspended.
- u) Any exceptions must be approved by the Senior Director of Administration or the Tłıchq Executive Officer.
- v) Transcripts are required for proof of successful completion of a program.

5. Monitoring

All employees are responsible for implementing this policy.

The Manager: Financial Services responsible for enforcing this policy.

The Director: Corporate Services is responsible for monitoring this policy.

The Senior Director of Administration is responsible for informing and evaluating this policy.

6. Process

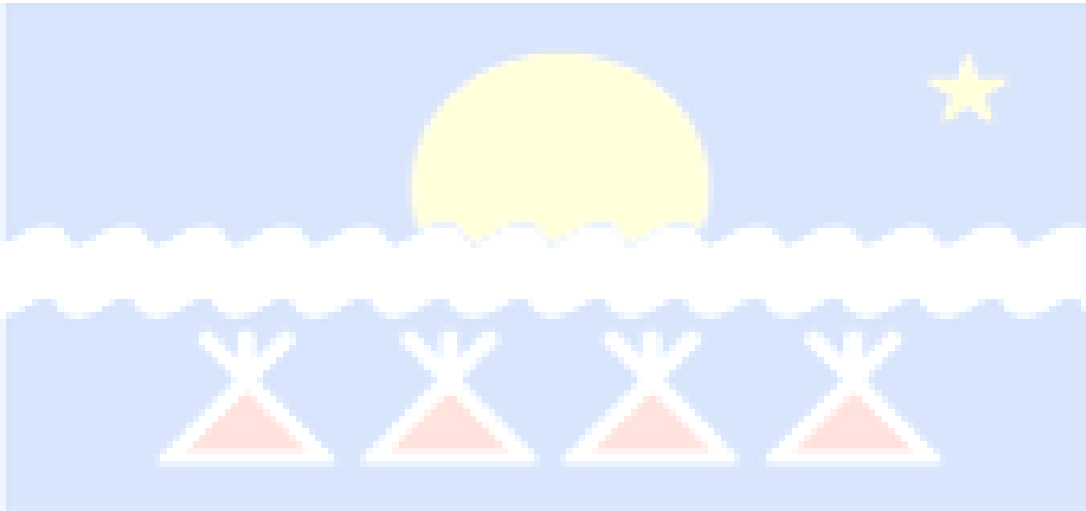
- a) The ONE Coordinator receives all applications for financial assistance.
- b) The ONE Coordinator will confirm that the applicant is a Tłıchq citizen by consulting with the Enrollment Coordinator.
- c) The ONE Coordinator will confirm that the applicant is enrolled full-time in a program at a designated educational institution. A listing of eligible programs and designated educational institutions can be found at: <http://www.canlearn.ca/eng/main/designated/ldi.shtml>
- d) The ONE Coordinator will confirm that all required documentation, including proof of registration and proof of residency, is included with the application, the application is complete and signed by the student.
- e) The ONE Coordinator will send a letter to both successful and unsuccessful applicants notifying them of the status of their application.
- f) The ONE Coordinator will update the student information file.
- g) When the application is completed, it will be shared with the Enrollment Coordinator to update the citizen registry.
- h) The ONE Coordinator will provide a listing of approved applications and amounts to the Manager – Financial Services.

Section: Programs & Services	8.3
Subject: ONE STUDENT FINANCIAL SUPPORT PROGRAM	

- i) Corporate Services will arrange for the deposit of payments to the applicants bank account. Payments will be processed on the first of the month or as soon as the application is approved.
- j) Corporate Services will notify the ONE Coordinator when payments for students are processed.
- k) Corporate Services will create an account receivable for any applicants who are required to repay any scholarship funding.

Effective Date: October 8, 2015

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Section: Occupational Health and Safety	9.1
Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY	

1. Definitions

“Occupational health and safety” refers to those measures taken by the Tłıchǫ Government to eliminate or reduce workplace hazards and minimize the risk hazards pose to its employees and contractors.

2. Authority and Application

This policy is made under the authority of the Chiefs Executive Council in compliance with the NWT *Safety Act* and in particular section 3 of the *General Safety Regulations*, as well as the best practices identified in applicable Workers’ Safety and Compensation Commission (WSCC) Codes of Practice. It applies to all Tłıchǫ Government staff and to contractors performing specific services on behalf of the Tłıchǫ Government or a Tłıchǫ Community Presence Office.

3. Purpose and Position

The purpose of this policy is to state the Tłıchǫ Government’s commitment to the health and safety of its employees: permanent, full-time, part-time, casual or seasonal hired by Tłıchǫ Government for programs and/or projects’ delivery. This commitment also applies to independent contractors and any subcontractors undertaking projects for the Tłıchǫ Government.

This commitment extends to health and safety on-the-land. The policy identifies how the Tłıchǫ Government will exercise its self-government authority as *custodian of Tłıchǫ lands, water and resources* (Tii eyits’o nde wek’e ts’edi) to promote occupational health and safety on the land. In addition, in response to the guiding principle of *self-sufficiency* (Ede ts’eda) this policy expresses the commitment of the Tłıchǫ Government to develop wilderness safety training programs and to train Tłıchǫ citizens for roles as project foremen, supervisors, or similar positions, and as safety training specialists.

Procedures enacted pursuant to this policy are equally binding on all Tłıchǫ Government employees and will set out the detailed manner in which this policy will be implemented and enforced.

4. Requirements

The Tłıchǫ Government will take all possible steps to create and maintain a safe and healthy workplace within the Tłıchǫ communities and for all programs and services including On-the –Land projects.

- a) **Reasonable Precautions.** The Tłıchǫ Government will take all reasonable precautions and adopt and carry out all reasonable techniques and procedures to ensure the health and safety of every employee and contractor doing work on its behalf. For on the land work, health and safety will be practiced in keeping with the Tłıchǫ principle of *Strong Like Two People*. Safety measures will incorporate traditional knowledge and bush skills of the elders. The traditional knowledge and bush skills that have served the Tłıchǫ people well over generations exemplify the precepts of a workplace safety culture.

Section: Occupational Health and Safety	9.1
Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY	

- b) **Occupational Health and Safety (OH&S) Committee.** The Committee will undertake the tasks and responsibilities set out in the Terms of Reference and related policies approved by the Tłıchǫ Executive Officer to implement approved workplace safety plans and to encourage a workplace safety culture. Policies may be amended from time to time to remain compliant with changes to legislation or best practices.
- c) **Workplace Safety Culture.** The Tłıchǫ Government's objective is to develop and maintain a workplace safety culture – a workplace environment where occupational health and safety practices are at the forefront of everyday work life.
- d) **Make Recommendations.** The OH&S Committee will make recommendations to reduce or eliminate hazards in the workplace and improve the health and safety of all employees and contractors. These recommendations will be made in reports to the Tłıchǫ Executive Officer.
- e) **Orientation and Training.** Orientation and training is an ongoing requirement for the OH&S Committee and for Tłıchǫ Government employees.
- f) **Reporting.** Each Tłıchǫ Government employee is responsible to report to his/her supervisor or manager, as soon as possible, any hazard or potential hazard, injury, accident or incident, or illness related to the workplace. All Tłıchǫ Government employees are required to comply with applicable legislation, and Tłıchǫ Government occupational health and safety policies and procedures. The Tłıchǫ Government encourages all employees to be active in developing and maintaining a workplace safety culture, and to offer suggestions or improvements to approved workplace safety plans
- g) **Communication with Employees.** The OH&S Committee is responsible for ensuring that copies of the NWT *Safety Act*, the Terms of Reference for the Committee, occupational health and safety procedures enacted pursuant to this policy and other pertinent health and safety information is centrally located and available in each Tłıchǫ Government local office and workplaces.
- h) **Communication with Contractors.** When independent contractors enter into contracts to perform services on behalf of the Tłıchǫ Government, they will be required, before work begins, to show evidence they have safety measures in place.

