

# TRAINING ON New Personnel Welcome & Orientation

*Your Health and  
Wellness- Txin Kaangux̂  
(TK) Initiative*

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# WELCOME

Welcome to the Txin Kaanguê (TK) Initiative. This presentation will cover the following information:

- 1) Community & Organizational Background
  - Brief history and overview of the Txin Kaanguê (TK) Initiative.
- 2) Wellness in The Workplace
  - Explain and provide you information about your benefits
- 3) Capacity Building & Evaluation
  - Supporting your continued growth
- 4) Personnel Role & Responsibility
  - Familiarize you with the organization and your vital role within it.
- 5) Q & A

# Purpose and Intention

- The main purpose and intention of today is to help acclimate you to the Txin Kaanguê (TK) Initiative Policies and Procedures (P&P).
- Information is meant to complement not replace what is in the Policies and Procedures (P&P).
- Gather more information for us on how to best provide this material through in-person and virtual trainings.
- Timeline

*Any questions before we get started?*



A close-up photograph of several people's hands stacked on top of each other in a circular arrangement, symbolizing teamwork, unity, and collaboration. The hands are of various skin tones, and the background is blurred, focusing attention on the gesture. The word "Introductions" is overlaid in white text in the center of the image.

# Introductions





# Community & Organizational Background



A tufted puffin is shown in profile, facing right. It has a white face with a prominent black stripe through its eye, a large orange beak, and a small crest of yellow feathers on its head. Its body is dark with some lighter feathers on its wings. It is standing on a rocky, mossy shore. The background is a dark, overcast sky.

# History of the Community

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‘Aleut Community of St. Paul Island’ is a title by which the federal government of the United States formally recognizes ‘the tribe,’ which is the group of people of the Aleut Community of St. Paul Island, as having a time-honored common bond of living together; a nation born, living, and self-governing before the United States was conceived.

# The Aleut Community of St. Paul Island Tribal Government

- The Aleut Community of St. Paul Island Tribal Government is a governmental venue through which the Unangan of St. Paul Island can fulfill their intrinsic rights and responsibilities, and support, recollect, practice, and pass on their culture.
- The Aleut Government of St. Paul Island Tribal Government promotes, maintains, and protects cultural practices, awareness, preservation, self-governance, and self-determination for the Aleut Community of St. Paul Island.
- The Tribal Government does much in its power to provide for the well-being of the community; continuously thinking outside the box in a challenging strive towards developing and keeping expertise and services that contribute to social and economic security and presence on the home island.



# Think, Pair, Share

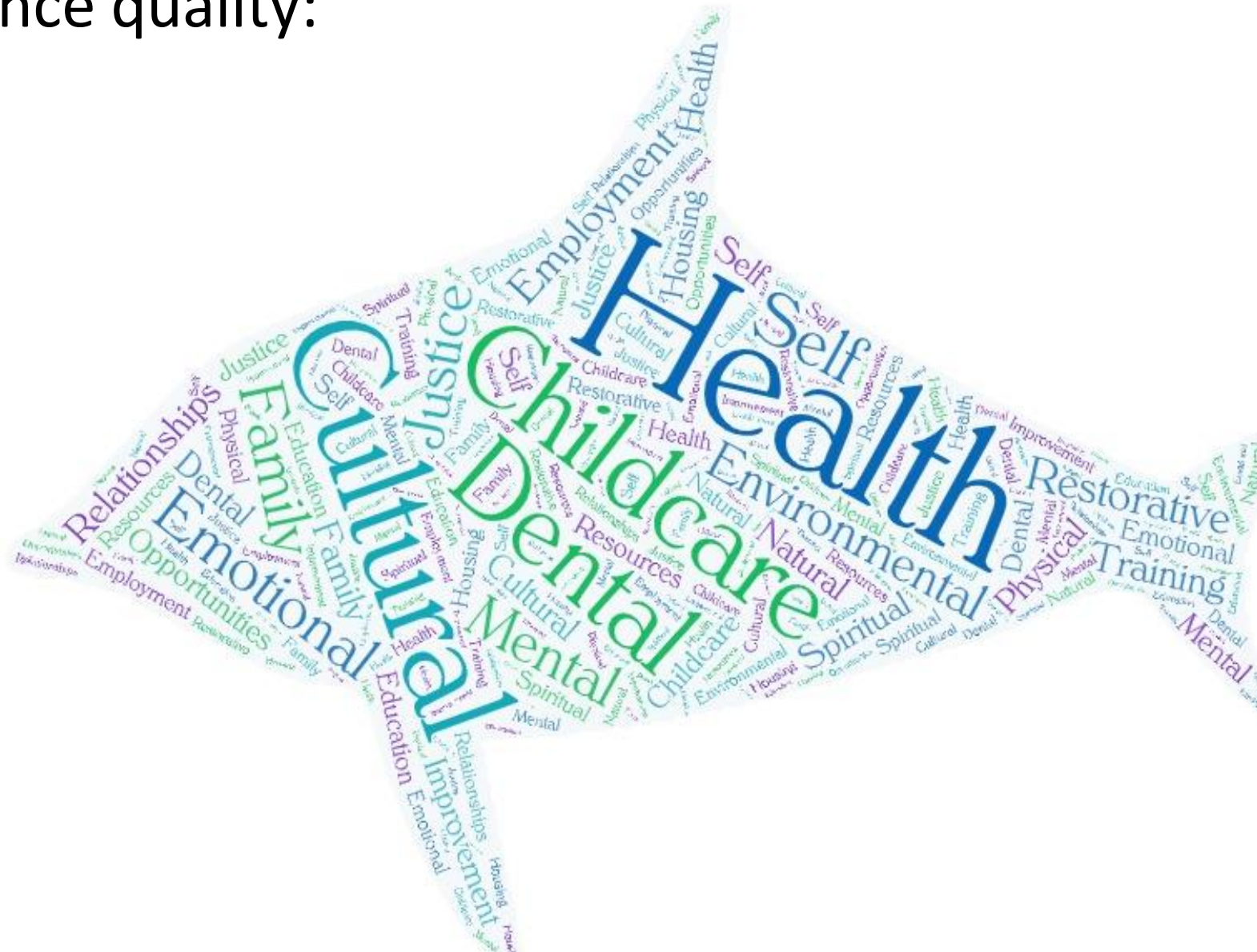
Apart from what has already been shared, what would you add to the history/role of the community/tribal government?



