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BAND COUNCIL RESOLUTION
RÉSOLUTION DE CONSEIL DE BANDE

NOTE: The words "From our Band Funds" "Capital" or "Revenue", which ever is the case, must appear in all resolutions requesting expenditures from Band Funds
 NOTA: Les mots "des fonds de notre bande" "Capital" ou "revenu" selon le cas doivent paraître dans toutes les résolutions portant sur des dépenses à même les fonds des bandes

THE COUNCIL OF THE LE CONSEIL DE LA BANDE INDIENNE	Long Plain Band	Current Capital Balance Solde de capital	\$ _____
AGENCY DISTRICT	Brandon	Committed - Engagé	\$ _____
PROVINCE	Manitoba	Current Revenue balance Solde de revenu	\$ _____
PLACE NOM DE L'ENDROIT	Long Plain	Committed - Engagé	\$ _____
DATE	22 August AD 19 77 DAY - JOUR MONTH - MOIS YEAR - ANNEE		

DO HEREBY RESOLVE:
 DÉCIDE, PAR LES PRÉSENTES:

WHEREAS the Department of Indian and Eskimo Affairs has agreed to turn over to the Council of the Long Plain Band of Indians program funds for the purpose of underwriting part or all of the costs of the programs and projects; and

WHEREAS the said Council has agreed to administer, and manage projects and programs for the benefit and well being of the inhabitants of the Long Plain Indian Reserve; and

WHEREAS it is deemed expedient and in the best interest of employees and for an effective and efficient administration for the Council of the said Band to adopt and put into effect rules and regulations in compliance with Provincial labour laws and to expend monies in accordance with regulations governing public funds;

NOW THEREFORE the Council of the Long Plain Band of Indians enacts a policy of rules and regulations governing the Long Plain Band employees attached hereto and marked appendix "A" which rules and regulations are deemed to be and form this employee policy manual be and the same is hereby approved and adopted.

A quorum for this Band
 Pour cette bande le quorum est

consists of 3
 fixé à

Council Members
 Membres du Conseil

Sam Myran (Chief - Chef)	Simon Prince (Councillor - conseiller)	
William Myran (Councillor - conseiller)		

FOR DEPARTMENTAL USE ONLY - RÉSERVÉ AU MINISTÈRE					
1. Band Fund Code Code du compte de bande	2. COMPUTER BALANCES - SOLDES D'ORDINATEUR		3. Expenditure Dépenses	4. Authority - Autorité Indian Act Sec Art. de la Loi sur les Indiens	5. Source of Funds Source des fonds <input type="checkbox"/> Capital <input type="checkbox"/> Revenue Revenu
	A. Capital \$	B. Revenue - Revenu \$			
6. Recommended - Recommandable			Approved - Approuvable		
Date _____ Recommending Officer - Recommandé par _____			Date _____ Approving Officer - Approuvé par _____		

A. LONG PLAINS BAND

Conduct at Work

1. All Long Plains Band employees shall maintain a satisfactory standard of dress and general appearance appropriate to their duties.
2. All employees are expected to conduct themselves in a courteous and business like manner at all times.
3. All information acquired regarding Long Plains and Band business shall be confidential and shall not be released to the general public or new medial except as expressly indicated by an authorized officer of the Long Plains Band.
4. All Long Plains staff members are requested to attend any workshops, seminars or, while on Long Plains business, will attend all sessions in a businesslike manner.
5. If for any reason a delegate fails to attend the session or appointment, he shall be required to notify his immediate superior and those affected outlining his reasons.

Long Plains Band Property

1. Long Plains employees shall protect and care for all Long Plains Band property entrusted to them.
2. All employees shall report to the senior employee any faulty equipment that requires repair or maintenance.
3. All keys issued to Long Plains Band employees must be signed for and under no conditions shall any key(s) be transferred to another employee or person by the employee who has signed for the key(s).

