

*Nimkee Memorial Fitness Center
Operational Policies and Procedures*

Policy Number: 116.001

Subject: Tribal Operations Employee Administration Leave Time for MIFO

Purpose: To ensure that all tribal operation employees who volunteer to work as an event staff member at the Michigan Indian Family Olympics are abiding by the following policy and procedures.

Policy:

- All employees desiring to work the event staff must first receive written approval from their immediate supervisor.
- Customer services must not be impaired by an employee's absence while they are assisting as an event staff member.

Procedure:

- Event staff members are required to report to the event staff table to sign-in and receive instructions from the event staff coordinator.
- After the conclusion of their assigned event, the event staff member must report back to the event staff table to sign-out with the event staff coordinator.
- Employees are to immediately return to their work place once they have fulfilled their event staff assignment, unless it is at or past their normal quitting time.
- Employees must realize that their commitment is essential to the success of this event. If they are not able to fulfill their assignment, they must contact the program coordinator Jaden Harman ASAP at the extension 5-4694.

Prepared By: Jaden Harman

Employee's Name: _____

Reviewed: Walt Kennedy

Employee's Signature: _____

Effective: 04/12/2006

Supervisor's Signature: _____