5. Monitoring

All Tłıchǫ Government employees are responsible for implementing this policy.

All supervisors are responsible for enforcing this policy with employees and contractors reporting to them.

The OH&S Committee is responsible for monitoring this policy. This includes undertaking workplace inspections, investigating incidents, keeping records, and reporting findings to the Tłıchǫ Executive Officer.

Section: Occupational Health and Safety	9.1
Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY	

The Tłıchǵ Executive Officer is responsible for informing and evaluating this policy.

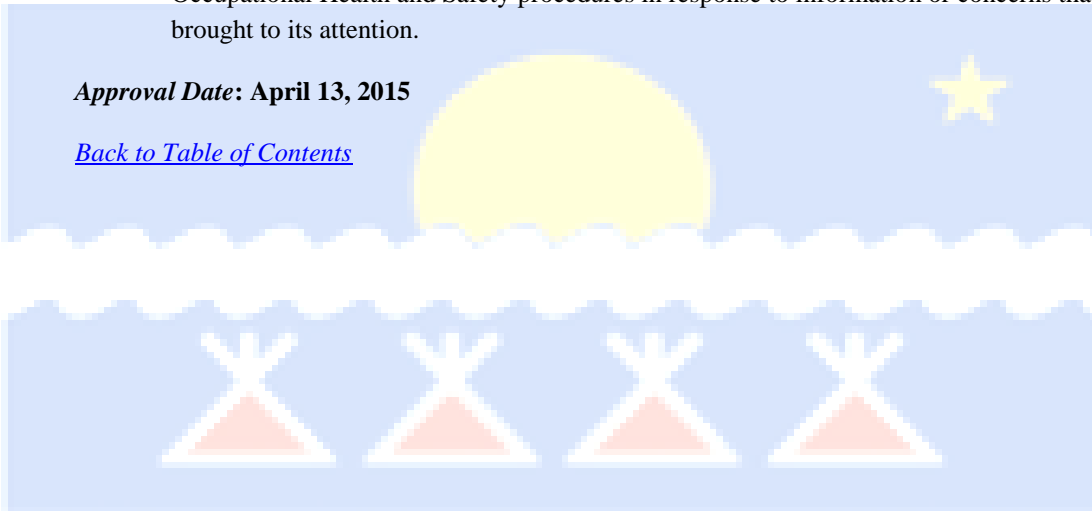
6. Process

The following process steps are to be used as a reference for executing the above policy:

- a) Major recommendations of the Occupational Health and Safety Committee will be made to the Tłıchǵ Executive Officer.
- b) The Tłıchǵ Executive Officer will report regularly on the activities of the Occupational Health and Safety Committee as an information item to the Chiefs Executive Council.
- c) The Chiefs Executive Council will review any Committee workplace inspection or incident reports that give cause for concern.
- d) The Chiefs Executive Council may direct that an amendment be made to one or more Occupational Health and Safety procedures in response to information or concerns that are brought to its attention.

Approval Date: April 13, 2015

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Section: Occupational Health and Safety	9.2
Subject: DUTIES OF THE OCCUPTIONAL HEALTH AND SAFETY COMMITTEE	

This policy has been repealed from Tłıchǫ Government Administrative Policy

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Effective Date: April 13, 2015

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Section: Occupational Health and Safety	9.3
Subject: ORIENTATION AND TRAINING FOR WORKPLACE SAFETY	

This policy has been repealed from Tłıchǫ Government Administrative Policy

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Effective Date: April 13, 2015

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Section: Occupational Health and Safety	9.4
Subject: ORIENTATION AND TRAINING – ON-THE-LAND	

This policy has been repealed from Tłı̨chǫ Government Administrative Policy and replaced with Policy 8.2

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Effective Date: April 13, 2015

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Section: Occupational Health and Safety	9.5
Subject: OFFICE HEALTH AND SAFETY	

This policy has been repealed from Tłıchǫ Government Administrative Policy

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Effective Date: April 13, 2015

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Section: Occupational Health and Safety	9.6
Subject: SAFETY AND ON-THE-LAND SAFETY	

This policy has been repealed from Tłı̨chǫ Government Administrative Policy

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Effective Date: April 13, 2015

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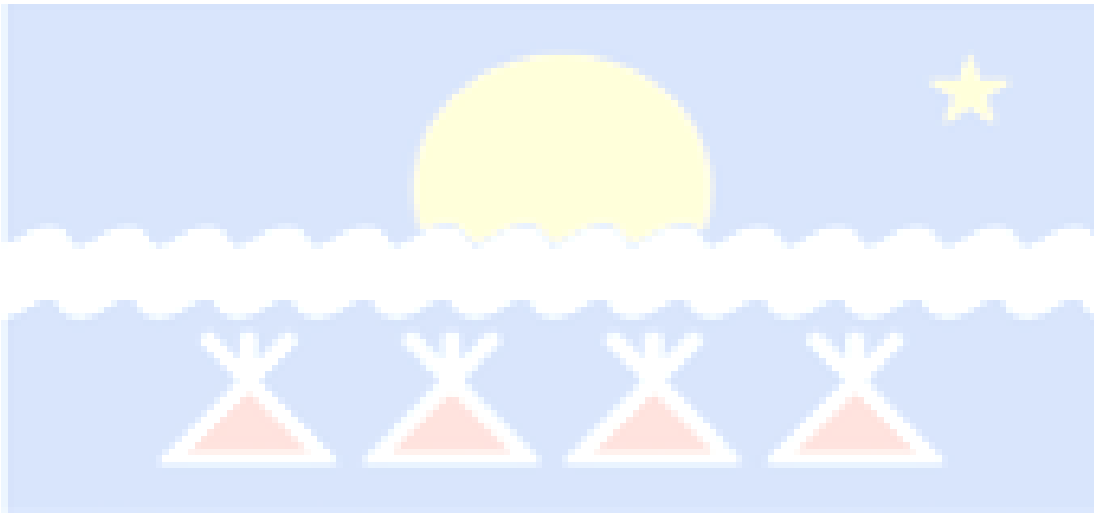
Section: Occupational Health and Safety	9.7
Subject: ROLES AND RESPONSIBILITIES OF WORK PARTY LEADERS ON-THE-LAND	

This policy has been repealed from Tłı̨chǫ Government Administrative Policy

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Effective Date: April 13, 2015

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Section: Occupational Health and Safety	9.8
Subject: COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY ON-THE-LAND	

This policy has been repealed from Tłıchǫ Government Administrative Policy

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Effective Date: April 13, 2015

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Section: Occupational Health and Safety	9.9
Subject: RETURN TO WORK	

1. Definitions

“Return to work” means the safe and early return to work of employees that have been off work due to illness or injury

2. Authorities and Application

This policy is made under the direction of the Chiefs Executive Council and applies to all Tłı̨chǫ Government employees.

