

**EMPLOYEE ORIENTATION
MANUAL**

**HASKELL INDIAN NATIONS UNIVERSITY
155 INDIAN AVENUE
LAWRENCE, KANSAS 66046**

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INTRODUCTION AND OVERVIEW

Congratulations, you have been chosen to join the proud Haskell tradition! Founded in 1884, Haskell opened under the name of the United States Indian Industrial Training School. Over the course of its proud history Haskell changed its mission and goals and has also been known as Haskell Institute, Haskell Indian Junior College and, since 1993, Haskell Indian Nations University.

Today, Haskell provides opportunities for over 1,000 students each semester to earn baccalaureate degrees in Elementary Teacher Education, Business Administration, Environmental Sciences, American Indian Studies, and Liberal Arts. Haskell continues to provide opportunities for students to receive an Associate of Arts degree in liberal arts.

The purpose of this manual is to give you an overview of the university and policies and procedures that affect you as a federal employee. This manual is not intended to replace or supplant federal regulations and procedures but to give you a brief overview and to refer you to other manuals and offices for more specific information regarding your employment and procedures that may affect you in specific ways because of where you work.

Once again, congratulations for making a terrific career choice by joining us. It is hoped that your time with us will be productive, rewarding, and enjoyable. Just remember, there is no task too small, no endeavor too trivial to be worth less than your full and complete commitment to its completion. Good luck.

VISION STATEMENT

Haskell Indian Nations University, the premier national intertribal university, empowers American Indian and Alaska Native scholars for leadership and service to sovereign first nations and the world by virtue of its excellent academic programs and research, creative activities, and culturally diverse student experiences.

MISSION STATEMENT

Haskell is a land grant institution serving members of federally recognized American Indian and Alaska Native nations *as authorized by Congress and in partial fulfillment of treaty and trust obligations*. Haskell embraces a holistic approach through spiritual, emotional, physical, social, and intellectual curricula and programs for students and employees that promotes and upholds respect, rights, and responsibilities.

ORGANIZATION/GOVERNANCE

Haskell is an agency within the Office of Indian Education Programs (OIEP), Bureau of Indian Affairs. The Bureau of Indian Affairs is the largest bureau or agency within the Department of the Interior. For administrative purposes, employees at Haskell are considered Central Office employees of the BIA. Overall supervision and direction of the college is under the auspices of the President, Haskell Indian Nations University. The president of Haskell reports to the Deputy, School Operations within OIEP who reports to the Director of OIEP who reports to the Assistant Secretary, Office of Indian Affairs.

Haskell also has a Board of Regents that works with the president to provide oversight and direction to the college. The Board of Regents is made up of representatives from the twelve regional offices of the BIA, a representative drawn from the Kansas tribes, the president of the Haskell Student Senate, and the president of the National Haskell Alumni Association.

Within Haskell, there are three major divisions, Office of the President, Academic Affairs and University Services. The President, Vice President for Academic Affairs and the Vice President for University Services oversee these three divisions. Major departments within these three divisions are as follows:

Office of the President:

- Office of Institutional Research and Sponsored Programs.
- Office of the Chief Information Officer: Network and Security, Helpdesk and Tribal Student Technology, Websites and Databases, Servers/Systems, Distance Education and Classroom Technology, Haskell Indian Youth Extension, and Campus Switchboard.
- Athletic Department: Football, Volleyball, Men's and Women's Basketball, Men's and Women's Track, Cross Country, Women's Softball, Golf, Student Activities, Campus Shop, and Snack Bar.
- Cultural Center and Museum

Academic Affairs:

- School of Education
- School of Business
- College of Arts & Sciences
- Health, Physical Education
- Academic Support Center
- American Indian Studies
- Registrar

University Services:

- Student Services: Counseling Center, Housing, Food Services, Placement, Admissions, Financial Aid, and Student Rights.

- Facilities Management: Custodial Services, Operations & Maintenance, Buildings and Grounds, Safety, and Security.
- Administrative Services: Human Resources, Student Bank, Business Office, Post Office, Property, Contracting, Budget and Finance, and Shipping and Receiving.