# History of Txin Kaanguê (TK) Initiative

- In 2015, the Tribal Council of the Aleut Community of St. Paul Island established the Txin Kaanguê Initiative as a preventative and integrative medicine model.
- The goal of the Initiative is “to provide for the integration of Tribal Government programs, services, divisions, departments, and their employees that provide for the health, welfare and safety of our Tribal membership and community.”
- The idea of Txin Kaanguê, which roughly translates to “***your health and wellness,***” reflects the desire for a holistic approach to healing and wellness that relies on collaboration and creativity in a broad approach to service provision.
- The Txin Kaanguê Initiative’s first strategic plan outlined how the program’s definition of “**healthy people**” refers not only to the physical body, but also to the mind and spirit, and reflects an individual’s relationships with other people, their environs, and their opportunities to learn and grow.

The Initiative defined “***healthy people***” as those who have access to and experience quality:



# Txin Kaanguê (TK) Initiative Programs & Services

To achieve this well-rounded idea of wellness, the Initiative's integrated and broad service array attempts to cover all entry points for families at risk of child maltreatment, ideally long before they become involved in the child welfare system. The initiative envisions a system that allows community members to approach any Tribal Government employee to be effectively directed to needed services. Services include:

- Personal and community health
- Personal and family services
- Victim services
- Youth and education
- Culture and language
- Tribal Justice
- Business development and training
- Environmental



# Office Locations & Regular Office hours

- The Txin Kaangux̂ (TK) Initiative is headquartered in St. Paul and Anchorage, Alaska.
- Regular office hours are Monday through Friday, 8:00 AM to 5 PM.



# Our Community- Driven Values

## RELATIONSHIPS

Know your family tree, relations, and people's history.

## TRADITION

Subsistence is sustenance for life; live with and respect the land, sea, and all nature.

## SPIRITUALITY

Respect and be aware of the Creator in all living things.

## RESILIENCY

Be resilient and adaptive to new opportunities.

## IDENTITY

Our Unangan language defines who we are and lets us communicate with one another.

## ACCOUNTABILITY

Ownership of individual and community health and wellness.

## HOLISTIC

Integrated, comprehensive approach to health and wellness: treating the whole person and family.

## CONTRIBUTION

Life is gifted to you. What you make of it is your gift in return.

## BALANCE

Always learn and maintain a balance for the coming generations that we don't see yet, for their time here.



# Txin Kaanguê (TK) Initiative Mission & Vision

The Txin Kaanguê (TK) Initiative's mission is to “empower our community to build strong and resilient families” through the idea of Ataqakun Angâgîlix, or ***“Living together as one.”***

The goals of the Txin Kaanguê Initiative can be understood through a vision and narrative the described using the metaphor of a “sea of change” that allows the community to travel from where they are to where they hope to be in the future.

***“Living together as one.”***





TRADITION

COMMUNITY

BELONGING

RENEWAL



RESPECT

PROGRESS

The Sea of Change

BALANCE



# Think, Pair, Share

How might we imagine our community/talent force at the TK Initiative reflect this Sea of Change?

