




Timothy L. Nuvangyaoma
Chairman

Clark W. Tenakhongva
Vice Chairman

March 20, 2020

MEMORANDUM

To : All Tribal Programs, Villages, General Public

From : 
Brant Honahnie, Director
Tribal Employment Rights Office

Subject: Hopi Tribal Employment Rights Office Response to Hopi Tribal Council
Executive Order #1 2020

To help with precautionary measures per HTC Executive Order #1 2020 the Tribal Employment Rights Office (TERO) as an Regulated Entity of the Hopi Tribe, TERO will limit contact with outside public/visitors In the following matter:

- TERO Office will be on lock down status starting today, March 20, 2020, for an eight (8) week period or until further notice.
- Staff will remain normal work hours and will notify the public of any changes. Staff will clean and wipe work areas as necessary
- All TERO business inquires will be done via telephone service or e-mail. A sign will be posted near the entrances to the TERO Office Trailer. Contact information will be available on the sign.
- Will maintain telephone services to provide information via telephone, Fax, e-mail and U.S. Postal Service.
- All TERO applications will be mailed out as requested and submitted back to TERO via postal services, mail drop-in at the PBX front office lobby, Fax and/or E-mail.
- Out-side Construction Contractors currently on Hopi will be notified that TERO will only do business with them via telephone. No meetings/hearings will be held with contractors/employers in the TERO office.

- Unscheduled construction project monitoring will continue to insure contractors are in compliance with Hopi Labor Code-Ordinance #37. TERO Officer will be the only one to monitor sites.
- Any entities, businesses, employers, villages inviting TERO to be present; TERO will recommend teleconference meeting to accomplish business.
- Any individual with a private sector employee Title VII complaint must contact TERO via telephone. EEOC Title VII complaints and/or in-takes complaints will be addressed on a case by case base with clients.

CONTACT INFORMATION:

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