The two vice presidents, Chief Information Officer, and Athletic Director report to the president of the college. If you have any questions regarding the structure within the department/division in which you work please visit with your immediate supervisor.

DETAILS, DETAILS, DETAILS

The following information is intended to give you a brief overview of things you will need to know. Please keep in mind that in many cases there are also government/Haskell manuals and policies that will provide specific and detailed information regarding these matters. The entries in this manual are intended to give you a brief overview of these matters. Please feel free to ask questions regarding any of these as well as other matters that have not been covered in these manuals.

SHOW ME THE MONEY

Compensation: Your rate of pay is determined by the requirements of your position, commonly referred to as series and grade level, and years within that level of expertise and/or experience, commonly referred to as pay step. Briefly, positions at Haskell are classified as either General Schedule or Wage Grade depending upon your assignment. For specific information regarding either pay scale please consult with your timekeeper or the Human Resource Office.

Timekeeper: Every employee is assigned a timekeeper, normally a support person assigned to the employee's supervisor. Each department and division also has a head timekeeper who oversees the processing of timesheets and payroll. The head timekeeper for the college is located in Administrative Services.

Pay Periods: Employees are paid every two weeks. You can anticipate a delay of four weeks before you receive your first paycheck. Thereafter, you will be paid every two weeks. **It is important to note that the federal government no longer issues hard copy checks for employees. All employees must arrange for direct deposit by providing the school with information regarding where paychecks can be sent electronically. There are no exceptions.** Please keep this in mind if you choose to change banks after you begin your employment. It has been our experience that employees change banks without notification and, as a result, their payment has been delayed. You may pick up copies of the appropriate form at either the Human Resource Office or the Head Time Keeper, Administrative Services.

Types of Pay: Depending upon your status under the Fair Labor Standards Act (FLSA) and whether or not you are on an Alternative Work Schedule (AWS-to be covered later) you may be eligible for overtime or compensatory time. See the Federal Employees

Almanac (FEA) Chapter 1, Section 6 for further details. Based on your tour of duty you may also generate premium pay for work performed on Sunday or at night. Please refer to the FEA Chapter 1, Section 7 for further details.

Pay Increases: As a general rule, all employees qualify for an annual across-the-board increase which is generally paid in January of each year. The amount of that annual increase is based upon the budget reconciliation process between the White House and Congress. See the FEA Chapter 1, Section 3 for further details.

Employees also qualify for what is commonly referred to as Within-Grade Increases (WIGI). These within grade increases are based on successful performance and can be withheld by supervisors if performance is not satisfactory. The waiting periods for WIGI's are as follows:

- Steps 2, 3, and 4: Annually.
- Steps 5, 6, and 7: Every two years.
- Steps 8, 9, and 10: Every three years.
- There are no further steps beyond step 10

In addition to WIGI's employees are also eligible for quality step increases. These are based on exceptional performance and may be awarded outside the calendar established above. For additional information of both types of step increases please refer to FEA Chapter 1, Section 4.

Compensatory/Overtime: Depending upon the type of tour of duty (see page 8 of this manual) and position, most employees are entitled to compensation for work in excess of specified limits. The Fair Labor Standards Act (FLSA) spells out the requirements in this regard. Depending on individual circumstances some employees, generally managers and professionals, are excluded from the provisions of the FLSA and do not generate either compensatory or overtime. For specific details please refer to the FLSA or the FEA Chapter 1, Section 6.

Incentive Awards/Performance Awards: All employees are also eligible for special recognition/cash awards for exceptional service. Rather than describe them here please refer to the FEA Chapter 1, Section 4 and Article 18 of the Contract Between The Department of the Interior, Bureau of Indian Affairs and The Indian Educators Federation, American Federation of Teachers, Local 4524, AFL-CIO (Contract) for further details.

All new employees, along with most current employees are eligible for performance awards based on their performance evaluations. Please visit the Human Resource Office or your supervisor for additional details.

