



MILLE LACS BAND OF OJIBWE

Executive Branch of Tribal Government

DEPARTMENT OF ADMINISTRATION COMMISSIONER'S ORDER 2021-04

A Commissioner's Order Clarifying the Rate of Holiday Pay for Nonexempt Employees

Section 1. Policy

Nonexempt employees who work on Band-designated holidays earn wages at a rate of one and one-half of their regular rate of pay, and regular full-time employees earn eight hours of wages at their regular rate of pay. However, nonexempt employees who work on Band-designated holidays may work less than eight hours and earn less than they would have had they worked eight hours on a business day. It is the policy of the Department of Administration to treat nonexempt employees who work on Band-designated holidays equitably by ensuring they will be paid at a rate commensurate with their work.

Section 2. Source of Authority

This Commissioner's Order is issued pursuant to 4 MLBS § 7(h).

Section 3. Adjustment to Rate of Pay

If eligible nonexempt employees are required to work on a Band-designated holiday, they will receive pay at time and one-half regular pay as their holiday pay wages for the hours worked on that holiday, in addition to the holiday hours, provided they meet the eligibility requirements. Time worked during Band-designated Holidays should be submitted to payroll as Holiday+ on department spreadsheets.

Section 4. Effectiveness and Expiration

- (a) This Commissioner's Order will effectuate on December 21, 2021.
- (b) This Commissioner's Order will expire on September 30, 2022.

Issued on December 21, 2021:

Peter J. Nayquonabe
Commissioner of Administration

Seal of the Band:



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