Hours of Work

1. Office hours of the Long Plains Band office staff shall not exceed forty (40) hours per week.
2. Hours of the office staff shall be from 8:30 a.m. to 4:30 p.m. with one hour allowed for lunch. There will be a secretary in the office at all times. There are two coffee breaks a day - 15 minutes each.
3. During the months of May to October, the hours shall be from 8:30 a.m. to 4:30 p.m.. During the months of November to April, the regular hours shall be from 9:00 a.m. to 5:00 p.m., with one hour allowed for lunch daily between the hours of 11:00 a.m. and 2:00 p.m.
4. Executive and Field staff are responsible for carrying out their assignments regardless of the regular office hours and shall follow the office hours as a guideline when in the Long Plains Band office.

Pay1. Salaries

- a. All salaries of Long Plains employees shall be paid in accordance with the terms and conditions of employment.
- b. Under no circumstances shall an employee be given an advance in salary.
- c. All employees shall be paid every second Friday.

2. Overtime Pay

- a. An employee may be entitled to leave of absence in lieu of overtime earned and authorized by their supervisor and approved by the Chief of the Long Plains Band (For this purpose, a record must be kept on file).
- b. Overtime is not applicable to Senior Staff.
- c. Overtime will be limited to a maximum of forty hours per annum.
- d. Before you qualify for overtime, you must work forty hours within any one week.

3. Salary Increases

- a. Salary increases shall be based on the performance of the employee and it shall be at the discretion of the Senior Employee to recommend to the Long Plains Band Council a salary increase for an employee.
- b. All salary increases shall be subject to the Council of the Long Plains Band approval.
- c. Normal, satisfactory performance is expected of every employee and does not necessarily warrant a salary increase.
- d. Annual increments, provided funds are available, will be automatically issued unless employee's performance is poor.

B. TRAVEL, MEALS AND ACCOMMODATIONS

Vehicle Policy

1. All travel must be authorized by the Council of the Long Plains Band or Senior Council employee.
2. All out-of-province and out-of-country trips must be approved by the Council of the Long Plains Band.
3. All convictions and parking tickets, etc. shall be the sole responsibility of the employee.

4. Conviction which result in suspension of a driver's license may result in the dismissal of Long Plains Band employee if the driver's license is necessary in the performance of his duties.
5. All staff using private vehicles in the performance of their duties must have business insurance and a minimum of \$300,000.00 Public Liability and Property Damage insurance coverage.

Travel Regulations

1. All staff travel must be approved by the senior employee, and the senior employee's travel must be approved by the council members of the Council
2. Travel allowances shall be provided for all authorized travel in the following manner:
 - a. Travel by public transportation must be made in the most direct route and only economy class shall apply unless otherwise approved by the senior Band Council employee or the Council of the Long Plains Band or the Executive Committee.
 - b. Receipts must be submitted if public transportation is used and shall be subject to approval before payment is made.
 - c. A record of destination, departure and arrival times, mileage covered must be submitted by all Band Council staff for all vehicles used on Long Plains Band business.
 - d. Where an employee has received approval from the Band Council to use his own vehicle while on Band Council business, he will be re-imbursed according to travel regulations.
3. When using a Band Council owned vehicle the Long Plains Band Council shall pay for the maintenance and operation of the vehicle.
4. No mileage may be claimed for the use of the Band Council vehicles.
5. Any employee found responsible for causing damage to or by a Long Plains Band owned vehicle is responsible for paying for the damages.

C. HOLIDAYS AND TEMPORARY LEAVE

Holiday Scale

1. All Long Plains staff members (except temporary help, hourly paid employees and/or any others as designed by the Long Plains Policy) earn one and one-quarter (1¼) days holiday credits per calendar month for every calendar month employed. If an employee starts employment in the middle of the month, he/she shall be entitled to 1¼ days holiday credits provided the employee works ten (10) days in that month. Twelve months at 1¼ days each month equal 15 working days paid vacation per calendar year.