Health Benefits: The Federal Employees Health Benefits Program (FEHB) is open to most federal employees on a voluntary basis. You need to enroll within 60 days from the date you enter federal service or become eligible. There are several features and plans

available. The Human Resource Office has materials on all the plans available and you are encouraged to study them carefully for the plan that provides the best benefits for you and/or your family. You may also refer to the FEA Chapter 2, Section 1 for additional details. The Human Resource Office has the necessary forms and will assist you with your enrollment.

Life Insurance: The Federal Employees Group Life Insurance Program (FEGLI) is open to most federal employees on a voluntary basis. You will automatically be covered and premiums charged unless you waive coverage in writing. Please refer to the FEA Chapter 2, Section 2 for details. The Human Resource Office has the necessary forms and will assist you with your enrollment.

Long Term Care Insurance: Coverage in this program is voluntary. Please consult the FEA Chapter 2, Section 3 for details and specific information. The Human Resource Office has the necessary forms and will assist you with your enrollment.

Retirement: As a new employee you will be enrolled in the Federal Employee Retirement System (FERS). If you are a member of the Civil Service Retirement System (CSRS) you have been in government service for some time and there is little we can tell you that you don't already know.

As a member of the FERS, the primary elements of your retirement plan include Social Security, FERS Pension, and the Thrift Savings Plan (TSP). The Human Resource Office has materials to help you plan your retirement –**IT IS NEVER TOO EARLY TO START PLANNING YOUR RETIREMENT-YES EVEN THOSE OF YOU WHO ARE 20 SOMETHING!!!** Please see the FEA Chapter 3 and Chapter 4 for additional details.

Thrift Savings Plan: The TSP is available for all employees but there are some features that are there exclusively for FERS employees. As a FERS employee it is expected that you will establish a program to assist you in retirement. As a part of that process you can defer taxes on a certain portion of your income and set it aside for retirement. The federal government will provide a certain amount as a match towards that fund. Please refer to the FEA Chapter 6 for details. In addition, the Human Resource Office has materials that will help you in making decisions. **YOU ARE STRONGLY ENCOURAGED TO EXAMINE THIS PROGRAM AND THE BENEFITS IT CAN PROVIDE.** Please be mindful that these are decisions that only you and those close to you can make.

CAREER/SEASONAL

In general, employees at Haskell are career/seasonal. This means that you will be placed in non-duty/non-pay status for a portion of the year. This is generally done during the summer, especially if Haskell does not have summer school. As a result, you should budget your finances accordingly to ensure you have money to pay bills and live during

the time you are in non-duty/non-pay status. Current Kansas law permits Haskell employees in non-duty/non-pay status to qualify for unemployment benefits.

Summer employment with a grant or special project is sometimes possible, as is employment if Haskell has summer school. However, neither of those is guaranteed; grant employment often calls for very specific skills and not all classes are offered if we have summer school. Currently, Haskell's budget is insufficient to offer summer school and this has been the case since 2003.

MAY I BE EXCUSED PLEASE?

As a federal employee there are various forms of leave available to you. The following section is intended to give you a brief overview of these provisions. These provisions are spelled out in Chapter 63 of Title 5, U.S. Code. You may also consult the FEA Chapter 5 for additional details.

Annual Leave: This is leave that is available to you to go on vacations or to attend to personal business. You may also use it in lieu of sick leave in the case of illness. Except in the case of emergencies you need to request this leave in advance and the requests need to be made through your supervisor. Annual leave is earned according to the following:

- Full time employees with less than 3 years of service earn 13 days of leave a year (4 hours per pay period).
- Full time employees with between 3 and 15 years of service earn 20 days of leave a year (6 hours per pay period)
- Full time employees with 15 years or more of service earn 26 days of leave a year (8 hours per pay period).
- If you are less than a full time employee please see the Human Resource Office for pro-rated leave earned.
- Compensatory time earned (see page 5) may be accumulated and used in lieu of annual leave. There are specific guidelines regarding who may earn compensatory time, which are based on the type of tour of duty and position of each employee.

You may accumulate annual leave but within certain limitations. The law permits most employees to accumulate 30 days (240 hours), which can be carried over into the next leave year. Any annual leave accumulated beyond 240 hours must be used within the leave year or it will be lost. For purposes of this rule, the deadline for use occurs in early January of each year. There are some exceptions to this rule. For further details please refer to Title 5 or the FEA Chapter 5.