# Talent Force Ecosystem

- As part of an intricate talent force ecosystem, we all contribute to the realization of these values, and only progress forward through community cooperation and collaboration.
- Each of us brings talent and purpose to our positions within the organization.
- Those paddling in the Baidarka demonstrate the importance of working together. When paddlers are not paddling in unison, as shown by the left Baidarka, the journey is more strenuous and frustrating.
- **Similarly, when personnel exhibit respect and accountability in their roles in the workplace, they contribute to the holistic harmony, balance and resilience of the organization and the larger community.**



15-minute Break

# Wellness in The Workplace

- Health Care Benefits
- Life & Disability Insurance
- Retirement Benefits
- Time Off Benefits
  - holiday, leave, PTO, Bereavement, etc.



# Health Care Benefits

- The Txin Kaanguê (TK) Initiative offers its employees a variety of primary and supplemental health, dental, and vision plans to select from.
- Employees may enroll in the primary Federal Employee Health Benefits Program (FEHB), as well as the supplementary:
  - TDX Supplemental Dental and Vision
  - Principal® Supplemental Dental and Vision
  - Aflac Supplemental Hospital, Dental, Vision, Cancer Care, Critical Care Protection, Critical Care plus Rider, Short-term Disability, Accident



# Health Care Benefits

Both full-time and part-time Txin Kaanguê (TK) Initiative employees are eligible to elect health coverage through the Federal Employees Health Benefits Program (FEHB).

Rates for coverage may vary depending on your employment status.

You can enroll or make changes to your plan during the annual open enrollment season, or if you are a new employee “within 60 days after employment status change”.

Please refer to the Policy & Procedures for more information and to obtain enrollment forms.

# Life & Disability Insurance

- Txin Kaanguê (TK) Initiative employees can purchase additional Tanadgusix Corporation (TDX) Insurance Package Benefits, such as:
  - Short-term Disability
  - Long-term Disability
  - Life: \$100,000 to beneficiary upon death
  - Accidental Death & Dismemberment (AD&D): Additional \$100,000 for accidental death and various percentages of the \$100,000 for a bodily dismemberment: finger, hand, arm, foot, leg, etc.
  - Please refer to the Policy & Procedures for more information and to obtain enrollment forms.

# Retirement Benefits



- The Txin Kaanguê (TK) Initiative participates in the Aleut Tribal Government of St. Paul 401(k) Plan.
- A 401K is an employer-sponsored retirement account.
- These accounts offer deferred tax protections to maximize your savings for retirement.
- Your contributions are pre-tax and will be deducted automatically from your paycheck.



# Retirement Benefits

- ***Who manages the 401K?*** Fidelity Investments manages the Aleut Tribal Government of St. Paul 401(k) Plan.
- ***How do I enroll?*** To enroll, log on to Fidelity NetBenefits® at [www.401k.com](http://www.401k.com), and complete the beneficiary form and return it to the HR/Benefits office.
- ***What are the benefits?*** Investing in a 401K brings a higher saving yield than a traditional bank savings account. Because the Txin Kaanguê (TK) Initiative has an employer matching component, which basically means "free money", the amount that you contribute to the plan, the Txin Kaanguê (TK) Initiative will match up to the maximum allowed by the plan.
- ***What are the risks?*** As with any 401K, the investment risk is dependent on market fluctuations.
  - To decrease risk, Fidelity uses a diversified portfolio to spread your investment over a variety of options (stocks, bonds, etc.).

# Time Off Benefits

## - *Holiday Benefits*

- The following list below are holidays available for Txin Kaangux̂ (TK) Initiative personnel.
- If the holiday is not taken, then the employee will receive holiday pay for the respective day.
- For more information, please refer to *Aleut Tribal Government Holiday Policy, 100-0600-003*.

<b>New Year's Day</b>	<b>January 1</b>
<b>Orthodox Christmas Day</b>	January 7
<b>Orthodox New Year</b>	January 14
<b>Orthodox Easter Day</b>	As designated by the Orthodox Calendar
<b>Memorial Day</b>	Last Monday in May
<b>Aleut Day</b>	June 6
<b>Aleut Commemorative Evacuation Day</b>	June 14
<b>Independence Day</b>	July 4
<b>St. Peter's and Paul's Day</b>	July 12
<b>Traditional Foods Day</b>	August 19
<b>Labor Day</b>	First Monday in September
<b>Aleut Independence Day</b>	October 28
<b>Veteran's Day</b>	November 11
<b>Thanksgiving Day</b>	Last Thursday in November
<b>Native American Heritage Day</b>	Last Friday in November following Thanksgiving Day
<b>Christmas Day</b>	December 25



**SPIRITUALITY - *Respect and be aware of the Creator in all living things***- is one of our community values, and this includes taking good care of oneself, our families, and our community.