2. All other staff shall be paid once annually six percent (6%) of their gross income as holiday pay.
3. If for any reason an employee takes his full fifteen working days and resigns or is dismissed before the end of the fiscal year (March 31) he will be deducted pay for unearned holidays taken.
4. Holiday periods for every Long Plains Band employee will be established by the employee's immediate supervisor. All holiday time must be approved by the senior Band Council employee, and the senior Band Council employee's holiday time must be approved by the Long Plains Band Council or the Executive Committee.
5. After the end of the fiscal year in which his/her employment started, each employee shall be entitled to a vacation with pay, not to exceed the standards outlined in his terms of employment.
6. Should a statutory holiday fall on or during this period, each employee shall be allowed to take the holiday immediately after his annual holiday.
7. All holidays must be taken during the fiscal year. (April 1 to March 31)
8. All holiday pay shall be subject to regular deductions.

Sick Leave

1. All Long Plains Band employees shall be entitled to a leave of absence with pay as a result of an illness.
2. Any illness causing absence must be reported as soon as possible to the immediate supervisor on the first day of the illness.
3. Any illness causing absence for any period of more than three (3) days must be supported by a medical certificate to be given to the employee's immediate supervisor on the day the employee returns to work.
4. All employees shall be entitled to sick leave at the rate of one day per month of employment.
5. Sick leave days will accumulate during the period of employment to apply to cases of long-term illness.
6. Any employee who for any reason resigns or whose employment is terminated shall not be entitled to payment for sick leave accumulated.
7. Notwithstanding the above, sick leave days, without medical certificate, must not exceed ten (10) days in any one year.

Compassionate Leave

1. All Long Plains Band staff employees shall be entitled to a leave of absence with pay for reasons of illness in the immediate family.

D. SUSPENSIONS AND DISMISSALS

1. A Band Council employee shall be dismissed if not satisfactorily performing his/her duties as outlined in his terms of employment.
2. Any Band Council employee who fails to observe these rules and regulations as approved by the Council of the Long Plains Band shall be subject to suspension and/or dismissal.
3. All dismissals must be approved by the Council of the Long Plains Band.
4. A Band Council employee may be suspended or dismissed by his immediate superior.
5. Notice of all suspension of Band Council employees shall be reported to the Council of the Long Plains Band within forty-eight (48) hours, giving justification for such action.
6. In the case of a suspension, the Band Council employee shall have the right of appeal to the Council of the Long Plains Band.
7. Where an employee's appeal is upheld the employee shall not suffer any loss of pay as a result of the suspension.

Termination of Employment

1. All employees shall be required to give a minimum of two (2) weeks notice of intent to quit or as otherwise stated in contracts.
2. Failure to comply with the above policy may result in a fine as determined by the Council of the Long Plains Band.
3. If a Band Council employee resigns with holiday benefits owing to him, he shall receive remuneration for such, subject to all deductions.
4. A Band Council employee fired for just cause shall receive a maximum of ten (10) days severance pay.
5. An employee may be suspended and subsequently dismissed if his/her conduct is found to be inconsistent with the above regulations.

E. LONG PLAINS BAND PROPERTY

1. Any kind of materials that would cost the Long Plains Band to replace or anything to recur some kind of action on the Long Plains Band.
2. A registry will be made for people working after hours to sign so we know who has been in the office.
3. Once a person has keys to the office, he shall be responsible for keeping those keys and not losing them. Only the people working out the offices are to have keys for them.

F. TRAVEL, MEALS, AND ACCOMMODATIONS

Vehicle Policy

1. All people who take their car out on a meeting are to have business insurance. It is mandatory to get business insurance if you use your own car.

Travel Regulations

1. The travel rate of the Long Plains Band will be left at a straight twenty cents (.20) per mile. After six months, there will be a clause to review travel regulations.