Sick Leave: Authorization for sick leave, because of its nature, is not usually obtained in advance. However, if you have medical appointments or other types of medical procedures that are known in advance you are expected to request it in advance. If you are unable to report to work you are expected to call you supervisor and notify them

within two hours of the time you normally report for work. Regardless of years of service, full time employees earn four hours of sick leave per pay period. There is no limit on the number of hours that can be accrued. For more specific information please refer to Title 5 or the FEA Chapter 5. If you are less than a full time employee please see the Human Resource Office for pro-rated leave earned

Other Types of Leave: Based on unique sets of circumstances there are other types of leave such as military, court, bone marrow or organ donation, adoption, leave without pay and others. For these and other additional technical aspects of leave please refer to the FEA Chapter 5.

THREE-DAY WEEKENDS!!!

Holidays: As a government worker you are entitled to the following holidays:

- New Year's Day, January 1
- Martin Luther King's Jr.'s Birthday, 3rd Monday in January
- President's Day, 3rd Monday in February
- Memorial Day, last Monday in May
- Independence Day, July 4
- Labor Day, 1st Monday in September
- Columbus Day, 2nd Monday in October
- Veteran's Day, November 11
- Thanksgiving Day, 4th Thursday in November
- Christmas Day, December 25

Holidays Worked: Confused? Some employees, because of their tours of duty and assignment, are required to work holidays. In those cases they are entitled to additional compensation for their work. For additional details see the FEA Chapter 1, Section 7.

BARGAINS GALORE

Most employees, except those in management and personnel functions, are members of the bargaining unit. At Haskell the Indian Educators Federation-AFT, AFL-CIO, Local 4524 is the recognized union. The Union is the exclusive representative of the bargaining unit and is entitled to act for these employees in negotiations and joint meetings with management regarding personnel policies practices, and matters affecting working conditions. Please refer to the Contract, which will be provided you for additional information.

YOU WANT ME WHERE, WHEN??

Tours of Duty: This refers to when you are expected to be at work and is determined by your supervisor. The tour of duty will depend upon your assignment and responsibilities.

Haskell provides for several types of tours of duty. Please refer to the Contract, Article 13 for additional details on Alternate Work Schedules.

- **Standard Eight-Hour Schedule:** This is a fixed schedule that does not vary from day to day and is the same for all employees for a particular workday.
- **Alternate Eight-Hour Schedule (Flexitour):** This is a fixed schedule that does not vary from day to day. The only difference is that not all employees are on the same schedule.
- **Flexible Eight-Hour Schedule (Flexitime):** This is a flexible schedule that includes an 8 hour day, 40 hour work week, and eighty hour pay period. Arrival and departure times may vary from day to day within a flexible band at the beginning and ending of the day. Each day will include set core hours within which employees are required to be on the job.
- **Ten-Hour Schedule (Compressed):** This is a fixed, non-flexible schedule. Each workday is ten hours in length excluding lunch periods.
- **Five-Four-Nine Schedule (Compressed):** This is a fixed, non-flexible schedule that does not vary from day to day. The schedule includes 9 workdays in each pay period. Eight days are nine hours in length and 1 day is 8 hours in length.
- **Flexible/Compressed Schedule (Maxiflex):** This is a schedule that includes a minimum of 80 hours of work in a pay period. The arrival and departure times may vary from day to day within a flexible band. Each day will include set core hours within which the employee is required to be on the job. With management approval the employee may work less or more than 80 hours in a pay period and make adjustments in the next pay period. Employees on Maxiflex do not normally generate compensatory or overtime as there is flexibility regarding their work schedule.

Please refer to the Contract, Article 13 regarding other questions including lunch breaks, rest periods, shift assignments and other matters regarding tours of duty.

ON THE ROAD AGAIN

You may be required/permitted to travel from time to time in the performance of your duties, attend conferences, and receive training, or other purposes. There are some fairly simple and straightforward rules that will help you.

