



***COVID-19 Core Decision Making Team Declaration***  
***Suspension of Vacation and Personal Accrual Under COVID-19 Pay Codes***  
***March 19, 2020***

The world is currently facing a pandemic of the coronavirus disease 2019 (COVID-19). The COVID-19 outbreak originated in Wuhan, China and has spread to many other countries throughout the world, including the United States. The World Health Organization has identified that the spread of COVID-19 is now a pandemic resulting in many countries experiencing the effects of illness and health issues related to COVID-19 and economic impacts.

On March 12, 2020, Chairman Tehassi Hill signed a “*Declaration of Public Health State of Emergency*” regarding COVID-19 which set into place the necessary authority should action need to be taken and allows the Nation to seek reimbursement of emergency management actions that may result in unexpected expenses.

On March 17, 2020, the Oneida Business Committee adopted emergency amendments to the Emergency Management and Homeland Security law to create and delegate authority to a COVID-19 Core Decision Making Team (COVID-19 Team). [3 O.C. 302.10]. When a public health emergency has been declared, the COVID-19 Team has the authority to declare exceptions to the Nation’s laws, policies, procedures, regulations, or standard operating procedures during the emergency period which will be of immediate impact for the purposes of protecting the health safety, and general welfare of the Nation’s community, members, and employees. [3 O.C. 302.10-2].

The Nation is immediately acting to preserve cash flow to provide funds for regular wages to employees throughout the emergency declaration period. The Oneida Nation Personnel Policies and Procedures manual identify employee accrual rates for paid time off in Section IV Compensation and Benefits as follows:

“5. Vacation/Personal Days

- a. Every Oneida Nation employee, except temporary employees, shall be allowed personal and vacation days with pay to the extent that personal days and vacation are accumulated.
- b. The amount of personal and vacations days shall be determined by continuous service for the Nation. A "lay-off" from Oneida Nation employment shall not be considered an interruption in continuous service where the lay-off is in accordance with the Nation's Layoff Policy, nor shall a preapproved leave of absence
- c. Except as provided for in section g, the accrual of personal days shall be as follows:
  - 1) 0-3 years of service - 6 days per year;
  - 2) 4-7 years of service - 8 days per year;
  - 3) 8-14 years of service - 10 days per year;
  - 4) 15+ years of service - 12 days per year;
- d. Except as provided for in section g, the accrual of vacation days shall be as follows:
  - 1) 0-3 years of service - 12 days per year
  - 2) 4-7 years of service - 15 days per year;
  - 3) 8-15 years of service - 20 days per year;

4) 15+ years of service - 25 days per year.”

The COVID-19 Team hereby declares:

1. For any employee utilizing COVID-19 pay codes, all accrual of vacation and personal time identified in the Oneida Nation Personnel Policies and Procedures Manual is suspended effective with the March 22, 2020 payroll period and continuing during the Tier IV, or greater, budget contingency.

This declaration shall be made effective immediately and shall remain in effect for the duration of the Nation's public health emergency.

  
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Oneida Nation Chairman