3. Purpose and Position

The purpose of this policy is to ensure effective, proactive and consistent management of the return to work of employees that have been off work for illness or injury.

The Tłı̨chǫ Government believes that its employees are its most valuable assets and is committed to providing a safe healthy work place and supports the safe and early return to work of employees that have been off work for illness or injury. The Tłı̨chǫ Government’s return to work program provides opportunities for a worker to return to work at full duties, or where a worker is not physically capable of returning to full duty, the program provides opportunities to perform the job with modification or alternate temporary work that meets the worker’s physical capabilities.

4. Requirements

- a) If an employee has been absent from work due to illness or injury for an extended period of time the Human Resources Manager and the employees supervisor in conjunction with the employee and where required, WSCC will prepare a Return to Work Plan following medical confirmation they are fit to return to work.
- b) The Supervisor will monitor the Return to Work Plan and make any minor modifications to meet the needs and abilities of the employee.
- c) The employee will report any changes in their condition to their Supervisor as soon as possible.
- d) Each file must be clearly and appropriately labeled with detail of the file content and agreed review/destruction date.

5. Monitoring

All Tłı̨chǫ Government employees are responsible for implementing this policy

The Senior Director of Administration is responsible for enforcing this policy.

The Manager: Human Resources is responsible for monitoring this policy.

Section: Occupational Health and Safety	9.9
Subject: RETURN TO WORK	

The Director: Corporate Services is responsible for informing and evaluating this policy.

6. Process

The following process steps are to be used as a reference for executing the above policy:

1. A worker who is injured at work must immediately report the incident to their supervisor.
2. The supervisor will:
 - a. Obtain immediate medical attention for the worker who is injured or ill
 - b. Arrange for transportation to receive medical care, if needed
 - c. Following all requirements for reporting work-related injuries and illnesses
 - d. Complete an incident investigation report
 - e. Maintain contact with the worker through the recovery period.
3. The supervisor, Manager: Human Resource Services, the employee and where required a WSCC representative will work together to plan the employee's safe return to work.
4. Following the worker's return to work, the supervisor will monitor the worker's progress to help resolve any difficulties and ensure restrictions are carefully followed.
5. The worker will immediately report any difficulties performing assigned work at which time the employee and supervisor will agree to any required modifications to the Return to Work Plan.

Effective Date: March 31, 2016

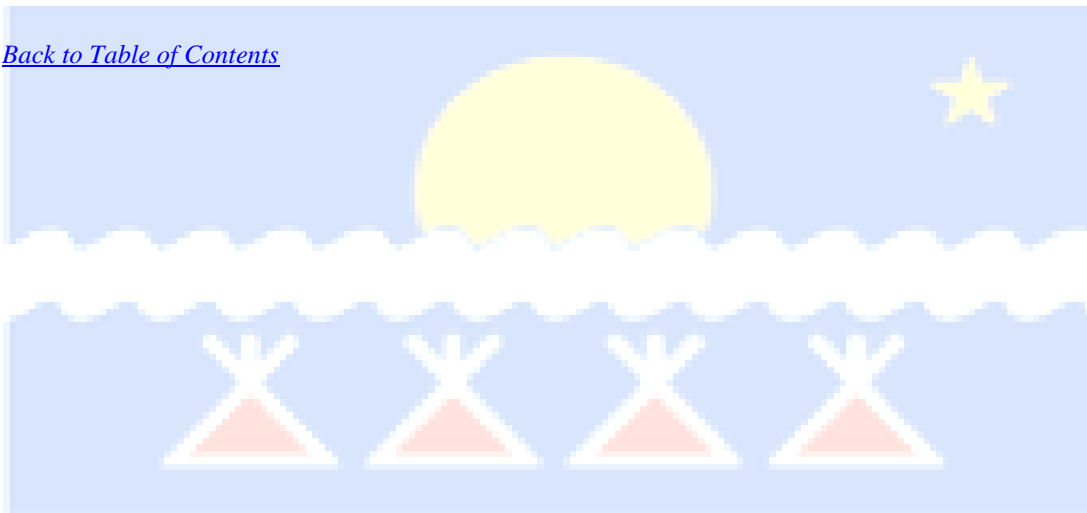
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APPENDIX A – COMMUNICATION EXPENSES

The following communication expenses will be paid for by the Tłı̨chǫ Government (TG):

Device	Level	TG will pay for	TG won't pay for
Cellphones/ Smartphones/ PDAs	Tłı̨chǫ Executive Officer/ Department directors, Senior Director of Administration, Senior Community Director/ Manager	<ul style="list-style-type: none"> ○ Voice charges ○ Data charges (i.e., texting and email) ○ Call waiting ○ Fees (i.e., system access fee, roaming, etc.) 	<ul style="list-style-type: none"> ○ Additional features ○ Accessories
Cellphone not provided	All other employees	<ul style="list-style-type: none"> ○ Voice charges 	<ul style="list-style-type: none"> ○ Data charges ○ Accessories ○ Fees
Long Distance (land lines)	All employees	<ul style="list-style-type: none"> ○ Voice charges 	<ul style="list-style-type: none"> ○ N/A

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APPENDIX B – SPENDING AUTHORIZATION

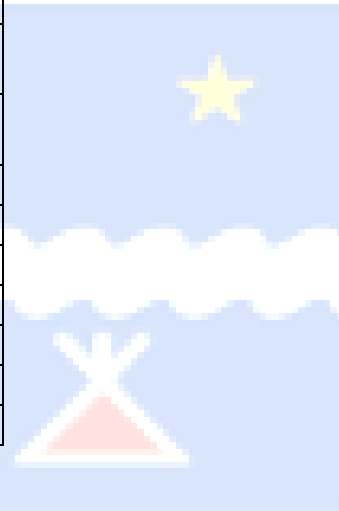
Amount	Authorization
Up to \$150,000	Tłchq Executive Officer
Up to \$50,000	Senior Director of Administration Senior Policy Advisor of Priorities and Planning
Up to \$20,000	Department Directors Senior Community Director
Up to \$10,000	Implementation Facilitator
Up to \$5,000	Community Director Assistant to the TEO Travel Coordinator Managers Designated project authorities

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APPENDIX C – PAYMENT FOR LOCAL VENDORS

Payment for local vendors is approved as follows:

Event	Position	Amount
Annual Gathering	Community Foreman	\$400.00/day
	Community Maintenance	\$300.00/day
	Facility Helper	\$250.00/day
	Facility Pages	\$15.00/hour
	Ceremonial Drummers	\$100.00/day
	Ceremonial Rangers	\$100.00/day
	Regular Cooks	\$300.00/day
	Cook's Helpers	\$250.00/day
	Kitchen Helpers	\$300.00/day
	Head Cooks	\$450.00/day
Assembly Session	Community Foreman	\$400.00/day
	Foreman helper/assistant	\$300.00/day
	Community Maintenance	\$200.00/day
	Facility Helper	\$200.00/day
	Facility Pages	\$15.00/hour
	Drummers	\$100.00/day
	Regular Cooks	\$300.00/day
	Cook's Helpers	\$200.00/day
Kitchen Helpers	\$200.00/day	
General Maintenance	\$150.00/day	



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APPENDIX D – PAYMENT FOR ELDERS AND TRANSLATORS

The payment for Elders and translators is approved as follows:

Position	Honoraria
Elders	\$400.00
Translators	\$450.00
Contract Translators	\$500.00
Oda?a Elders	\$527.41 ¹

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¹ Adjusted annually as per Tłı̨chǫ Assembly and CEC Law
Tłı̨chǫ Government
Administrative Policy and Procedures

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

Policy Number	Policy Name	Date of Origin	*Amendment Date	Amendment Date	Amendment Date	Amendment Date	Effective Date
1.1	Guiding Principles	May 3, 2010					May 3, 2010
1.2	Code of Ethics	April 1, 2013					April 1, 2013
2.1	Policy Development	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
2.2	Official Languages	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
2.3	Environmental Stewardship (formerly Conservation of Resources)	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
2.4	Review of Departments and Programs	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2010
3.1	Establishing Tłıchǫ Committees or Entities	August 25, 2005	May 3, 2010				Repealed May 3, 2012
3.2	Travel Expenses and Honoraria	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015	April 13, 2015
3.3	Alcohol, Drug Abuse and Attendance at Meetings	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
3.4	Punctuality at Meetings	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
3.5	Establishment Policy for the Department of Corporate Services	April 17, 2013					April 17, 2013
3.6	Establishment Policy for the Department of Culture & Lands Protection	April 17, 2013					April 17, 2013
4.1	Administration in Lieu of Policy	August 25, 2005	May 3, 2010				Repealed May 3, 2010
4.2	Policy Distribution	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
4.3	Copyright on Tłıchǫ Government Works	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
4.4	Telephone, Cellular Telephone and Calling Card Use	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
4.5	Use of Information Technology	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

4.6	Vehicle Use Policy	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
4.7	Tobacco Use in the Workplace	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
4.8	Communications Policy	September 3, 2012					September 3, 2012
4.9	Prevention and Management of Disrespectful Behaviour in the Workplace	April 1, 2013					April 1, 2013
4.10	Citizen Complaints & Appeals	April 1, 2013					April 1, 2013
5.1	Budget (formerly Financial Management)	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
5.2	Budget Planning	August 25, 2005	May 3, 2010				Repealed May 3, 2010
5.3	Budget Management	August 25, 2005,	May 3, 2010	September 3, 2012			September 3, 2012
5.4	Financial Reports and Statements	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
5.5	Investment of Funds	August 25, 2005	May 3, 2010				Repealed May 3, 2010
5.6	Asset Management System	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
5.7	Budget/Spend Authorities	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015	April 13, 2015
5.8	Credit Cards	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
5.9	Purchase Order System	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
5.10	Travel Expenses	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
5.11	Payment Procedures	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
5.12	Financial Contributions	August 25, 2005	May 3, 2010				Repealed May 3, 2010
5.12.1	Financial Contributions for Grieving	August 25, 2005	May 3, 2010				Repealed May 3, 2010

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

5.13	Loans to Employees	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
5.14	Equipment Rental	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
5.15	Disposal of Assets	April 13, 2015					April 13, 2015
5.16	Harvest Subsidy Payout	April 13, 2015					April 13, 2015
6.1	Employee Conduct	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015	April 13, 2015
6.2	Discipline of Employees	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
6.3	Professional Development and Training	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.4	Leave Provisions for Employees	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.5	Hours of Work	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.6	Designated Holidays	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.7	Employee Performance Evaluation	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.8	Termination of Employment	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
6.9	Payment of Employees including Overtime	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
6.10	Employee Complaints and Appeals	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
6.11	Sexual Harassment	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
6.12	Evaluation of the TEO	August 25, 2005	May 3, 2010				Repealed May 3, 2010
6.13	Personnel Files	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.14	Recruitment	August 25, 2005	May 3, 2010	September 3, 2012	April 1, 2013	April 13, 2015	April 13, 2015
6.15	Participation by an Employee on Boards and Committees	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.16	Absent Without Leave	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

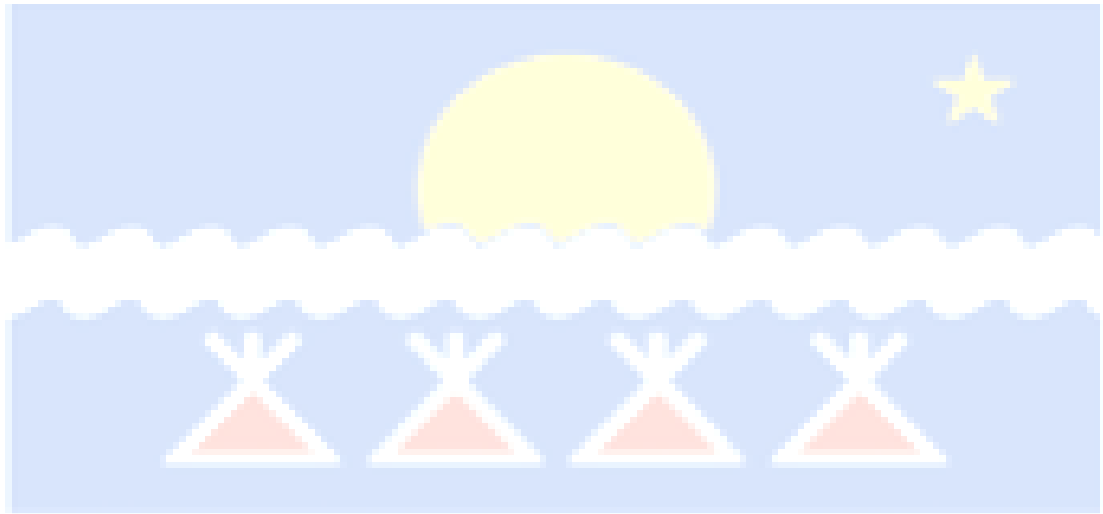
6.17	Employee Tardiness	August 25, 2005	May 3, 2010	September 3, 2012			September 3, 2012
6.18	Casual Employees	August 25, 2005	May 3, 2010	September 3, 2012	April 13, 2015		April 13, 2015
6.19	Term Employees	April 1, 2013	April 13, 2015				April 13, 2015
6.20	Relocation & Removal Expenses	April 1, 2013	April 13, 2015				April 13, 2015
6.21	Criminal Record Check	April 1, 2013					April 1, 2013
6.22	Tłı̨chọ Government Cost of Living Allowance	April 1, 2013					April 1, 2013
6.23	Methodology for Calculating Tłı̨chọ Government Cost of Living Allowance	April 1, 2013					April 1, 2013
7.1	Sporting Events	May 16, 2011					May 16, 2011
7.2	Medical Emergencies	May 16, 2011					May 16, 2011
7.3	Grieving	May 16, 2011	April 13, 2015				April 13, 2015
8.1	Safety and on the land programs	April 1, 2013	April 13, 2015				April 13, 2015
8.2	Orientation & Training for on-the-land Projects	April 13, 2015					April 13, 2015
8.3	One Nation Education: Financial Assistance for Post-secondary Students	April 13, 2015					April 13, 2015
9.1	Commitment to Health and Safety	April 1, 2014	April 13, 2015				April 13, 2015
9.2	Duties of the Occupational Health & Safety Committee	April 1, 2014	April 13, 2015				April 13, 2015
9.3	Orientation and Training	April 1, 2014	April 13, 2015				April 13, 2015
9.4	Orientation and Training – On-the-land	April 1, 2014	April 13, 2015				April 13, 2015
9.5	Office Safety	April 1, 2014	April 13, 2015				April 13, 2015
9.6	Safety On-the-land	April 1, 2014	April 13, 2015				April 13, 2015
9.7	Roles and Responsibilities of	April 1, 2014	April 13,				April 13,