Travel Coordinators: Every division and, in some cases departments, has a staff member designated as the travel coordinator. Usually this is the clerical support person assigned to the division or department head. The head travel coordinator is the secretary for the Vice President for University Services. These individuals will assist you and provide technical assistance to you. Please check with your immediate supervisor regarding your travel coordinator and any specific details within your department regarding travel.

Travel Authorization: The first rule is that you have to have permission to go. This is accomplished through one of two methods. The first is that for any travel that will involve commercial travel (airlines, trains, etc...), lodging expenses, or per diem (food

and other costs) you must have a signed travel authorization to do so. This is a particular form that your travel coordinator or supervisor can introduce you to. This form requires several signatures so you should start the process well in advance. First and foremost make sure your supervisor agrees with the travel or don't go.

Non Per Diem Travel: Some trips are of such short duration or distance that they do not require commercial tickets, lodging, or meals and other expenses. These trips usually involve the use of government vehicles. There is a form (surprise, surprise) called a Vehicle Request that is used to request a vehicle. This form also serves as permission to travel within a specific area (usually within 150 miles). Your travel coordinator or supervisor can fill you in on the details of this procedure.

Government Vehicles: Haskell has a number of government vehicles that are available for official use. Property & Supply maintains the fleet vehicles, which are located at the warehouse (American Horse) for the campus. These are available for use campus wide and may be requested by using a Vehicle Request form. In addition, some divisions and departments maintain their own vehicles and have their own method for use. In those cases, please consult with your immediate supervisor regarding details. If you do the following your use of government vehicles should not be complicated:

- All operators and passengers must wear seat belts (we have extenders for those with big personalities). **NO EXCEPTIONS.**
- Request use of vehicles before using them and make your request in advance. There are a limited number of vehicles so keep that in mind.
- Use the vehicles to go where you say you are going. If you have checked out a vehicle to go to the University of Kansas, the McDonalds drive through is not considered as part of that route.
- Vehicles cannot be used for personal reasons; they can only be used for official purposes.
- Fill up the gas tank before returning to the warehouse.
- Before putting gas in vehicles make sure the gas station takes the card that comes with the vehicle.
- Report any damages or vehicle problems immediately. Please contact the warehouse or property & supply with any problems. There is information with each vehicle that spells out what to do in case of an accident or other emergency.
- Pick up after yourself. Please remember that others will use the vehicle and it is common courtesy for you to help insure the cleanliness of vehicles.
- NO SMOKING is permitted in government vehicles.
- You may not transport individuals, including your mother-in-law or auntie, who are not authorized as passengers. You can't take the family with you unless they are government employees, students, or others authorized for transport.

Privately Owned Vehicles: Under certain circumstances you may be authorized to use your POV for official travel. If it is for your convenience you may receive mileage but it will be less than if it is for the government's convenience. In other words, if you just want to take your car you will get less than if the college was unable to provide one for

you for any number of reasons. While operating your vehicle on official business you may not transport others who are not authorized to travel including family members. Please see your travel coordinator or the head travel coordinator for details.

Driver's License Check: In order to operate a government vehicle, rent a vehicle while in travel status, or operate your POV while in travel status you must have your driver's license checked on an annual basis. At Haskell this is usually done in March or April. If you provide your driver's license number in a timely fashion (we will let you know when that is) the check will be performed for you at no cost. If you fail to do so you will not be allowed to operate any vehicle while on duty or travel until you provide Haskell with a license check. This may be obtained at the Lawrence Police Department for a charge.

In order to pass the license check the following conditions must be met:

- Not more than 3 convictions for moving violations within a 3 year period other than Reckless Driving and DWI/DUI.
- No convictions for DWI/DUI or Reckless Driving within a 3-year period.
- Possession of a valid state drivers license for the type and class of vehicle to be operated.
- The form is titled Motor Vehicle Operations License and Drivers Record-GSA Form 3607. Your supervisor should provide you with a copy or you may obtain one by going to www.gsa.gov/forms or by going to the X:Drive under Haskell-Public-Forms. Don't worry; someone will explain the X Drive to you.