Meals and Accommodations Regulations

- | | | | | |
|-------------------------|-----------|--------|----------|----------------|
| 1. Within the province: | Breakfast | \$3.00 | Dinner | \$6.00 |
| | Lunch | 4.00 | Sundries | 3.00 (2nd day) |

Accommodations will be the actual cost of the accommodations subject to a maximum of \$25.00 plus tax. Anything over \$25.00 will be subject to an explanation to the Long Plains Band Council or prior approval from the Long Plains Band.

Private Accommodations -- no receipts are required up to \$10.00. Designated area of domicile is not applicable. (Within province).

2. Out of Province: \$60.00 per day with travel time allowed depending on the length of the trip.
3. Out of Country: \$70.00 per day with travel time allowed depending on the length of the trip.
4. Within the Province for Chiefs and/or Representatives at all Tribal Council and Executive meetings: \$40.00/day.

In respect to above, if found insufficient, receipts must be provided for all meals, rooms, taxis and expenses incurred to justify for additional reimbursement.

G. DISMISSAL PROCEDURES

Where not otherwise specified by a contract:

1. Probationary Employee

- a. A probationary employee's performance will be generally evaluated each month.
- b. In the event of continuing unsatisfactory performance during the course of probation, one formal notice in writing is considered sufficient warning preceding dismissal (should it become necessary) on the grounds of non-performance.
- c. Further to b. (above) a specific evaluation at the end of the normal probation period will take place which may result in dismissal, regular status or extension of probation.

d. Notwithstanding the above, the responsible officer with consent of the Council of the Long Plains Band Council may effect summary dismissal with cause as interpreted by the Council of the Long Plains Band.

2. Regular Employee

- a. Any regular employee who does not meet performance standards will receive a verbal warning from his/her immediate supervisor who will memo the information to the Chief.
- b. Where a regular employee continues to perform in an unsatisfactory manner the employee will be notified by certified letter of such.
- c. Where a regular employee after receiving said notice of unsatisfactory performance fails to meet performance standards with a reasonable period of time (not to exceed 30 days) he/she will be served with a notice of dismissal.

LONG PLAINS BAND

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FINANCIAL PROCEDURES AND REGULATIONS (1975)

1. Accounting Records

An adequate double entry bookkeeping system is to be maintained to reflect all financial transaction of the Long Plains Band. The following journals or ledgers will be maintained.

- A. Receipts Journal all receipts are to be entered on a daily basis
- B. Disbursement Journal all disbursements are to be entered on a daily basis.
- C. Outstanding Committment Journal all outstanding committments at the end of each month are to be recorded.
- D. Payroll Journal all details of employees gross earnings, deductions and liability for net wages.
- E. General Journal Entries a file containing all adjustments maintained in numerical sequence.
- F. General Ledger to be maintained so as to reflect the Council's financial position.

2. Accounting Procedures: A. Receipt of Funds

- 1) A prenumbered receipt will be issued for all funds received by the Long PLains Band Council. The receipt is to be made out using the "one-write" receipt and journal.
- 2) All funds received are to be entered in a deposit book, deposited in the without delay and the deposit slip receipted by the
- 3) No funds recieved by the Band Council are to be deposited to the credit of any individual but must only be deposited to the credit of the Long Plains Band.
- 4. Payment owing to individuals must be made through the disbursement records.
- 5. Funds held in trust by the Council are to be deposited in a separate Council Trust account designated for that purpose.

B. Purchasing

- 1. After budget approval by Council, all non-recurring normal purchases are to have approval of the Finance Committee and be recorded in their minutes. Council, through the Finance Committee, by resolution, may allow payment of recurring normal expenditures, re: telephone, rent, hydro, wages that are within the approved budget and are not over

\$500.00 by the Administrator without a purchase order nor prior approval of the Finance Committee. Such action does not absolve the Council of the responsibility for control of purchases.

2. Purchase orders, in triplicate, are to be completed and approved for all purchases of supplies and services other than recurring normal expenditures. The original is to be sent to the supplier; the others are to be retained.

3. All suppliers' invoices are to have attached the duplicate purchase order, after certification of receipt or delivery, quantity, quality, prices and total charge before being forwarded for approval of payment.