APPENDIX E – SUMMARY OF POLICY AMENDMENTS

	Project Leaders On-the-land		2015				2015
9.8	Commitment to Occupation Health and Safety On-the-land	April 1, 2014	April 13, 2015				April 13, 2015
9.9	Return to Work	March 31, 2016					March 31, 2016

*Amendments prior to May 3, 2010, were not tracked.

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APPENDIX F – TŁİCHQ GOVERNMENT CODE OF ETHICS DECLARATION

Declaration of consideration of the Tłıchq Government Code of Ethics

I, _____ (name)
have read and understand the Tłıchq Government Policy 1.2 - Code of Ethics.

I understand that a breach of code of ethics may be grounds for disciplinary action by the Government up to and including dismissal.

I agree to abide by Policy 1.2 - Code of Ethics to the best of my ability while I am employed by the Tłıchq Government.

I agree that I am solely responsible for abiding by this declaration.

Print Name _____

Signed _____ *Date* _____

Witness

Print name _____

Signed _____ *Date* _____

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APPENDIX G – PROJECT BUDGET AUTHORITY

Amount	Authorization
\$500,000 and above	Assembly
Up to \$500,000	Chiefs Executive Council
Up to \$150,000	Tłchq Executive Officer
Up to \$50,000	Senior Director of Administration Senior Policy Advisor of Priorities and Planning
Up to \$20,000	Department Directors Senior Community Director
Up to \$10,000	Implementation Facilitator Manager
Up to \$5,000	Community Director Assistant to the TEO



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APPENDIX H – PLANNING CHECKLIST

This appendix has been repealed from Tłıchǫ Government Administrative Policy

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Effective Date: April 13, 2015

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APPENDIX I – OCCUPATIONAL HEALTH & SAFETY COMMITTEE’S COMMITMENT



Tłchq Government
Behchokò, NT

Tłchq Government Occupational Health & Safety Committee’s Commitment

To Occupational Health and Safety Policies and Procedures

The Tłchq Government commits to workplace safety by ensuring that everyone understands and is aware of their roles and responsibilities. Responsibility for workplace safety is shared by employers, supervisors, workers, contractors, suppliers and along with Territorial and Federal Governments, through legislation.

Legislation (territorial and federal statutes and regulations) mandate the employers safety responsibilities, as do internal policies, guides, manuals, and best practices.

The Tłchq Government meets their obligations by “taking all reasonable precautions” ensuring supervisors and managers understand health and safety legislation and follow all rules 100 percent of the time – no exceptions. Supervisors and managers must understand and implement company-specific safety policies and procedures, as well as territorial and federal health and safety legislation. Supervisors must be aware of their duties and responsibilities. They must demonstrate due diligence by following policies and procedures and reporting.

To meet our obligations, the Tłchq Government provides the necessary equipment, material, training and supervision to prevent incidents from occurring. We shall establish a Joint Work site Health and Safety Committee to assist with the identification and correction of hazards. We shall encourage the reporting of hazards and injuries to prevent them from occurring again.

Our supervisors and managers must prevent incidents in our workplace by providing training, instructions, and preventive measures daily. Supervisors shall also encourage employees to correct or report hazardous situations in the workplace before an incident occurs.

Employees must take corrective actions to prevent incidents from occurring. Employees must report all injuries to their supervisors. You, the employees, are an important member of this Government and protecting you ensures you return to your family.

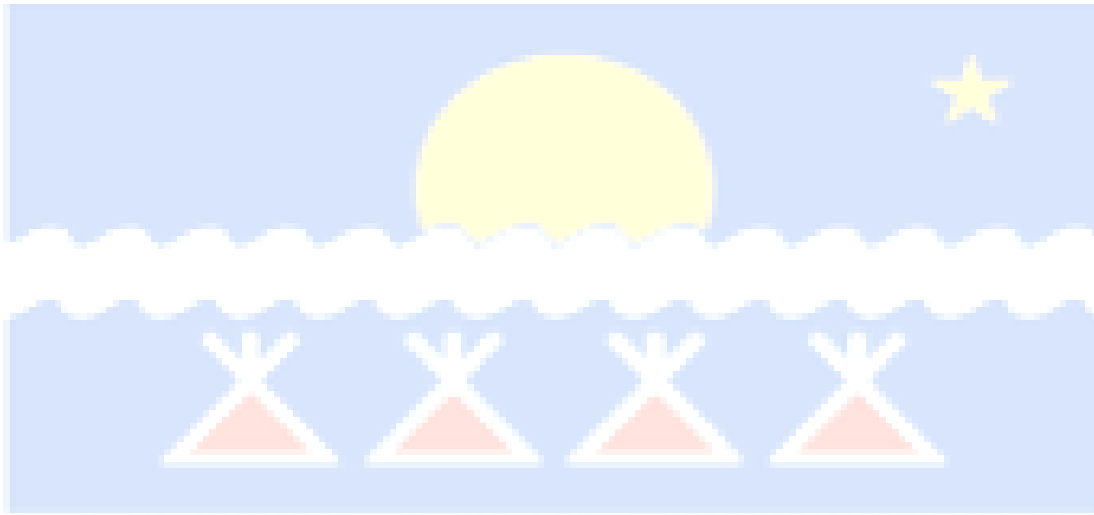
Prevent the incident before it happens!