Reimbursement: As strange as it may seem, some folks have trouble requesting reimbursement when returning to duty after being in travel status. If you follow these simple rules you should have no problems:

- Submit your claim for reimbursement within 5 days. If you do that you should receive reimbursement well before your charge card bill arrives. Your reimbursement will be sent to you electronically so make sure you have current banking information on file with Administrative Services.
- Make sure you keep receipts for those charges that require it. Normally this will be receipts for commercial travel, including cab fare, and lodging. You do not have to present receipts for meal allowances.
- For local travel while using your POV you will need to keep odometer readings for reimbursement of mileage expenses.

Lodging Requirements: You or whoever arranges for your travel is expected to locate lodging at government approved rates. In some circumstances it is necessary to exceed this cost but not just for convenience sake. In order to do so it is required that this receives authorization from Central Office through the Haskell President's office. In order to insure safety, you are also required to stay in lodging that meets safety standards. This can be determined by asking the hotel/motel or going on line at <http://www.usfa.fema.gov/hotel/index.htm>. This is the U.S. Fire Administration Hotel-

Motel Master list. Scroll down to "Search for Hotel/Motels" and click on it and search for lodging by hotel/motel name and city or state.

CHARGE IT PLEASE

All employees are expected to apply for a government charge card that is to be used when traveling, paying for students engaged in school activities, and for purchases.

Travel Card: This card is used to arrange and pay for commercial travel. It can also be used to pay for lodging and meals while in travel status and to obtain funds for travel. Please be aware of the following rules when using the card:

- The card is for official use only. It cannot be used for any personal purposes. **NO EXCEPTIONS.**
- When your bill arrives pay it. Even if you haven't received reimbursement you must pay this bill. If you have submitted your claim for reimbursement on time this should not be a problem.
- Submit your card statement on a monthly basis to your supervisor for his/her review. If you do not receive a statement because there were no activities you may submit a statement to your supervisor attesting to that.

Student Activity Card: This card is used when transporting students to school sponsored activities such as athletic contests. This card can be used to purchase meals; lodging or other authorized expenses for students only. This card will not be billed to you personally but you will be expected to keep a log and provide it to your supervisor or other officials to monitor usage. You may not use this card for any other purpose including paying your travel expenses while accompanying students.

Purchase Card: This card is used to make certain purchases for the government. It is for official use only and will not be billed to you personally. There is specific training on how and when you may use your card as well as purchase limits. **GET TRAINED.**

General Conditions: Each of these cards is authorized on an individual basis. You will be required to go through specific training regarding the usages of each type of card. You will be expected to keep logs of usage and to submit statements and supporting documentation to your supervisor on a monthly basis for review. Under no circumstances are these cards to be used for personal purchases or non-governmental, non-authorized reasons. Failure to keep current on individually billed charges (travel) could result in suspension or cancellation of the card. Without the card it is virtually impossible to go on per diem travel.

GARBAGE IN, GARBAGE OUT

Depending upon your job and responsibilities you may be provided with a computer for your use in the performance of your duties. The Computer Center has established policies regarding usage of computers and you are expected to familiarize yourself with

these rules and to follow them. To provide overall assistance, the following information is provided:

- As with all government property you may not use the computer for personal reasons.
- You may not visit pornographic or other sites that promote or facilitate gambling.
- You may not use the computer to "stream". That means no music downloads or using the computer as a radio in your office.
- Do not beat or abuse your computer. It is not the computers fault you can't spell or write properly.
- Your computer is not a stand for beverages, food, or other items.
- You will be assigned passwords that you cannot divulge to others. If you are found to have posted your password on your computer there will be dire circumstances (to be named later).
- Do not add personal software or other programs. We will provide you with what we believe you need.

You will also be expected to undergo IT Security Training. This is available on-line and that information should be available through your supervisor. If it is not, you may contact the Computer Center for information. ~~You must complete this training in order to~~ have access to the campus network and computer equipment. No e-mail passwords will be issued until the training is completed.

