

# Fond du Lac Band of Lake Superior Chippewa Human Resources & Compliance Departments

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April 20, 2023

To all Fond du Lac Reservation, Black Bear Hotel & Casino Resort & Fond du Luth Casino Employee's,

The updated Fond du Lac Employment Handbook is available for your review. The Handbook is available on the Band's web site on the Human Resources page and on the Fond du Lac Ordinances page. Printed copies of the Handbook will soon be available in the Human Resources Department.

A redlined version showing all of the changes is also attached. A major purpose for the update was to put the Employment Handbook in the form of Band law, in order to emphasize the importance of compliance with Handbook rules.

In addition, the update contains substantive changes listed in the following Chapters:

- **Chapter 2:** Sections 2.07, The Interview Process; 2.09, Selection Process; 2.11, Offers of Employment; 2.13, Moving Expenses; 2.16, Employment of Relatives; 2.17, Temporary Employees; 2.18, Interns; Volunteers;
- **Chapter 3:** 3.06, Probationary Period; 3.08, Driver's License (standard and commercial) and Insurability;
- **Chapter 4:** 4.17, IT Policies;
- **Chapter 5:** 5.03, Prohibitions;
- **Chapter 6:** 6.07, Exempt v. Non-Exempt Status; 6.09, Holiday Pay; 6.16, Payment of Wages (Pay Day); 6.18, Commissions;
- **Chapter 7:** 7.01, Introduction; 7.02, Employment Groups; 7.03, Enterprises Employment Group Leave; 7.04, Reservation Business Committee Employment Group Leave; 7.05, Floating Holiday Leave; 7.14, Excessive Absences; 7.15, Carry Over of PTO or Vacation Leave; 7.17, Holidays; 7.18, Jury Duty; 7.19, Civil Leave; 7.20, Military Leave and Return to Employment; 7.21, Leave of Absence Without Pay;
- **Chapter 9:** 9.12, Final Pay; 9.14, Termination of Benefits; and 9.15, Employment after Discharge.

Questions about the update can be addressed to the Human Resources Department. Thank you!

Sincerely,

Patty Petite, Ed.D, THRP  
Human Resources Director