Signed by:

Tłchq Government
Occupational Health and Safety Committee and Tłchq Executive Officer

APPENDIX I – OCCUPATIONAL HEALTH & SAFETY COMMITTEE’S COMMITMENT

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APPENDIX J – ONE STUDENT FINANCIAL SUPPORT PROGRAM– APPROVED FUNDING LEVELS

Fall and/or Winter Full-time Study			
	Resident without dependents		\$2,750.00
	Resident with dependents		\$3,250.00
	Non-Resident without dependents		\$2,000.00
	Non-Resident with Dependents		\$2,500.00
Spring, Summer or Intercession Full-time Study			
	Residents		\$1,000.00
	Non-Residents		\$ 750.00
Completion of Program	To assist with the cost of family members traveling to convocation	Residents – Tłıchǵ Citizen	\$1,000.00
		Non-resident Tłıchǵ citizen	\$ 500.00
Apprenticeship Programs	Resident		\$1,000.00
	Non-Resident		\$750.00

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APPENDIX K – ONE STUDENT FINANCIAL SUPPORT PROGRAM - PAYMENT SCHEDULE

Resident Thchò citizens (Behchokò, Gamètì, Wekweètì, Whatì)

Single Student

September	October	November	December
1200.00	400.00	400.00	800.00
January	February	March	April
1200.00	400.00	400.00	700.00

Total of 5,500.00 per academic year (two semesters)

Student with dependants

September	October	November	December
1500.00	500.00	500.00	800.00
January	February	March	April
1500.00	500.00	500.00	700.00

Total of 6500.00 per academic year (two semesters)

Spring, Summer of Intercession programs (Applies to all Thchò Residents);

May	June	July	August
500.00	500.00	500.00	500.00

Non-Resident Thchò citizens (Permanently resident outside the Thchò Region)

Single Student

September	October	November	December
900.00	300.00	300.00	500.00
January	February	March	April
900.00	300.00	300.00	500.00

Total of 4000.00 per academic year (two semesters)

Student with dependants

September	October	November	December
1000.00	400.00	400.00	700.00
January	February	March	April
1000.00	400.00	400.00	700.00

Total of 5000.00 per academic year (two semesters)

APPENDIX K – ONE STUDENT FINANCIAL SUPPORT PROGRAM - PAYMENT SCHEDULE

Intercession or Summer Session programs (Applies to all Tłıchǵ Non - Residents);

May	June	July	August
375.00	375.00	375.00	375.00

Apprenticeship Programs

Resident - \$1000.00 per month

Non Resident - \$ 750 per month

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APPENDIX L – ONE STUDENT FINANCIAL SUPPORT PROGRAM –FORMS

Part 1 – ONE Student Financial Support Program Application

Part 2 – Bank Info and Direct Deposit Request Form

Part 3 – Student Enrollment Form

Part 4 – Graduation Celebration Form

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ONE STUDENT FINANCIAL SUPPORT PROGRAM - PAYMENT SCHEDULE

[Tlicho Ndek'aowo](#)
[Tlicho Government](#)

[Part 1 - ONE Student Financial Support Program Application](#)
PO Box 412, Behchokò, NT X0E 0Y0 • www.tlicho.ca
one@tlicho.com • Tel: 866.900.0400 • Fax: 867.392.6884

All information is required for your Application to be processed.

A. Student Information:

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APPENDIX L – ONE STUDENT FINANCIAL SUPPORT PROGRAM –FORMS

Part 1 – ONE Student Financial Support Program Application

Part 2 – Bank Info and Direct Deposit Request Form

Part 3 – Student Enrollment Form

Part 4 – Graduation Celebration Form

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All information is required for your Application to be processed.

B. Student Information:

Name (First, Middle & Last Name): _____		Date of Birth (dd/mm/yy): _____
Telephone: _____	Mobile /Cell Phone: _____	Email Address: _____
Permanent Address: _____		Treaty Status: _____
Gender <input type="checkbox"/> Female or <input type="checkbox"/> Male	Are you a Tłicho Citizen: <input type="checkbox"/> Yes or <input type="checkbox"/> No	Current Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law (12 continuous months)
		Resident of the Tłicho Region? <input type="checkbox"/> Yes or <input type="checkbox"/> No

C. Institution and Program Information:

Institution: _____ <small>Name of Institution</small>	Program: _____ <small>Program Name</small>	
Start Date: _____ <small>(dd/mm/yy)</small>	End Date: _____ <small>(dd/mm/yy)</small>	Location: _____ <small>(Community/ Territory or Province)</small>
Type of Program: <input type="checkbox"/> License, <input type="checkbox"/> Certificate, <input type="checkbox"/> Diploma, <input type="checkbox"/> Undergraduate, <input type="checkbox"/> Masters, <input type="checkbox"/> Doctorate		

D. Spouse & Dependant Information:

Will your spouse be joining you at school? Yes or No

Name: _____

Will your dependant(s) be joining you at school? Yes or No

If yes, provide name of the dependent (s) and date of birth:

Name: _____	Date of Birth: _____
Name: _____	Date of Birth: _____
Name: _____	Date of Birth: _____
Name: _____	Date of Birth: _____

E. Required Documents:

1. **Photocopy of your Treaty Status Card.**
2. **Acceptance Letter from Institution** – Send your Acceptance Letter with this application. If you are a returning student attach a copy of Letter of Continuance (needed for new school year).
3. **Note Part 2** – Bank and Direct Deposit Request/ or your SFA Form E – must also be completed.
4. **Note Part 3** – Student Enrollment Form / or your SFA Form D must be signed by your Institution up to one calendar month prior to the start of each semester you plan to attend.
5. **Forms above can be downloaded in PDF or Word Doc on the [tlıcho.ca website](http://tlıcho.ca).**

*****Send ONE application to one@tlıcho.com or fax to 867.392.6884*****

Release of Information: APPLICANT DECLARATION and CONSENT (must be signed)

Part A - Applicant (Mandatory)

1. I declare that:

- a. The information given on this OUR Nation Education (ONE) application and in documents in support of this application is true.
- b. I will immediately notify the ONE program in writing if my, my spouse's, or my dependant's personal information changes.

2. I agree to:

- a. Use any ONE benefits awarded to me towards the cost of my education and return any ONE refunds or benefits that I am not entitled to.
- b. Provide information or documents to verify my initial and continued eligibility for ONE benefits within 20 days of request.

3. I understand that:

- a. I may have to immediately return any ONE benefits received in prior, current or future years if there were/are changes to my personal information.
- b. If I make a false or misleading statement, I may be required to immediately repay all ONE benefits received and/or be denied future ONE benefits. I may also be subject to criminal prosecution.
- c. If I have an outstanding debt with the Tłchq Ndek'áowo/ Tłchq Government (TG), I may be denied ONE, or that debt may be deducted in part or whole, from my ONE benefits.
- d. My personal information, except for information collected from the Canada Revenue Agency, will be disclosed to TG Tłchq Enrollment and TG Employment Database.
- e. **ONE will contact other agencies to verify the information** I have provided as part of determining my initial and continued eligibility for ONE benefits and to detect fraud. These agencies may include, but are not limited to the following: GNWT departments (including SFA), federal, territorial or municipal governments including driver and vehicle licensing programs, Human Resource Skills Development including Record of Employment and Employment Insurance, Parental and maternity Benefits, Canada Revenue Agency and Canada Citizenship and Immigration, Aboriginal agencies, housing management bodies, financial institutions, airline and travel agencies, landlords, educational institutions, employers and child care providers.
- f. **I consent to the release of:** personal information to the ONE program by those agencies listed in 3.e. above to verify any personal information provided to determine my initial and continued eligibility for ONE. I understand that if I consent to the release of my personal information to third parties, that this consent is valid until I advise the ONE Coordinator in writing that I withdraw my consent.

