SEASONAL WEIR FIELD TECHNICIANS
SPECIAL EMPLOYMENT
STATEMENT OF POLICY

1.0 Purpose

The purpose of this policy is to establish the special employment policies for Weir Field Technicians of the Sitka Tribe of Alaska. This policy specifically addresses employment policies different from the Sitka Tribe of Alaska Employee Handbook.

2.0 Revision History

Date	Revised	Changes	Sections Affected
2003	New policy		
03/06/06	Current Policy	Reorganization	Comprehensive Revision
8/18/2010	Current Policy		

3.0 Persons Affected

This policy affects seasonal Weir field technicians for the Sitka Tribe of Alaska.

4.0 Policy

4.1 Work Schedule

A. Regular Work Week

The regular work week for Weir field technicians is 40 hours, beginning at 12:01 a.m. Sunday until 12:00 a.m. the following Sunday and includes weekends and holidays. The Weir Supervisor will set the work schedule for each week, including each Weir field technician's days off. Weir field technicians should expect to work odd hours and may be required to keep a 24-hour watch at the weir during times of extreme weather.

B. Overtime Hours

Weir field technicians may only earn overtime wages if they receive authorization from the Weir Supervisor prior to working over 40 hours in a one-week period.

Weir field technician

C. No Fringe Benefits or Accrued Leave

As seasonal employees, Weir field technicians do not receive health insurance, dental insurance, life insurance, or short-term disability insurance. Weir field technicians also do not accrue personal leave or sick leave. Weir field technicians receive payment in lieu of fringe benefits in the amount of $3.35 per hour, which is included as part of their base pay.

E. Holidays

Weir field technicians will be paid for a holiday, if performing work on the holiday. Each season, weir field technicians will receive holiday pay in addition to their base pay for two holidays (Fourth of July and Labor Day) if employed and in pay status on the day before and after the subject holiday. .

4.2 Gear Required for Field Work

1. Each Weir field technician should supply his/her own personal gear, including: sleeping bag, rain gear, waterproof boots, adequate warm clothing, including wool or polypropylene hats, long underwear, socks, polar fleece or wool pants and tops, a waterproof backpack, headlamp and bug repellent.

2. If a Weir field technician does not have any of the above listed personal gear and the worker cannot afford to purchase such gear, STA will make arrangements to provide that gear for the worker.

3. Weir field technicians are also required to provide the Weir Supervisor a photocopy of a current State of Alaska Fishing License and Subsistence Permit prior to conducting any fishing at the weir site.

4. STA will supply a U.S. Coast Guard approved Personal Floatation Device, , camp mattress, gloves, waders, a rifle or shotgun, and required safety gear. Weir field technicians must sign an issue card for this gear and each worker is personally responsible if the gear is lost, stolen, or damaged while in their possession. Gear must be returned prior to the issuance of the last paycheck of the season.

5. STA will also supply food, kitchen gear, camp gear, and fuel for each weir site. Fuel supplied is for work purposes only. If fuel is utilized for personal use, then STA may request reimbursement for the cost of fuel.

4.3 Weir Site Responsibilities

A. Smoking

Smoking is not permitted within 10 feet of tents, cabins or near fuel depots. Weir field technicians are responsible for picking up their own cigarette butts.

B. No Use of Alcohol or Controlled Substances at Weir Sites

1. **No Alcohol or Controlled Substances:** For the safety of Weir field technicians, the use of alcohol or controlled substances is strictly prohibited at Weir sites, even after regular work hours.

2. **Disciplinary Action:** Any Weir field technician who uses alcohol or controlled substances at a weir site is subject to disciplinary action, according to STA's Drug and Alcohol Free Workplace Ordinance and Regulations.

3. **Prescription Medication:** If a Weir field technician is required to take prescription medication, the worker must inform the Weir Supervisor prior to going out to the weir site. Weir field technicians are also encouraged to make arrangements with the local pharmacy to supply the Weir Supervisor with this medication in an emergency situation.

C. Weir field technician Weir Responsibilities

1. **Required Daily Activities:** Each day, Weir field technicians must (a) attend the weir and work the fish, (b) record daily conditions according to the list at each camp, and (c) enter all data immediately according to established procedure.

2. **Camp Chores and Repairs:** Each Weir field technician is responsible for repairing and maintaining their respective campsite. Every Weir field technician is expected to do an equal share of the cooking and housekeeping chores- no exceptions. This includes daily policing of the campsite, maintaining fuel supplies, cleaning gear, keeping bear attractions to a minimum, and keeping the camp area neat.

3. **Equipment Maintenance**: Weir field technicians are required to maintain all equipment for peak performance, including cleaning, lubricating, and de-rusting all equipment, when time is available.

4. **Equipment Use:** Weir field technicians will handle dangerous camp equipment, such as firearms, knives, and axes, in a safe and responsible manner.

5. **Personal Hygiene:** Good hygiene is imperative and is the personal responsibility of all Weir field technicians. Uncleanliness in person or clothing will not be tolerated.

6. **Injuries:** In the unfortunate event that a Weir field technician is injured while working for STA, the Weir field technician should alert his or her supervisor and seek appropriate medical attention immediately. The employee must also complete a Worker's Compensation Report with the Personnel Officer for STA. Workers are encouraged to file this report within 48 hours of the injury. A Weir field technician will only be allowed to return to work after an injury once a doctor's release has been delivered to his or her supervisor.