4. At the end of each month all outstanding purchase orders are to be set up as accounts payable for submission to Data Centre.

5. The Triplicate copy of the purchase order is to be retained in numerical order.

C. Payment Approval

1. An employee as designated by Council, through the Management Committee, may be authorized to approve payments, with the limit for any one account to be established at the discretion of Council. All such payments are to be approved by Council at the next regular meeting.

2. Where practical, all accounts are to be paid on or before the due date to take advantage of all possible discounts.

3. Where progress payments are made in connection with any contract, the Council is to hold back an amount equivalent to 10% of the contract price until the job has been certified complete to the satisfaction of the Council.

4. No loans are to be made.

5. Cash advances are permissible for purposes specified by the Council such as; travel costs, vacation pay, etc.

D. Disbursements

1. No disbursement or payment is to be made without certified supporting documentation (invoice, voucher, purchase order etc.).

2. Except for payments through petty cash, all disbursements are to be made by cheque.

3. A petty cash fund is to be established not to exceed \$50.00 to facilitate the payment of small incidental expenses. A petty cash receipted invoice or voucher is to be completed for each disbursement made, and at all times, the total of such invoices or vouchers and the balance in cash is to balance to the fund total. Repayment of expenses disbursed from petty cash is to be made as required, but in no case less than once a month. Repayment is to be in the amount of total invoices and vouchers on hand and must be charged to expenses detailed therein. Responsibility for the custody of the petty cash fund is to be vested in an employee designated by the Council.

4. All cheques drawn on the Council's Account(s) are to be on a pre-numbered form as prescribed by the Council, and there is to be an accounting of all numbers.
5. Every Council is to authorize three persons, two of whom must be members of the Council, to sign cheques drawn on its accounts, and all cheques must be signed by at least two of such authorized persons.
6. No Council cheques are to be post-dated or signed in blank.
7. Where a cheque is reported lost, destroyed, stolen or has not been presented for payment within six months of the date of issue, it is to be cancelled and a stop payment notice sent to the bank. A duplicate cheque may be issued in return for the payee indemnifying the Band against further loss.

E. Travel

1. All travel for which reimbursement of expenses is to be made, is subject to the approval of Council.
2. In the case of an employee whose duties require day-to-day travel, Council may, by resolution or by recorded approved motion, approve such travel within predetermined specified limits, and a travel advance may be made if required.
3. Travel expenses for all employees are to be paid subject to a submission of an itemized account of the claim. Rates for reimbursement to be determined by Council.

F. Inventories

1. Physical inventory records are to be maintained for all equipment, buildings, vehicles and other assets where the original purchase price exceeded \$100.00 whether or not the item has been fully depreciated or charged to operating expenses.
2. The write-off items carried on inventory may only be done by Band Council Resolutions.
3. The Council is responsible for obtaining and maintaining adequate insurance coverage to protect these assets on a continuing basis, against loss or destruction, through fire, theft, etc., at a rate which will be most beneficial to the insured.
4. A physical count and check-off is to be completed annually.

G. Budgets

1. Council is responsible for the preparation of an annual budget which is to be reviewed and approved by Council meeting.
2. Any changes to the approved budget must have Council approval through a Council resolution.

3. Where applicable a copy of Council resolution transferring funds from one program to another will be sent to appropriate government officials.

H. Monthly Accounting Reports

1. Bank Reconciliations are to be prepared upon receipt of bank statement and cancelled cheque.

2. Monthly statements of Receipts and Disbursements are to be prepared from the information contained in the General Ledger following the completion of postings.

3. Monthly listings of Accounts Receivable and Accounts Payable are to be prepared and balanced to General Ledger control accounts where applicable.

4. On a monthly basis, the following reports will be presented to Council:

- i. itemized receipts and disbursements during the preceding month,
- ii. standing of the general ledger balances as of the last day of the preceding month,
- iii. standing of all appropriation accounts as at the last day of the preceding month.