## Time Off Benefits - *Leave Benefits*

- An important part of wellness and health care is taking the time off, or leave from our normal schedule of work, and refocusing our attention to replenish, refresh, and revive our physical, spiritual, and mental health. We cannot be our best selves at work, without also attending to these needs.
- However, taking leave needs to be done with planning and thoughtfulness of others.
- Per the Aleut Community of St. Paul Island Tribal Government Policy and Procedures: *“Leave is defined as any authorized absence with or without pay during regularly scheduled work hours with the advance approval by the immediate supervisor.”*



# Types of Leave Benefits

- The following types of leave are available to eligible employees:
  - Paid Time Off (PTO)
  - Family and Medical Leave
  - Court Leave
  - Emergency Leave
  - Bereavement Leave
  - Administrative Leave
  - Fishing Leave
  - Compensatory Leave
  - Military Service Leave
  - Elected Office Leave
  - Leave Without Pay (LWOP)

# Leave Benefits: Consideration and Cooperation

- We are an interconnected web collaborating and serving our community.
- Your presence at work is extremely vital to the success and resilience of those we serve.
- Your unexpected absence can be deeply felt therefore so all efforts should be made to plan for an absence.
- Respect for oneself goes together with respecting others.
- Ensure work is covered in your absence and that no undue burden is caused to others.
- The best way to do this is through:
  - planning, communication, and following procedures for gaining leave approval.

# Capacity Building & Evaluation

- Professional Development & Continued Education
- Tuition Reimbursement & Training
- Evaluation Plan
- Transfer & Promotions Policy





# Professional Development & Continued Education

- Txin Kaanguê (TK) Initiative personnel may also be asked to, or required to attend program-specific trainings, courses and/or conferences in order to remain up-to-date in their professional capacity. This is specifically relevant for Health and Human Services personnel.
- Txin Kaanguê (TK) Initiative personnel should work with their immediate supervisors to identify and plan for annual Continued Education requirements for professionals and other professional development opportunities.
- Txin Kaanguê (TK) Initiative personnel should track their skills, courses, and trainings taken during the year as part of their annual review.
- Approval from your supervisors must be made **prior** to making any travel arrangements.

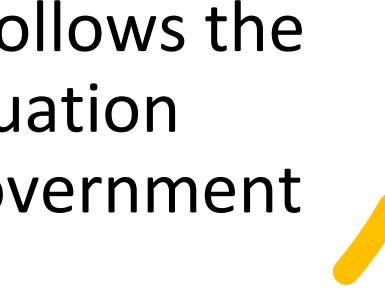


# Tuition Reimbursement & Training

- Txin Kaanguê (TK) Initiative works in partnership with the Aleut Tribal Government in providing tuition reimbursement and training opportunities.
- Personnel should contact their supervisor to learn about these opportunities and discuss them as part of the training and development plan.

A large orange circle is positioned on the left side of the slide, partially cut off by the edge. The text 'Evaluation Plan' is written in white inside this circle.

# Evaluation Plan

- The Txin Kaangű (TK) Initiative utilizes formal and informal evaluation processes to support all employees in achieving their full potential in the work performance.
  - Our evaluation policy and procedures, are designed to improve employee's understanding of their work duties, evaluate performance, and identify opportunities for capacity building.
  - The Txin Kaangű (TK) Initiative follows the 360 Employee Performance Evaluation framework of the Aleut Tribal Government of St. Paul Island.
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- Four yellow curved lines of varying lengths are arranged in a semi-circular pattern in the bottom right corner of the slide.

# 360 Evaluation

360 Employee Performance Evaluation is used to evaluate all Txin Kaangux̂ (TK) Initiative employees on an annual basis. During the annual evaluation meeting employees will meet with their direct supervisors to:

1. Review their 360 Evaluation ratings.
2. Review, discuss and revise (if needed) their current position descriptions.
3. Identify capacity building opportunities.
4. Develop a training and capacity building plan (if needed).
5. Discuss any potential pay increase, decrease, or probationary periods.



# Transfer & Promotions Policy

- The Txin Kaanguê (TK) Initiative values its talent force and encourages opportunities for upward growth and mobility of its employees. One way this occurs in through promotion.
- The outcome of the annual 360 Employee Performance Evaluation will determine any promotion, transfer, reassignment, or disciplinary action, merit increases or demotions, is justified and warranted.
- In addition to the 360 evaluation, employee seniority will also be taken into account when determining promotion and pay increases.

Break



# Your Role & Responsibility

*“Individuals paddling in the Baidarka demonstrate the importance of working together.”*

Our community values

## **ACCOUNTABILITY -**

**Ownership of individual and community health and wellness,**

as part of our personal and professional lives



Ethics,  
Cooperation &  
Accountability

- Txin Kaanguê (TK) Initiative maintains a commitment to the highest values related to work ethics, cooperation and accountability.
- Our employees will uphold these standards in the manner they interact with each other and the community and clients we serve.



# Group Work & Share out Activity

All Txin Kaanguê (TK) Initiative staff will continually strive to improve and develop high levels of competency, accountability, responsibility, providing excellent, culturally responsive customer service.

