

Pyramid Lake Paiute Tribe

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MEMORANDUM OF NOTICE PYRAMID LAKE PAIUTE TRIBE IMPOSING ADMINISTRATIVE LEAVE FOR NON-ESSENTIAL EMPLOYEES

To: All Pyramid Lake Paiute Tribal Employees

From: Chairman Anthony Sampson Sr.



Date: March 19th, 2020

Effective March 20th, 2020 at 4:30 p.m. all Pyramid Lake Paiute Tribal Regular Full-time and Part-time Employees in the Non-Essential Departments listed below are to be placed on paid Administrative Leave in accordance with PL Personnel Policy 10-14. Administrative Leave. ***The duration of said Administrative Leave period will be 24 days***, subject to reassessment based on the severity of the Coronavirus (COVID-19) pandemic.

This decision was determined by Tribal Council to best protect the health and safety of all the Pyramid Lake Paiute Tribe's employees, Tribal members, and Community members to best mitigate the spread of the COVID-19. Notice will be delivered to all employees when the Tribal Council determines that it is safe for the Non-Essential employees to return back to work. All of the employees of the Departments that are not listed below will continue working, but may be permitted to work from home per PL Personnel Policy Section 16. Telecommuting, if authorized by their Supervisor.

Non-Essential Departments are determined to be as follows:

- Pyramid Lake Natural Resources Department
- Pyramid Lake TERO
- Pyramid Lake Enrollment Services
- Pyramid Lake Museum
- Pyramid Lake Parks and Recreation
- Pyramid Lake THPO
- Pyramid Lake Roads Maintenance
- Pyramid Lake Transportation Planning
- Pyramid Lake Child Care
- Pyramid Lake Higher Education
- Pyramid Lake JOM
- Pyramid Lake Culture-Language
- Pyramid Lake Tribal Lands Manager
- Pyramid Lake – Lake Maintenance
- Pyramid Lake Realty Department
- Pyramid Lake Committees

Employee Time/Payroll: The Tribal Council has determined employees be compensated via Administrative Leave. Administrative Leave sheet will need to be filled out for 03.23.20 – 04.23.20 before 4:00 p.m. Thursday March 19th, 2020.

Creator bless,
Chairman Anthony Sampson Sr.