



**FROM THE DESK OF
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MEMO

TO: GTB Government Staff

FROM: Kimberly McClellan, Tribal Manager

CC: Tribal Council, Human Resources

DATE: Tuesday, December 3, 2024

RE: Expectations during Inclement Weather Closures

Winter has arrived! We hope you enjoyed your extended Holiday Weekend in the warmth of your home surrounded by family.

In preparation for Inclement Weather, we would like you to be aware of some work-related expectations.

- When conditions are hazardous for travel, please allow all staff members a 30-minute grace period to safely commute to work.
 - Other allowable time may be utilized at the Department Managers discretion
- If employees are traveling home from an outside county, Department Managers can allow for an early release, based on hazardous travel conditions.
- If your area (personal and work locations) is not affected by inclement weather, please report to your office in person.

- Please be sure to take your work-issued laptop and cellphone home with you each day, in preparation for a potential closure.
 - Employees are still expected to service our Tribal Community during office closures due to weather-related events.
 - If you do not have a laptop/cellphone, please speak to your Department Manager regarding work that can be done offsite.

- If you provide direct services to our Membership, please be sure to initiate and maintain contact with these individuals.
 - This can and should include our Elders and those with compromised health.

- Please make sure all Emergency Numbers are updated and posted.

- Ensure you are registered to receive ReGroup notifications, this will be the fastest communication regarding delays or closures.
 - NEW Employees will be automatically signed up once IT has created an email & phone number for them. HR also has the forms on hand for new hires.
 - Internally, forms can be found here:
\\gtband.org\groups\GTB-Forms\Communications - Dept 3\Regroup - Mass Notification

Our top priority is your safety. We appreciate all the hard work and dedication for the Grand Traverse Band!

Miigwetch for your continued efforts to support our Membership,

Kimberly McClellan