



QUECHAN INDIAN TRIBE
Ft. Yuma Indian Reservation
Office of Tribal Administration

P.O. Box 1899
Yuma, Arizona 85366-1899
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April 03, 2020

**ON BEHALF OF THE QUECHAN INDIAN TRIBE, THE TRIBAL COUNCIL FINDS IT
NECESSARY TO CONTINUE TO SUSPEND TRIBAL OPERATIONS UNTIL
FURTHER NOTICE.**

Employee of the Quechan Indian Tribe,

We appreciate the value of our dedicated employees and the safety of our employees is our number one priority. We are all in this together, as an Employer we will overcome this crisis, until then we pray for everyone's health, and well-being and we look forward to working with you when it is safe to return.

During this time the Tribal Council has been meeting on a weekly basis with Casino Management, and Tribal Administration to discuss weekly updates on COVID-19 pandemic, and regional restrictions that affect our surrounding Community.

The Quechan Indian Tribe will keep you updated through our tribal website, at quechantribe.com or through Mrs. RoseAna Douglas, Tribal Administrator at tribaladministrator@quechantribe.com, or (760) 572-0213 EXT-212 or Mrs. Amber Cachora-Espino, Human Resources Director at a.espino@quechantribe.com or (760) 572-0213 EXT-228.

Tribal operation employees will receive Administrative Leave from March 24, 2020 to April 07, 2020. **Beyond this date, tribal operation employees will be able to utilize their Annual or Sick Leave hours and/or apply for unemployment benefits.**

Employees who are directly funded by a Grant Program will be called by, Mrs. Carmen Munoz, Interim HR Administrative Assistant to schedule a date and time to report to the Human Resources Department.

Employees who are funded as a Tribal Supplement will be able to utilize their Annual or Sick Leave hours and/or apply for unemployment benefits. **Employees MUST log into the**

PAYCOM System to request their Annual or Sick leave hours. These hours will be approved by your supervisor or the next designee.

During this temporary closure, all tribal operation employees will be responsible for their benefits and all payments must be mailed to the Quechan Indian Tribe, P.O Box 1899 Yuma Arizona, 85366. Questions and or concerns about this process please contact Mrs. Amber Cachora-Espino, Human Resources Director at a.espino@quechantribe.com or (760) 572-0213 EXT-228.

For helpful resources about the coronavirus, please visit the Centers for Disease Control and Prevention: www.cdc.gov/coronavirus and the World Health Organization: www.who.int/health-topics/coronavirus

As we make the final preparations to return our employees when it is safe to return, we want to again, express our appreciation to the employees for their continued support and patience during this difficult time.

Quechan Tribal Council

During this unprecedented time, if you have questions relating to the following information please read the FAQ's questions.

FAQ's

What happens if I have no Annual or Sick Leave Hours?

- You may apply for unemployment benefits as soon as possible.

What happens if I am still working under a Grant funded Program will my benefits be covered?

- Benefits will be made through payroll deductions.

What happens if I am not earning any income for my benefits?

- You will have the option to pay a Monthly or Bi-weekly payment. **All payments must be mailed to the Quechan Indian Tribe, P.O Box 1899 Yuma Arizona, 85366.**

What happens if I cannot afford my benefits?

- Please contact Mrs. Amber Cachora-Espino, Human Resources Director at a.espino@quechantribe.com or (760) 572-0213 EXT-228.

What happens if I need a new insurance card?

- Please contact Mrs. Amber Cachora-Espino, Human Resources Director at a.espino@quechantribe.com or (760) 572-0213 EXT-228.