X			
	Applicant's Name – Print Name	Applicant's Signature	Date-dd/mm/yy

Part B - Spouse (Mandatory)

- 4. **As the applicant's spouse,** I consent to the release of my personal information to the ONE program by the agencies in section 3.g. above, for the purposes of determining the applicant's initial and continued eligibility for ONE benefits. I understand that I may withdraw this consent as outlined above.

X			
	Spouse's Name – Print Name	Spouse's Signature	Date-dd/mm/yy



All information is required for you to receive your funding.

F. Identification:

Name: _____
First Name Middle Name Last Name

Date of Birth: _____
(day /month/ year/)

SIN: _____

G. Mailing Address and Contact information:

Mailing Address: _____

Community: _____

Territory/ Province: _____

Postal Code: _____

Telephone: _____

Fax: _____

Email Address: _____

H. Select Method of Payment Notification (select one option below):

Mail to my mailing address above

Fax to the above noted number

Email (to the above noted address)

I. Select Payment Method (select one option below):

Mail to my mailing address above

Direct Deposit

J. Bank Account Information (leave blank to receive payment(s) by mail):

Bank Name: _____

Bank Location: _____

Institution Number:
(3 digits)

Transit Number:
(5 digits)

Account #: _____

Check type of account below:

Chequing Account

Saving Account

Other:

K. Terms and Conditions

- This authorization is not an assignment of any right to receive payment and revokes all prior payment direction notifications applicable to these payments.
- This authorization may be cancelled or changed at any time with the submission of another authorization form.
- Any direct deposit arrangement may be terminated at any time by the Tłicho Government or the named financial institution.
- The information contained in this application form will be compiled and included in the Tłicho Government Financial Information System database.
- The information in the database will only be accessed by employees of the Tłicho Government, or agencies of the Tłicho Government, who require the information to provide payments or correspondence. No personal information, other than the information now provided, will be included in the Financial Information System database.
- The information collected by the Tłicho Government and included in the Financial Information System database can be accessed and verified, and if necessary corrected, by the person the information concerns. Arrangements for review can be made by contacting Tłicho Government Accounting at the following address:

L. Application Declaration and Consent (must be signed).

I, as the person entitled to receive the payment(s), authorize the Tłicho Government to, mail to my permanent address or deposit into my account, the payment(s) entitled to me, until further notice. This information will also be used to record and issue any other financial transactions or documents through the Financial Information System such as billings, payment statements, past-due notices and taxable benefit reports. I understand and agree to the Terms and Conditions listed above on page 2 of this form.

Name:

Applicant's Name - Print Name

Applicant's Signature

Date

*****Send ONE application to one@tlichogov.com or fax to 867.392.6884*****



Must be completed prior to the start of each semester you plan to attend.

M. To be completed by the Student

Name: _____

First Name

_____ Last Name

Date of Birth (day /month/ year/): _____

SIN: _____

Student ID Number: _____

Telephone: _____

Cell: _____

Email Address: _____

I declare that my personal and financial information under which I became eligible for Tłicho Government Scholarship Program has not changed as of the date of this enrollment. Further, I understand that it is my responsibility to ensure this Student Enrollment Form is completed correctly and submitted to the Tłicho Government Scholarship Program Office.

Name: _____

Signature

_____ Date

N. To be completed by Educational Institution

Name of Institution:

Program:

Of a 100% full course load, this student will be enrolled part-time/fulltime in: 1%-39% 40%-59%

Semester Start Day:

(day /month/ year/)

Semester End Date:

(day /month/ year/)

60%-100 of a semester and is registered in the

Tuition Amount:

\$

Books (Amount):

\$

Fall Winter Spring Summer semester, in a

Other Fees – explanation required:

Postsecondary Program Distance Learning

Upgrading Program **working towards a** License

Telephone:

()

Fax:

()

Certificate Diploma Degree Masters

Doctorate

In year _____ of a _____ year program.

The length of this current semester consists of a total of _____ weeks.

The above student is enrolled in (number of/circle one):

_____ Units / Credits / Hours / Courses **of a possible**

_____ Units / Credits / Hours / Courses **for this semester.**

Email Address:

Title of School Official :

Signature of School Official

Date



Part 4 – Graduation Celebration Fund helps with graduation related expenses, including travel. Please note we required your transcript of your completed academic year (when available) and proof of Graduation.

A - Student Information – To be completed by Student

Name: _____ <small>First, Middle, Last</small>	Student ID Number: _____
---	--------------------------

Phone #: _____	Email Address: _____
----------------	----------------------

Signature: _____	Date: _____
------------------	-------------

B - Graduation Information – To be completed by Educational Institution

Educational Institution: _____	Program: _____
--------------------------------	----------------

Type of Program: <input type="checkbox"/> License, <input type="checkbox"/> Certificate, <input type="checkbox"/> Diploma, <input type="checkbox"/> Degree, <input type="checkbox"/> Masters, <input type="checkbox"/> Doctorate Other: _____

Completion of Program: _____ <small>Day/Month/ Year</small>	Date of Convocation Ceremony: _____ <small>Day/Month/ Year</small>
--	---

Educational Institution contact information:

Title of School Office: _____	Signature of School Official : _____	Date: _____
Email: _____	Telephone: _____	_____

APPENDIX M – TŁCHQ GOVERNMENT CELLULAR TELEPHONE – USE AND ACKNOWLEDGEMENT AGREEMENT

Tłchq Government
Tłchq Government Cellular Telephone – Use and Acknowledgement Agreement

I, _____ verify that I have read and understand Policy 4.4 – Telephone , Cellular Telephone, and Calling Card Use and the terms, conditions and responsibilities outlined below and agree to comply with them.

As a Tłchq Government employee who has been provided with a cell phone, smart phone or PDA, you are responsible and accountable for all charges and content on your device. As a holder of a Tłchq Government cell phone, smart phone or PDA you agree to the following conditions and terms of use:

1. The device is the property of the Tłchq Government.
2. Cell phones, smart phones and PDA’s are provided to employees for business use. Devices are not to be “loaned” or otherwise made available to family members, friends or any non-government employee.
3. Personal charges for airtime, roaming, long distance and data charges that are not covered under the carriers service package are the responsibility of the employee who was issued the device.
4. Employees who are issued a device are responsible for the phone and all accessories and are expected to keep the phone and accessories safe, secure and in good working order.
5. Improper use of the device may be considered misappropriation of government funds which may result in disciplinary action up to and including termination.
6. An employee must surrender the device upon termination of employment (ie retirement or voluntary/involuntary termination) or upon re-assignment. At this point no further use is authorized.