In small groups discuss the following question:

**How can we model community cooperation and ethical accountability through professional behavior?**

# Modeling Community Cooperation and Ethical Accountability

- Respecting clients' wellness and privacy.
- Avoiding conflicts of interest and misrepresentation of services, credentials, or skills.
- Promoting and observing nondiscriminatory policies among and for all persons.
- Providing the highest quality of care possible. Serving as a model for others. Being respectful in attendance and timeliness.
- Striving to go beyond required duties. Stepping in the space of leadership when opportunities arise.
- Being actively present and engaged during meetings and trainings.
- Offering knowledge and skills to educate co-workers (when needed).
- Seeking out supervision and consultation.
- Partnering in delivering services with others who compliment your knowledge and skills.

# Drug-Free Workplace Policy

Txin Kaangű (TK) Initiative is a drug-free workplace and follows the Aleut Tribal Policy in this regard.

No employee may work, report to work, be present on premises, drive TK vehicles, or engage in any work-related activities while under the influence of Federally-defined illegal drugs, alcohol, or controlled substances.

Furthermore, the unauthorized manufacture, distribution, dispensation, possession, or use of drugs or alcohol on TK premises, in TK vehicles, or while engaged in work activities is strictly prohibited.

As part of the Txin Kaangű (TK) Initiative hiring policy, pre-employment drug screening is required.

Additionally, at any time during employment with the Txin Kaangű (TK) Initiative employees may be asked to receive a drug screening if there is a suspicion of a violation to the Drug-Free Workplace Policy.

# Smoking Policy

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- Tobacco and the use of tobacco holds spiritual significance for native communities.
- In addition to personal consumption tobacco has traditionally been used in ceremonies, for prayer, offered up as sacrifice, offering, or used as medicine.
- It is important that the Txin Kaanguê (TK) Initiative respects the traditional, historical, communal, and personal, use of tobacco **while at the same time** providing and ensuring that the collective Txin Kaanguê (TK) Initiative community is protected from adverse health and environmental effects from tobacco.
- Txin Kaanguê (TK) Initiative shall create and maintain designated smoking areas.





# Harassment Policy

- For the protection, support, and wellbeing of all its employees, and clients Txin Kaanguê (TK) Initiative takes issues of harassment very seriously.
  - Harassment is federally defined as, *“a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information.”*
- All Txin Kaanguê (TK) Initiative employees will abide by all federal, state, and tribal laws, regulations, and policies regarding harassment and sexual harassment.

# Aleut Tribal Policy: Harassment

“Harassment is unwelcome verbal or physical conduct that creates an intimidating, hostile, humiliating, or offensive work environment. Any form of harassment of or by its employees, customers, volunteers, vendors and/or applicants. may take many forms including, but not limited to:

1. Oral or written statements, such as racial or sexual epithets or slurs, and derogatory jokes or comments.
2. Visual conduct, such as derogatory posters, cartoons, drawings, gestures, or suggestive or obscene letters, notes or invitations.
3. Physical conduct, such as unwanted, suggestive, or offensive touching, assault, impeding or blocking normal movement, or interference with an employee’s work.
4. Use of computers, including the Internet and e-mail system, to transmit, communicate, solicit, or receive derogatory messages or material.
5. Threats and demands, including those directed at another employee”.

# Aleut Tribal Policy: Sexual Harassment

- Sexual Harassment is a particular form of harassment based on unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- Sexual harassment is unlawful and violates Title VII of the Civil Rights Act of 1964. Txin Kaangux̂ (TK) Initiative will not tolerate sexual harassment in the workplace.
- Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different sex and/or gender.
- Please see Aleut Tribal Government Policy regarding Harassment, including Sexual Harassment, Harassment-Free Workplace Policy 5/28/2014.

