

CHAPTER 1 - PURPOSE

These personnel policies and procedures are established by the Nation's Legislative Council under authority granted by the Revised Constitution of the Jicarilla Apache Nation, hereafter referred to as Nation. These policies and procedures shall supplement the Nation's Personnel Code, which is codified within the Jicarilla Apache Nation Code at Title 19, Chapter 1.

The purpose of this manual, the Jicarilla Apache Human Resources Manual, is to assure that the employment policies and procedures contained herein are applied consistently and fairly and to assure that all employees covered by these policies and procedures clearly understand the rules that govern their employment.

In addition to employment procedures, this manual describes benefits and obligations required of an employee of the Jicarilla Apache Nation. Therefore, all employees are expected to be familiar with and be knowledgeable about the requirements and procedures contained in the manual.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligation of any kind or a contract of employment between the Nation and any employees. The information, policies and benefits described in the manual are subject to change **by amendment to Title 19 only**.

Employees are encouraged to contribute to the Nation's success and growth by submitting suggestions for practical work-improvements, cost-saving ideas or policy changes. All suggestions will be reviewed and if appropriate forwarded to the President for consideration. Policy changes to this manual may be recommended by the President and approved by Legislative Council. All approved changes will be communicated through official notice.

The Jicarilla Apache Human Resource Office is charged with the administration and application of all the requirements contained in this manual. Executive Leadership of operating Departments and Directors of staff offices **under** the Executive Department are expected to abide by, implement and enforce the requirements contained in this manual. The Court Administrator, Judicial Department of the Nation, is similarly required, to enforce the requirements of this manual.