D. Camp Rules

1. **Fire Pit:** Weir field technicians must ensure that any fire pit is maintained in good order to prevent forest fire. Further, plastics, aluminum, Styrofoam and other manmade textiles shall not be placed in any fire pit and must be packed out for appropriate disposal.

    a. **Firewood:** There will be no cutting of live trees without the prior approval of the Weir Supervisor and appropriate landowner. Use only dead wood for firewood.

2. **Free Time:** While on-site, each Weir field technician may have free time in which they may want to take a break away from the immediate campsite. Weir field technicians must leave a written itinerary at the camp, carry a two-way radio, set up a radio schedule with a responsible crewmember in camp, and report in to camp when the destination is reached of the work task is completed. Any fuel utilized during free time is at the weir field technician's own expense.

3. **Camp Structures:** All work and camp structures should be designed to blend in as much as possible with the surroundings, and should be fully removable. The camp, work areas and their surroundings should be kept neat, and minimize impacts to the natural environment.

4. **Guests:** The Weir Supervisor must authorize any overnight guests at camp prior to staying at the campsite. All guests will follow the camp rules and safety guidelines and must sign a STA waiver of liability prior to being present at the campsite.

5. **Pets:** No pets are allowed at the Weir Site or in camp.

4.4 Safety and Training

A. Training

1. Each Weir field technician must receive training in CPR, First Aid, rifle/firearm use and safety, boat and plane safety, camp procedures, and helicopter training if necessary, prior to his/her initial trip to camp. Such training will be provided by and paid for by STA and/or may be offered in conjunction with the U.S. Forest Service.

2. Each Weir field technician is responsible for requesting adequate instruction prior to using unfamiliar equipment.

B. Water and Boating Safety

1. **PFD's:** All Weir field technicians must wear an approved U.S. Coast Guard Personal Flotation Device (PFD) when traveling and/or working on board any vessel. In addition to the PFD being worn 100% of the time while on board a vessel, the PFD must also be worn while working in waders around rapids and deep water.

2. **Boat Operation:** All Weir field technicians must complete a STA approved training in proper boat operation and safety prior to operating a boat for STA. At no time will boats and/or motors be operated in a reckless manner or with less than two persons on board.

3. **Authorized Personnel:** Only STA personnel, cooperating agency project personnel, or approved project volunteers are allowed to use project boats and equipment.

B. Fire Safety

1. **Fire Extinguishers:** All Weir field technicians will know the location of fire extinguishers at camp and on board vessels and how to use them.

2. **Campfires:** Weir field technicians will ensure that all campfires are fully extinguished prior to leaving the camp unattended.

C. Wildlife and Bear Safety

1. Brown bear and other predators may be within the camp at any time. Weir field technicians will be alert, especially at night. Any bear presence within the work/living area will be controlled during daylight hours.

2. Avoid attracting bears or other wildlife with food, garbage, or by feeding them

3. All wild animals are unpredictable and could become aggressive and dangerous. Weir field technicians will keep a safe distance from all wildlife, make noise to alert animals when trekking through the woods and working near stream. Similarly, Weir field technicians will be extra alert when traveling or working in dense forest or brush.

D. Firearm Safety, Maintenance, and Storage

1. Firearms may be used only after the Weir field technician has completed a firearm safety training course administered by designated STA staff or in conjunction with the U.S. Forest Service.

2. Prior to the beginning of each season, the Weir Supervisor will ensure that all STA firearms are well maintained and in good working condition. Any firearm that is not in good working condition will not be issued to a Weir field technician for use.

3. Firearms must be completely safe with the bolt out, the safety on, and cartridges removed from the magazine during boat rides, plane rides, inside of any vehicle and within city limits.

4. Personal firearms and ammunition will not be permitted in the camp facility without prior approval of the Weir Supervisor.

5. Firearms are provided for personal protection and target shooting only. Hunting with STA firearms is prohibited.

6. A firearm is to be carried on all surveys and whenever working away from camp, including at the weir.

7. Firearms that are not in use at the weirs will be stored in a locked cabinet at the STA Resource Protection office. The Weir Supervisor will maintain a log that identifies the location of each STA firearm by serial number at all times.

F. Helicopter Ground Crew Policy

A Weir field technician may not act as ground crew for helicopters until he or she has completed a ground crew course approved by the U.S. Coast Guard or an acceptable trainer designated by STA.

5.0 Criminal Background Checks

All weir field technicians must submit a supplemental employment application prior to commencing work for STA, which will be reviewed according to STA's Criminal Background Check Ordinance and Regulations.

6.0 Applicable Laws

The weirs are located on U.S. National Forest Land and Wilderness Areas, operate under U.S. Forest Service and Alaska Department of Fish and Game permits, and are subject to federal rules and tribal ordinances. A Weir field technician cited for any violation will be subject to disciplinary action.

7.0 Responsibilities

The Resource Protection Director and the Weir Supervisor are responsible for ensuring compliance with this policy.

8.0 Conflict with STA Employee Handbook

All Weir field technicians are subject to the terms of the STA Employee Handbook, and all other applicable ordinances and policies applicable to STA employees. Where the terms of other ordinances, policies, regulations and handbooks and this Special Employment Policy conflict, the terms of this Special Employment Policy shall govern.

CERTIFICATION

The foregoing Field Weir Technician Special Employment Policy was adopted at a duly called and convened meeting of the council of the Sitka Tribe of Alaska held on August 18, 2010, at which a quorum was present, by a vote of 8 IN FAVOR, 0 AGAINST, 0, ABSTAIN, 1, ABSENT.

Sitka Tribe of Alaska – Tribal Chairman

Attest:

Sitka Tribe of Alaska – Tribal Secretary