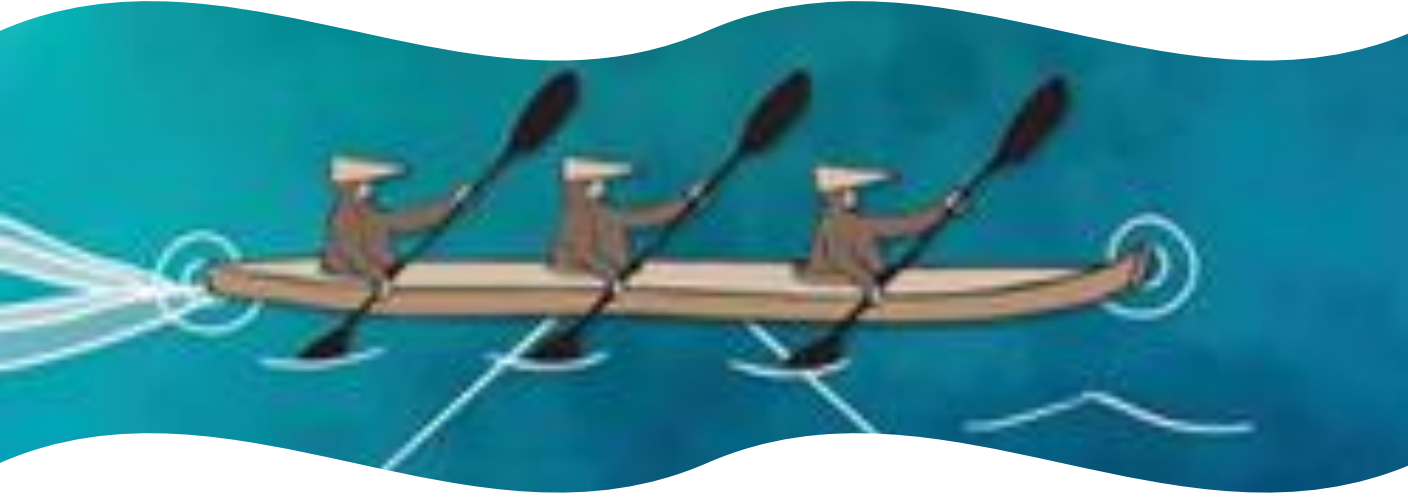
# Bullying Policy

- For the protection, support, and wellbeing of all its employees, and clients Txin Kaanguê (TK) Initiative is committed to providing a workplace that is free from bullying.
- The Tribal Government of St. Paul Island defines bullying as:
  - *“repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, that creates a risk to health, safety and well-being. Bullying behavior can include social media posts or comments that meet this definition.”*

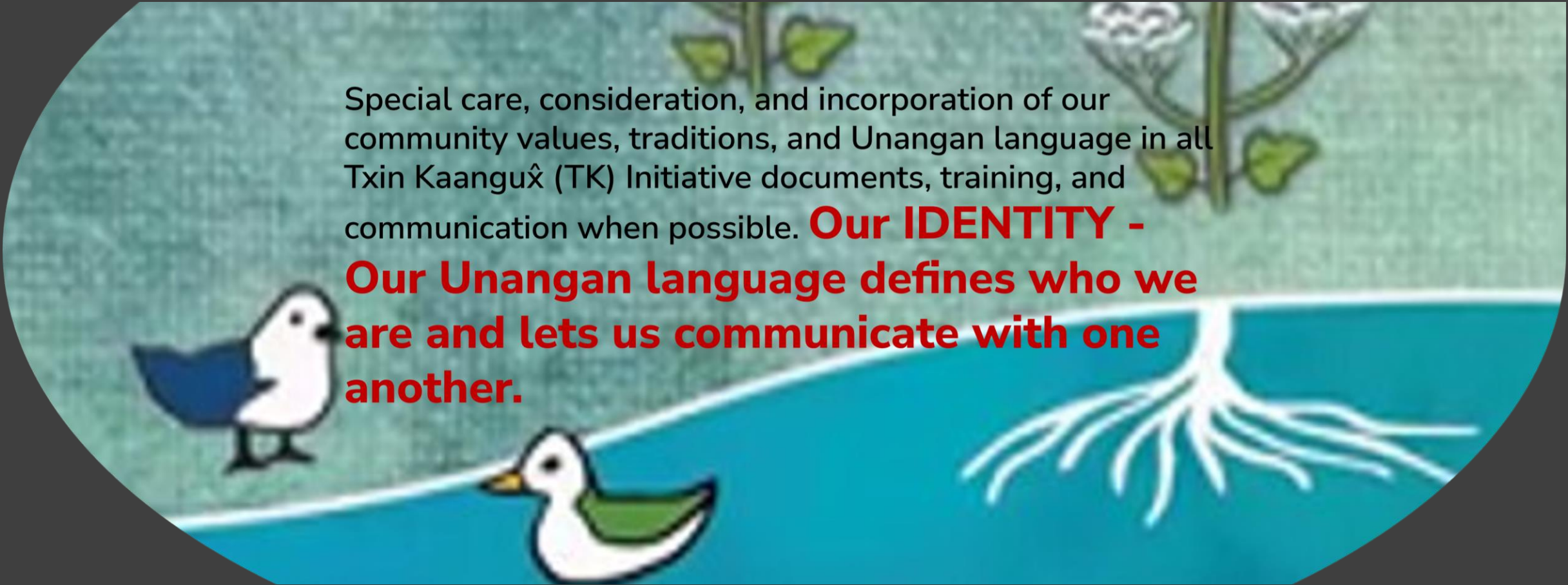


# General Communication Protocol

- Txin Kaanguê (TK) Initiative is built to support and serve a beautiful, resilient community.
- We demonstrate our care and respect when we model effective, respectful, and ethical communication with them and among ourselves both inside and outside the organization.
- Our language and communication, whether it is oral, written, or part of non-verbal communication (facial expressions, body movement, posture, gestures, and vocal inflections), should promote our community and organizational values.