THERE ONCE WAS A CROOKED (WO) MAN

Ethics: In the effort to ensure public confidence in the integrity of the federal government, Executive Order 12674 (as amended) laid the framework for the ethical behavior required of all federal employees. The Human Resource Office will provide you with an Ethics Guide handbook to give you guidance. If you have any questions regarding ethics issues please contact the Human Resource Office or consult the ethics counselor. Haskell has also adopted a statement of principles regarding employee conduct that will be provided to you. The Ethics Guide addresses such issues as:

- Government wide Ethics Laws
- Accepting Gifts
- Travel
- Outside Activities
- Political Activities (Hatch Act)
- Use of Official Position
- Government Property
- Gambling, Raffles Pools
- Nepotism
- Serving as an Expert Witness
- Post Employment Restrictions

Institutional Values: Haskell Indian Nations University has embraced the following values and honored the Haskell Arch at the stadium at the same time. Those values are:

- **Accountability:** To be responsible, accountable, and dependable for our conduct, behavior, and attitudes as we strive for excellence in our respective roles.
- **Respect:** To honor the diversity of beliefs, rights, responsibilities, culture, and accomplishments of self and others.
- **Cooperation:** To work with one another to accomplish good for Haskell Indian Nations University and for the American Indian/Alaska Native Nations.
- **Honesty:** To be truthful and open in our relationships with employees, students, and with each other.

WHO ARE YOU?

Background Checks: Perhaps one of the first questions you asked or will ask is “why do I have to fill out this form that asks questions back seven years?” The short answer is because. The long answer is that the Assistant Secretary, Indian Affairs, established the Personnel Security and Suitability Program for the Office of Indian Education Programs in August 2002 in order to have more accountability. This program is in direct response to Federal and Department of the Interior statutes and policies relating to personnel security and suitability. In other words, it’s the law. You just have to do it.

There are several levels of background checks that are based on your specific assignment and with whom you work. That determines the level of check required. All folks who work here, federal and otherwise, as well as most volunteers have to undergo this check. If you have any questions please consult with the Human Resource Office for more specific details.

R.E.S.P.E.C.T.

Sexual Harassment: Haskell strictly prohibits sexual harassment in any form. The Office of Indian Education Programs has adopted a sexual harassment policy that is applicable to Haskell. If you feel that you are the victim of such harassment do not hesitate to contact your supervisor, the Human Resource Office, or one of our Equal Employment Opportunity counselors. Their pictures and names are posted at several locations throughout campus. A simple rule of thumb is to know the policy and, when in doubt, don’t.

Equal Employment Opportunity: It is an absolute commitment on behalf of the Federal Government and Haskell that employees are not discriminated against on the basis of race, ethnicity, sex, age, sexual orientation, or other protected categories (see Indian Preference for a specific exception). Any employee who believes they are the victims of such discrimination has the right to file an EEO complaint. Haskell has identified a number of counselors who are available to assist employees with these concerns. The Human Resource Office is also available as well as the EEO Office in Central Office, Bureau of Indian Affairs.

Indian Preference: As the result of the Morton vs. Mancari court decision, the Bureau of Indian Affairs and Haskell Indian Nations University practices Indian preference. This practice is intended to increase the number and opportunities for American Indian and Alaska Natives working with federally recognized tribes and tribal members. If you have any questions regarding this matter please contact the Human Resource Office.

MY FAVORITE MARTIAN

To insure decisions made and actions taken are based on merit, in the highest traditions of public service, and to assure everyone that nepotism and favoritism has no place at Haskell, we have adopted specific policies on nepotism and principles of favoritism.

Nepotism: Showing favoritism on the basis of family relationships is prohibited. You may not appoint, employ, or advance a relative. Specific information on federal regulations regarding nepotism can be found in 5 U.S.C. Section 3110 or the Ethics Guide for Employees of the Department of Interior.

Favoritism: Haskell embraces the notion that decisions and actions must be based on merits of the matter being discussed. In deliberations that occur one of the first considerations must always be that which is in the best interest of the school. Specific details can be found in HR 202-02 Statement of Principals on Nepotism in Haskell's policy manual.

Retaliation: Regardless of the degree of disagreement or discomfort an action or discussion may inflict, there is no place for retaliation under any and all circumstances. This does not preclude supervisors from taking action against employees who violate standards of conduct.

