Sitka Tribe of Alaska
Tribal Government for Sitka, Alaska

Sitka Tribal Enterprises
Employment Policy
For Public Transit System Workers

I. Purpose

The purpose of this policy is to comply with the employee guidelines and benefits required by the contract between the Sitka Tribe of Alaska, d/b/a Sitka Tribal Enterprises (STA) and the Center for Community. To the extent that this policy differs for the policies set forth in the Sitka Tribe of Alaska's employee handbook, this policy supercedes the contradictory provisions of the employee handbook. For all other employee issues, the provisions of STA's employee handbook apply. The information contained in parentheses following each heading references the provision in STA's employee handbook affected by this policy.

II. Transit Workers' Routine and Procedures (Part III-A 1.)

The regular workday and week for full-time Public Transit System employees is from 6:00 a.m. - 1:30 p.m., Monday through Friday. The regular work schedule for part-time employees is from 1:30 p.m. - 7:00 p.m., Monday through Friday.

1. Additional Hours (Part III-A 2.)

A transit worker may not work more than 10 hours per week of overtime without prior approval from their immediate supervisor.

2. Break Periods (Part III-A 4.)

Transit workers will be provided paid break periods during the workday, instead of an unpaid one-hour lunch period. These breaks will be dependent on the transit schedule.

III. Smoking Policy (Part III- G)

Smoking is prohibited on any of STA's commercial vehicles including vehicles used in the Public Transit System.

IV. Official Holidays (Part IV-A)

List of Holidays:

- New Years Day (January 1st)
- Memorial Day (Last Monday of May)
- Independent Day (July 4th)
- Labor Day (First Monday in September)
- Alaska Day (October 18th)
- Thanksgiving (Fourth Thursday in November)
- Christmas Day (December 25th)

V. Drug And Alcohol Free Workplace Policy (Part III-H)

Pursuant to the regulations of the Federal Transit Administration and the Federal Highway Administration, transit workers must submit to pre-employment and for-cause drug testing, as well as on-going random drug testing for the duration of their employment with STA. This drug-testing will follow procedures established by the State of Alaska and will be performed by a National Institute on Drug Abuse certified laboratory. The specific guidelines for the mandatory drug testing are addressed in the Public Transit System Mandatory Drug Testing Policy.

VI. Mandatory First Aid And CPR Training

All transit employees must attend and complete training in first aid and CPR to be provided by STA.

VII. Criminal Background Check

Prior to employment by STA, all transit employee applicants must submit to and satisfactorily pass a criminal background check. If the applicant is subsequently offered employment, STA will reimburse the transit employee for the cost of the criminal background check.

Lawrence A. Widmark, Tribal Chairman
Sitka Tribe Alaska

4/16/03
Date

Attest:

Irene Jimmy, Tribal Secretary
Sitka Tribe of Alaska