- The analogy of The Sea of Change depicting individuals paddling in the Baidarka, demonstrates the importance of working together, respectfully, and collaboratively.
- We should always uphold honesty, transparency, and integrity and not give way to destructive communication patterns such as deception, falsehood, and gossip.
- We will acknowledge that gossip, even when it is done with the intention of acting in good faith, has the effect of hurting organizational morale.



Special care, consideration, and incorporation of our community values, traditions, and Unangan language in all Txin Kaanguê (TK) Initiative documents, training, and communication when possible. **Our IDENTITY -**

**Our Unangan language defines who we are and lets us communicate with one another.**

## Language & Identity

This includes any processes related to recruitment and onboarding. Additionally, consideration of different communication styles and Indigenous Ways of Knowing (IWOK) through storytelling, and artistic expression are strongly encouraged.

Supervisors should also consider adapting these culturally responsive frameworks in their training and evaluation plans with staff.

# Group Work & Share out Activity

**How can TK initiative support, encourage, and make space for greater inclusion of our community language, identity, and IWOK as part of its culturally responsive framework in the workplace and beyond?**





# Cell Phone & Wireless Communication

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- At times it may be necessary for a staff member to use a cell phone and data plan to meet the specific needs of their position description.
- Rather than purchasing and assigning cell phones to these employees, the Txin Kaanguê (TK) Initiative offers a reimbursement process of personal ownership and data use for work, per the guidelines set forth in the Aleut Tribal Government Wireless Communication Policy and Procedures.

The background of the slide features a network of stylized human figures, each represented by a colored cylinder with a sphere on top. The figures are connected by a web of grey ropes. A large white circle on the left side of the image contains the text. The figures are in various colors: yellow, orange, blue, green, and pink. The ropes connect them in a complex, interconnected pattern, illustrating the concept of a social network.

## Social Media

Social media plays a significant role in our society. It is estimated that there are over 4 billion social media users worldwide.

Businesses, non-profits, governments, as well as individuals use social media to gather and disseminate information.

**But with such a powerful tool comes great responsibility. Our social media profiles, both personal and professional are often the first impression we give to the world.**

Txin Kaanguê (TK) Initiative employees should always consider the broad implications for professional, as well as personal, information posted to social media.

Break or Lunch

# Confidential & Protected Communication

- Due to the sensitive nature of the work we do as part of the Txin Kaanguê (TK) Initiative there are times that additional care must be taken with regards to our communication and our handling of confidential and protected information.
- Many of our programs and services require us to follow federal, tribal, and state government authority and regulations surrounding client, patient, and children's data, communication, and information. This includes the way we collect, gather, store, and transfer data within and outside our organization.
- Certain policies are legally required.





# Confidential & Protected Communication

- Below are some of the U.S. federal, tribal and state policies related to the workplace that impact confidential & protected communication.
  - Health Insurance Portability and Accountability Act of 1996 (HIPAA)
  - Confidentiality of Alcohol and Drug Abuse Patient Records, 1987
  - Public Law P.L. 101-630 Indian Child Protection and Family Violence Prevention Act
  - Other provisions described in 25 U.S. Code Title 25—INDIANS



# Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The purpose of HIPAA was to amend the Internal Revenue Code of 1986 to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, to simplify the administration of health insurance, and for other purposes

# Confidentiality of Alcohol and Drug Abuse Patient Records, 1987

In the early 1970's, Congress recognized that the stigma associated with substance abuse and fear of prosecution deterred people from entering treatment and enacted legislation that gave patients a right to confidentiality. For the almost three decades since the Federal confidentiality regulations (42 CFR Part 2 or Part 2) were issued, confidentiality has been a cornerstone practice for substance abuse treatment programs across the country.

# Public Law P.L. 101-630 Indian Child Protection and Family Violence Prevention Act

The Act prescribes minimum standards of character and suitability of employment criteria for individuals who are employed or are being considered for employment in positions with duties and responsibilities that involve regular contact with or control over Indian children, including the policy regarding mandatory reporting

Other  
provisions  
described in 25  
U.S. Code Title  
25—INDIANS

Title 25 is the portion of the Code of Federal Regulations that governs Government-to-Government relations with Native American tribes within the United States.

Includes such things as: Protection of Indians, Indian Health Care, Indian Child Welfare, Indian Alcohol and Substance Abuse Prevention and Treatment.

# Confidential & Protected Communication



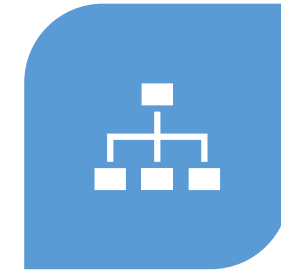
THERE ARE MANY THINGS THAT EACH MEMBER OF THE ORGANIZATION CAN AND SHOULD DO TO ENSURE THAT SENSITIVE DATA AND INFORMATION IS SAFE.



DETERMINE WHO NEEDS ACCESS TO SENSITIVE AND CONFIDENTIAL INFORMATION, TRAIN THEM PROPERLY ON HOW TO USE, MANAGE, MAINTAIN, AND PROTECT THIS INFORMATION.



