

Name \_\_\_\_\_ Hire Date \_\_\_\_\_  
Personal Phone \_\_\_\_\_ Preferred Method of Contact \_\_\_\_\_  
Username/Login \_\_\_\_\_ Work Email \_\_\_\_\_ @millelacsband.com  
Supervisor \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

## *Boozhoo! Welcome to Aanjibimaadizing!*

Today you will...

1. Receive your new employee binder, which contains:
  - Aanjibimaadizing Staff Directory*
  - Aanjibimaadizing Brochure*
  - Aanjibimaadizing Staff Policies and Procedures Manual*
  - Illness Prevention Protocols*
  - Aanjibimaadizing Program Policies and Procedures*
  - MLBO Holiday Schedule*
2. Confirm your contact info
3. Give you the Executive Director's and Supervisor's cell phone number (also on staff directory)
4. Read through Aanji Staff Policies and Program Policies
5. When complete, sign these forms and turn them in:
  - Aanjibimaadizing Confidentiality Agreement*
  - Social Media Acknowledgement*
  - Automobile Usage Form*
  - Youth Standards of Conduct*
  - Equipment Loan Agreement (send a copy to Dan)*
  - Justification for Phone Request (if needed)*
6. Be issued a computer or laptop, if needed
7. Get a tour and be introduced to the staff in D1
8. Afterwards you will meet with your supervisor, who will:
  - Give you your log in and email address (if needed)*
  - Set you up with One Tribe, Laserfiche, and VPN (if needed)*
  - Get you keys and/or key fob and train you on arming/disarming the building (if needed)*
  - Email you documents and forms that you will need (timesheets, directory, Aanji forms)*
  - Set up job specific trainings that you may need*



# Aanjibimaadizing Confidentiality Agreement

I am familiar with all aspects of the Aanjibimaadizing, including overall philosophy of the program, the goals and objectives of the program, the Mission, Values and Vision statements, and the responsibilities of my job description as a staff member or worker of the Aanjibimaadizing Program.

I have read and fully understand the information on confidentiality. I understand that clients and co-workers have legal and ethical rights to confidentiality. As a staff member or worker of the Aanjibimaadizing, I will respect the privacy of the co-workers and clients that we serve and maintain confidentiality in any situations that should arise.

I understand that breach of confidentiality will result in disciplinary action.

I understand that breaking confidentiality may result in dismissal from my job as a staff member or worker.

I have read and fully understand the contents of this document.

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*Employee Signature*

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*Date*

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*Executive Director Signature*

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*Date*

## Social Media Acknowledgement

I acknowledge that I have read the social media policy and I understand that the confidentiality agreement includes information posted on social networking sites. I understand that violation of the confidentiality agreement may result in disciplinary action up to, and including, termination from employment.

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*Employee Signature*

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*Date*

# Standards of Conduct for Staff working with Youth

All staff, consultants, contractors, and volunteers must abide by the program's standards of conduct that:

Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being and prevent and address challenging behavior;

Ensure staff, consultants, contractors, and volunteers do not mistreat or endanger the health or safety of children, including, at a minimum, that staff must not:

- Use corporal punishment;
- Use isolation to discipline a child;
- Bind or tie a child to restrict movement or tape a child's mouth;
- Use or withhold food as a punishment or reward;
- Withholding toilet/bathroom privileges to punish, demean, or humiliate a child;
- Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child;
- Physically abuse a child;
- Use any form of verbal abuse, including profane, sarcastic language, threats, or derogatory remarks about the child or child's family; or,
- Use physical activity or outdoor time as a punishment or reward;

Ensure staff, consultants, contractors, and volunteers respect and promote the unique identity of each child and family and do not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

Staff, consultants, contractors, and volunteers must comply with program confidentiality policies concerning personally identifiable information about children, families, and other staff members in accordance with applicable federal, state, local, and tribal laws; and,

Ensure no child is left unsupervised by staff, consultants, contractors, or volunteers while under their care.

Staff, consultants, and volunteers who violate the standards of conduct will be subject to progressive discipline up to and including termination.