Device Holder: _____ Date: _____
(signature)

For Finance Use Only

Make & model: _____

Serial Number: _____

Phone Number: _____ Initials: _____

**APPENDIX M – TŁĪCHŪ GOVERNMENT CELLULAR TELEPHONE – USE AND
ACKNOWLEDGEMENT AGREEMENT**

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GLOSSARY

The following is a list of frequently used terms in the document:

“activity report” means a list of work activities being completed by an employee at that time.

“advertisement” means a notice or announcement in a public medium promoting a product, service or event or publicizing a job vacancy.

“asset” means tangible capital assets such as machinery or equipment with a value of more than \$5,000 and with a useful life of greater than one year.

“budget authority” means an individual accountable for the departmental budget and related expenditures. This includes monitoring, reporting and balancing the budget, approving project budgets and designating departmental funds to specific Tłchq administration employees.

“business casual” means dressing professionally, looking relaxed yet neat and pulled together.

“casual employees” means workers hired for specified periods that do not exceed 20 working days.

“cellular phone” means cellular phones, smartphones and personal digital assistants (PDAs) capable of sending and receiving wireless signals.

“conflict of interest” is a perceived or actual situation where an employee’s undue influence or decision results in themselves or their immediate family or close friends benefitting directly or indirectly from the activities of the Tłchq Government.

“conservation” means:

- (a) the maintenance of the integrity of ecosystems by measures such as the protection and reclamation of wildlife habitat and, where necessary, restoration of wildlife habitat; and
- (b) the maintenance of vital, healthy wildlife populations capable of sustaining harvesting under the Tłchq Agreement.

“Contract translators” means individuals who provide translation services under a contract with the Tłchq Government. Translators who provide services and invoice under the name of a company are not included in the classification of contract translators.

“Dependants” means a child aged 18 or younger, step child, adopted child, or a child that the student has legal guardianship of (legal documentation signed by one of the parents is required), not attending post-secondary education and receiving ONE funding, where they are financially dependent upon the student and are living with the student for at least 50% of the time in each semester that the student is receiving assistance.

“Designated institution” means an institution include in the Master List of Designated Educational Institutions produced by the Canada Student Loan Program, Human Resources and Skills Development Canada.

“elder” is an individual who is over the age of 55 or persons serve on an elders committee

“Eligible destination” is either the employees point of recruitment or the employees new residence, whichever results in less cost

GLOSSARY

“enforcement” means the process of ensuring employees are following policy requirements and processes.

“equipment” means small equipment such as chainsaws and axes, motorized vehicles such as snowmobiles or all-terrain vehicles and any other motorized or non-motorized vehicles or equipment.

“evaluate policy” to judge or determine the significance or quality of policy

“expenditure” means the acquisition of a single item, good or service.

“full-time” means all employees who regularly work 25 hours per week or greater

“Government” means the Tłı̨chǫ Government.

“implementation” means the activities directed at executing the requirements of the policy.

“immediate family member” means an employee’s father, mother, brother, sister, spouse, mother-in-law, father-in-law, grandmother, grandfather, child, step-child, foster child, grandchildren, brother-in-law, sister-in-law, aunts and uncles or any relative with whom the employee permanently resides.

“inform policy” means to give or impart knowledge, evidence and direction in the development of policies.

“information technology,” also called IT, means any electronic communication, voice mail, fax, database(s), intranet, Internet, World Wide Web, electronic media, hardware and software that is owned, managed and supported by the Tłı̨chǫ Government.

“Internet” means a worldwide computer network made up of interconnected networks that provide a variety of information and communication facilities, including, but not limited to, applications, email, chat rooms and gaming.

“IT provider” means the individual or company responsible for information technology (IT) support and services for the Tłı̨chǫ Government.

“layoff” means a temporary suspension of employment that does not terminate employment with the Tłı̨chǫ Government.

“length of service” is years of uninterrupted employment with the Government.

“loans” means any amount of money or property given to an individual in advance of being earned. This includes an advance on payroll.

“local vendor” means Tłı̨chǫ citizens hired to support special events.

“monitoring” means overseeing the requirements of the policy to ensure they are being followed and that they are efficient and effective.

GLOSSARY

“non-medical escort” means an adult authorized to 1) accompany a patient who is unable to travel without some assistance or 2) to stay for part or all of the patient’s medical treatment.

“northern travel” means travel to Canadian destinations north of the 60th parallel.

“offences” includes being habitually late for work, poor attendance, demonstrating poor work attitude, acting disrespectfully to employees or others in the course of employment, acting contrary to instructions or Tłıchǫ Government policies, poor work performance or insubordination.

“official documents” means documents intended for public consumption, such as meeting minutes, annual reports and financial statements.

“point of recruitment” is the employees residence on initial appointment to the Government

“probationary employees” means any employee who has been employed by the Tłıchǫ Government for less than six consecutive months in the same position.

“preferred vendor” means a vendor who is favoured above others because of a contract, arrangement or long-established relationship. The Manager: Financial Services will maintain a list of preferred vendors.

“project” means any planned activity of the Tłıchǫ Government, including attendance at conferences, delivery of programs, and meetings or assembly sessions.

“reasonable expenses” means expenses that are moderate, that reflect prudence and good judgment and that are defensible to a reasonable and impartial observer.

“social media” means web-based and mobile technologies that allow the creation and exchange of user-generated content. This includes, but is not limited to, Facebook, Bebo and LinkedIn.

“southern travel” means travel to Canadian destinations south of the 60th parallel.

“spend authority” means an individual designated by a budget authority to spend Tłıchǫ Government funds. An individual can be both a spend authority and a budget authority.

“supervisor” means the employee who assigns and co-ordinates the work of subordinate employees, approves leave for subordinate employees, approves time records for subordinate employees and is responsible for conducting evaluations.

“terms of reference” means a statement outlining the background, objectives and purpose of a project.

“travel” means to go from an employee’s place of hire to another location on behalf of the Tłıchǫ Government to conduct Government business.

“Tłıchǫ citizen” means a person whose name is on the Register.

“Tłıchǫ communities” means the communities of Behchokò (Rae-Edzo), Whatı (Lac La Martre), Gamètı (Rae Lakes) or Wekweètı (Snare Lake).

GLOSSARY

“Tłıchq Government” means the Government of the Tłıchq First Nation established in accordance with the Tłıchq Agreement.

“Tłıchq Government administration” means the arm of the Government that administers and manages the activities of the Tłıchq Government in exercising its powers and duties.

“Tłıchq Nation” means the Aboriginal people of Canada who have used and occupied lands in and adjacent to the Northwest Territories from time immemorial.

“vehicle” means all mobile equipment purchased by the Tłıchq Government for its own use, including boats, ATVs, cars, trucks, snowmobiles, etc.

“workplace” means buildings and facilities leased, rented, owned or operated by the Tłıchq Government.

“work problems” include being habitually late for work, poor attendance, demonstrating poor work attitude, acting disrespectfully toward employees or others in the course of employment, acting contrary to instructions or Tłıchq Government policies, poor work performance or insubordination.

“World Wide Web” or “web” means the subset of the Internet that consists of pages accessed using a web browser.

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