ENSURE THAT THEY ARE AWARE WHO THEY CAN AND CANNOT SHARE THIS INFORMATION WITH. THIS CAN BE PART OF INDIVIDUAL PERSONNEL STANDARD OPERATING TRAINING, POLICIES, AND PROCEDURES.



ENSURE TO REMOVE EMPLOYEE ACCESS FOR THOSE TRANSFERRING TO OTHER POSITIONS OR LEAVING THE TK INITIATIVE.



# Travel Policy

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At times it is necessary for Txin Kaangux̂ (TK) Initiative staff to travel as a required part of their work.

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The Txin Kaangux̂ (TK) Initiative follows the guidelines laid out by the Aleut Tribal Government Travel Policy and Procedures (see Appendix).

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It is expected that all staff will be mindful and use best judgement regarding organizational travel funds.



# Travel

- Reimbursable expenses may include:
  - Air travel
  - Baggage fees
  - Ground transportation (taxi, shuttle, car, services, car rentals, public transportation)
  - Mileage
  - Water transportation (ferries)
  - Lodging
  - Per diem meals and incidentals
  - Fax charges
  - Internet charges
  - Tolls
  - Parking

# Temporary Telecommuting

- The safety of our Txin Kaangux̂ (TK) Initiative staff and community is of utmost importance. At times we recognize that events such as a natural disaster or pandemic outside of our control may impact the day-to-day operations of the organization. Flexibility during such situations is important for continued operations and care for our community.
- In the event of an emergency, the Txin Kaangux̂ (TK) Initiative may require certain employees to temporarily work remotely.
- Operational alterations will be communicated by Txin Kaangux̂ (TK) Initiative leadership by email, phone, texting, postal service, and/or community posting.
- If employees need to work remotely, timely effort will be made to ensure that they have the equipment to continue with their work.
- This includes appropriate hardware, software, phone and data lines.





# Resolution Support

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- Traditional Grievance Policy & Procedures tend to be reactive and punitive in nature, creating an unwelcome adversarial and anxiety-inducing organizational climate. A solution to this is reframing this practice with a culturally - responsive, collaborative, justice, and equity-focused Resolution Support framework.







**Holistically- Integrated, comprehensive approach to health and wellness: treating the whole person and family,** efforts should be made to always approach resolution support from a cooperative and caring mindset.

- All personnel may seek employment-related Resolution Support.
- All records and the process of seeking resolution support will be confidential.
- We understand that there may be times we need assistance and support to reach a just, clear, and equitable resolution to challenges and/or conflict in the workforce.





1. Present a clear written account of the situation for which you seek resolution to your immediate supervisor. All efforts should be made to set an atmosphere of care and respect for this process.
2. The immediate supervisor will respond back in writing within 3 days to schedule a resolution meeting. All efforts should be made to set an atmosphere of care and respect for this process.
3. Hold a Resolution Support meeting, working with the employee to understand the nature of the situation, and resolving to respond in an effective, positive, and time sensitive manner.
4. The Resolution Support will follow a justice, and equity driven framework such as Healing Circles, Repair-the-Harm Circles. Therefore, after the initial meeting, other individuals may be invited to engage in the Resolution Support Process

1. Present a clear written account of the situation for which you seek resolution to your immediate supervisor. All efforts should be made to set an atmosphere of care and respect for this process.
2. The immediate supervisor will respond back in writing within 3 days to schedule a resolution meeting. All efforts should be made to set an atmosphere of care and respect for this process.
3. Hold a Resolution Support meeting, working with the employee to understand the nature of the situation, and resolving to respond in an effective, positive, and time sensitive manner.
4. The Resolution Support will follow a justice, and equity driven framework such as Healing Circles, Repair-the-Harm Circles. Therefore, after the initial meeting, other individuals may be invited to engage in the Resolution Support Process



[illegible]

5. Final decisions, actions, and outcomes resulting from the Resolution Support process shall be provided in writing by the immediate supervisor within 2 days. The document should also provide a synopsis of the Resolution Support process.
6. Txin Kaanguê (TK) Initiative leadership and designated staff will be trained by a 3rd Party Facilitator on the Resolution Support Framework.
7. The full Resolution Support Process must be followed by all parties identified for resolution. If one or more of the individuals choose not to adhere to this framework, they will then be guided through the alternative Grievance Policy & Procedures that are laid out by the Tribal Government.



# IT Support Services

- For IT support, please email [support@finite.com](mailto:support@finite.com). This includes any issues related to internet connections, computer issues or technical issues.
- For onboarding or payroll support, please contact the HR department. This includes any issues related to the onboarding process, employee benefits, or payroll questions.
- For program support, please contact your supervisor. This includes questions regarding your email, employee portal, or training opportunities on various computer programs such as outlook, excel or Microsoft office.





Let's Talk  
Q&A