

SAULT TRIBE HUMAN RESOURCE DEPT.

NOTICE TO PUBLIC

The Sault Tribe Human Resource Department is closed to the Public. Temporary changes have been made to our daily operations within the Sault and St. Ignace area Human Resource Departments.

ALL COMMUNICATIONS TO THE HUMAN RESOURCE DEPT MUST BE BY PHONE, EMAILED OR FAXED DUE TO CLOSURE:

PLEASE NOTE temporary changes as listed below starting November 18th through December 8th, 2020:

For **any Human Resource Needs** please call (906)635-4937 or (906) 203-2103 to schedule an appointment to speak with Human Resources during this time.

EMPLOYMENT APPLICATIONS

All employment applications will continue to be accepted by applying online at www.saulttribe.com/employment.

For **Employment questions** please email STEmployment@saulttribe.net or contact Dusty TenEyck (906)635-4937

EMPLOYEE RELATIONS

For **any Employee Grievances or Employee Relation questions** please contact Michelle Huyck or Cheryl Nolan to schedule an appointment. MHuyck@saulttribe.net (906)635-4937 or CNolan1@Saulttribe.net (906)635-4937

TRAINING

Employee training, new hire orientation, and other employee on-site training classes will be conducted through remote learning/orientations.

ADMINISTRATION

- **FMLA – All FMLA inquiries and questions** - Email MMclean@saulttribe.net or CNolan1@saulttribe.net
- **Unemployment/Employment Verifications** – All inquiries and information -[Email BBrigman@saulttribe.net](mailto:BBrigman@saulttribe.net)

All questions or topics regarding HR Administration may be route to email: STEmployment@saulttribe.net or calling (906)635-4937 and follow prompts to leave message for the department or employee you would like to speak with.

Human Resources will check messages and return calls daily.

SAULT TRIBE HUMAN RESOURCES CONTACT INFO:

PHONE: 1 (906) 635-4937 **FAX:** 1 (906) 635-4918

EMAIL: Melissa Fox-Evans, HR Mgr. MFox-Evans@saulttribe.net

Dusty TenEyck, Employment Mgr. DTeneyck@saulttribe.net

Cheryl Nolan, Generalist CNolan1@saulttribe.net

Mary McLean, HR Specialist MMclean@saulttribe.net

Michelle Huyck, Employee Relations Specialist mhuyck1@saulttribe.net