BITS & PIECES

Here is some additional "stuff" that will help you in settling into your job. If there are concerns or questions that are not addressed here, please contact your supervisor for additional information. They know all and, if they don't, they know whom to ask.

Keys: You will be issued keys for those areas to which you will need access. This is accomplished through, surprise, surprise, a form called Key Request. Once you have received the proper signatures you can take the request to the locksmith located in Facilities Management to have the key made. There are several things to keep in mind regarding keys:

- The keys are assigned to you and should not be given to others.

- You may not duplicate keys for any reasons. If you lose them just confess and have new keys made.
- If you lose keys it is essential that you let us know right away. Yes, you will have to pay for those keys lost but it is essential that we know right away.
- Please keep in mind that in most cases you have keys that allow access to areas in which others have items as well. When keys are lost they compromise the security of the entire area for everyone who uses it. That is the reason for the cost, it is not to replace a key as much as it is to re-key the area and reissue keys to others.

Telephones: Depending upon your assignment you may have a telephone assigned specifically to you. In either case, telephones are available for use by employees in the performance of their duties. Virtually all phones are also connected to a voice mail system that will take messages. Please keep in mind the following when using the telephones:

- The telephones are here for official business. As a general rule you cannot use them for personal reasons although you are permitted to use them for brief messages such as "honey bring home a loaf of bread and some bologna."
- Telephone directories are provided so there should be no reason to use directory assistance for local calls. The reason that this mentioned is that folks do that here and there is a charge for it. The charge is not that much but when you have over 200 people using phones, the costs do add up.
- Please let your significant others and family members know the phones are for official business. As such, please try to keep personal calls at a level that does not interfere with your ability to do your job.
- Please keep in mind that the voice mail system is there to take calls when you are not in. Do not use it to screen calls. The expectation is that if you are at your duty station that you answer the phone. Some phones are expected to be staffed and if you are not able to answer you are to transfer the calls to someone who can. Please see your supervisor regarding whether or not you occupy a position that requires a staffed phone.
- If you have any questions regarding the telephones or voice mail system please see your supervisor or the Telecommunications Specialist.

Parking: Haskell has a number of parking lots available for employees. Some lots are set-aside for employees, some are set-aside for students, and others are open parking. With the exception of the lot located north of Pushmataha and the lot located south of Coffin Complex, all lots require you to have a vehicle registration sticker. The two lots just mentioned are open parking lots to the public and do not require a parking sticker. Please keep in mind the following when parking your vehicle:

- The blue lots are for employees, the red lots are for students, and the green lots are open parking.
- To park in a handicap parking space you **must have** a proper tag or sticker permitting you to park there.

- The safety circles around Roe Cloud Hall, Winona, Pocahontas, Minoka, and Osceola-Keokuk hall are considered safety zones and no parking is permitted.
- There is a hefty fine for parking in handicapped and safety zones and you will be required to pay it if you are ticketed.
- Putting your flashers on does not miraculously create a parking stall. Parking in the street or in other locations not properly marked will lead to a ticket if you are caught.

Public Relations: All media related information including press releases and press stories that are to be disseminated to the campus or the general public is to be routed through the Executive Assistant to the President. The Executive Assistant serves as the public information officer for the university. For all media contacts, press releases, and other public relations please contact the Executive Assistant.

Curtis Hall: Curtis Hall is the student-dining hall but employees can purchase meal tickets to eat there. You may purchase meal tickets at the Business Office located in Navarre Hall. For current costs of meal tickets please see the Business Office or inquire at Curtis Hall.

AND LAST, BUT NOT LEAST

Once again, congratulations on your most excellent career choice. We are glad that you have chosen to join us and hope that we are both still glad a year from now! If, after reading this manual, consulting the referred to documents, and talking to all the folks we have sent you to and you are still confused, we probably made a mistake in hiring you. **JUST KIDDING.** Please do not hesitate to ask if you don't know. It is in everyone's best interest that employees know what the procedures are and Haskell wishes you success in your work here.

WELCOME