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*Employee Signature*

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*Date*

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*Executive Director Signature*

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*Date*

# Automobile Usage and Maintenance

When using Aanjibimaadizing Vehicles, employees are expected to exercise care, and follow all operating instructions safely standards and guidelines. Employees are not permitted to utilize Band Vehicles for non-business purposes. Employees are required to use a seat belt and to ensure their passengers are using safety belts. Passengers cannot be transported without a seat belt. Children should be in approved child safety seats. Cell phones are not be used while operating an MLB vehicle.

All AanjiBimaadizing staff that utilize department vehicles are expected to maintain a daily mileage log for each department vehicle. This log will be turned into the Finance Project Manager at the beginning of the following month.

## **Maintenance:**

Employees using Aanjibimaadizing Vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to Finance Project Manager.

In most new vehicles, they take the Synthetic Oil, which lasts for 5,000 miles. Please check oil levels after 3,000 miles since the last oil change and ask the finance manager to schedule an appointment for an oil change as soon as you get close to the 5,000 mile mark. Monthly purchase orders are set up in each district so that routine maintenance can be done on our department vehicles.

## **Accident Reporting General Rule:**

Employees must report to their supervisors any accidents, regardless of the extent of damage or lack of injuries, involving Aanjibimaadizing vehicles or a personal vehicle used on Band Business. Such reports must be made as soon as possible, but no later than the next business day after the accident. The employee's supervisor must report such incident on the next business day to Human Resources and to the Commissioner of Finance, if a Band Vehicle is involved.

## **Safety:**

Employees transporting clients should use caution when picking up or dropping off clients. Staff may stay in the car and honk the horn/or call the client to come out to the vehicle. Staff will wait no longer than 5 minutes for clients to come to the vehicle.

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*Employee Signature*

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*Date*

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*Vehicle Issued*

# Equipment Loan Agreement

Borrower Name: \_\_\_\_\_

The person named above has been provided with the loan of the following equipment by Aanjibimaadizing:

Date	Item	Witnessed By	Borrower Initials

This equipment will be returned by: \_\_\_\_\_

1. All loaned items should be returned in good working condition by the due date.
2. All equipment and software shall remain the property of Aanjibimaadizing.
3. This equipment is provided only for the use of the Borrower for employment, education and training purposes.
4. Do not use loaned technology for illegal, harassing, vandalizing, inappropriate or indecent purposes.
5. The borrower accepts responsibility for the equipment while it is in their possession, will treat it with care, and **will be fully responsible for any costs associated with damage, loss, or theft.** Damage, loss or theft should be reported immediately.
6. This agreement may be rescinded at any time at the discretion of Aanjibimaadizing or the Mille Lacs Band of Ojibwe.

\_\_\_\_\_  
*Borrower Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Aanjibimaadizing Representative Signature*

\_\_\_\_\_  
*Date*

# Justification for Cell Phone Request

Name _____	Position Title _____
Department _____	Office Phone _____
Email Address _____	User Name _____
Email Password _____	Date of Birth _____
I am requesting approval for _____	<input type="checkbox"/> iPhone <input type="checkbox"/> Android
Account Code <u>4500-281-6770-4</u>	_____

**USER JUSTIFICATION:** (check all that apply):

- Responsibilities include making critical day-to-day business decisions requiring immediate attention.
- Frequently out of the office, in remote locations, or off site and communication is essential.
- Responsibilities involve significant time away from the desk or workplace.
- Frequently engages in work-related travel.
- Position is expected to receive and return critical calls outside non-working hours.
- Designated as key personnel needed in the event of an emergency.
- Other (Hotspot, please specify): \_\_\_\_\_

**Employee Certification:** I certify that I have read, understand and agree to the terms set forth on the use of the Band issued cell phone.

\_\_\_\_\_  
*Requestor*

\_\_\_\_\_  
*Date*

**Supervisor Certification:** I certify that I have reviewed the mobile device policy with the employee and that he/she understands the requirements and agrees to adhere to them.

\_\_\_\_\_  
*Supervisor/Director*

\_\_\_\_\_  
*Date*

**Commissioner Approval:** The above named employee meets the needs for a Band issued cell phone.

\_\_\_\_\_  
*Commissioner Signature*

\_\_\_\_\_  
*Date*