



Standing Rock Sioux Tribe
Human Resource Department
PO Box D, Ft Yates, ND 58538
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personnel@standingrock.org

Duty Station Change Form

The Program Director may authorize in writing a temporary or permanent change in the duty station of an employee based on the business needs of Standing Rock Sioux Tribe (*Tribe*) or at an employee's request. The term "change in official duty station (alternate duty location)" means that an employee's official work station is changed from the geographic location traditionally associated with his/her job as indicated on the initial hire letter to a new location. Determinations will be made in a manner which promotes the efficiency of the Tribe, does not impact customer service, and is fair and equitable to employees. The Director shall set forth the reasons for the request, and the anticipated benefits to be derived by the Tribe. Due to differences in State Taxes, the request will take effect on the following Pay Period after submission of form. The Human Resource Department shall review all pertinent information, consult with the relevant supervisor(s), and issue a written "notice of change in record" to the employee, Director/Supervisor, and Payroll Office. The decision to deny or grant a change in duty station is in the discretion of the Director. Please complete the form below and return to Human Resource Department.

Employee: _____ Request Date: _____

Current Office/Duty Station: _____

Current Immediate Supervisor: _____

Reason for Request (*Use additional paper if necessary*):

Request Employee Moved to: _____ ND Side SD Side

Pay Period to Take Effect: _____

Program Director/Date

Executive Director/Date

Immediate Supervisor/Date

Human Resource Manager/Date

**The Duty falls upon the Program Director to ensure there is all necessary computer access, telephone connection, and proper connectivity set up and complete at employee's requested location.*