



**SPECIAL
POINTS OF
INTEREST:**

- **Employee of the Month**
- **Safety Tip**
- **Family Fun Day**
- **Good Stuff to Know**

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Bear River Band Employee Newsletter

JUNE 2014

Employee of the Month

The employee of the month will be announced at the all hands meeting each month. To nominate an employee be sure to submit the Employee of the Month nomination form to Human Resources by the 25th of each month! The form can be found at the back of this newsletter.

We would like to recognize our past Employees of the Month, thank you for all that you do!



September-Manuel Solis
October-Aaron McKinney
November-Manuel Fonseca
December-Jim McGinnis
January-Niekoma Cantrell
February-Juan Enriquez
March-Celeste Fillmore
April-Cindi Petrusha
May-Could Be You!

Be sure to submit your nominations for Employee of the Month to HR by the 25th of each month.

Safety Tip



To Remove a Tick

Promptly remove ticks to reduce the risk of tick-borne diseases.

- Use fine-tipped tweezers.
- Grab the tick close to the skin and gently pull upward to remove the entire tick.
- Don't use home remedies like petroleum jelly, nail polish, or a lit match to try to detach ticks.
- After removing the tick, clean the bite area and wash your hands thoroughly.

If you develop a fever, severe headaches, or a rash within weeks of removing the tick, see a doctor

Tick Talk

Block Tick Bites and Lyme Disease

When warm weather arrives, you might get the urge to walk barefoot through the grass. But before you stroll through your lawn or head out on a hiking trail, you'll want to protect yourself and your loved ones from ticks that often lurk in tall grass, thick brush, and wooded areas. Many ticks carry disease, so do what you can to keep ticks from taking a bite out of you.

Tick-borne diseases are found in many areas across the country, and they're on the rise. The diseases are often clustered in specific regions. Rocky Mountain spotted fever, for instance, occurs mainly in the mid-Atlantic and southern states.

Lyme disease is the most common tick-borne illness. It's found mainly in the Northeast and upper Midwest. Each year, more than 30,000 cases are reported in the United States, and many more likely go unreported. The U.S. Centers for Disease Control and Prevention (CDC) estimates that as many as 300,000 Americans get Lyme disease each year.

Ticks are tiny 8-legged creatures that can be hard to see. Deer ticks—which can carry *Borrelia burgdorferi*, the bacterium that causes Lyme disease—are especially small. The young “nymphs” are only the size of poppy seeds. Adult deer ticks aren't much larger—about the size of a sesame seed. If an infected deer tick chooses you for its next blood meal, that bite can transmit Lyme disease or another infection to you.

“Ticks can be so tiny that most people who get Lyme disease don't recall a tick bite,” says Dr. Adriana Marques, a Lyme disease expert at NIH. But if you have symptoms of the disease, she says, “the earlier you get treated, the better.”

Tick-borne diseases tend to share certain symptoms. Symptoms can include fever, headache, muscle or joint pain, and extreme fatigue. People with Lyme disease usually get an expanding red rash that sometimes resembles a bull's-eye. “The rash is usually tender, not painful or itchy, so people may not realize they're sick,” says Marques.

If left untreated, the infection can spread and cause rashes in other parts of the body. Some people may develop nerve problems, arthritis, or other disorders. But even if Lyme disease isn't caught until later stages, most people fully recover after treatment with **antibiotics**.

Of course, the best way to avoid Lyme and other tick-borne diseases is to prevent tick bites in the first place. Most bites from disease-causing ticks occur in the spring and summer months, when ticks are most active and when people are spending more time outside.

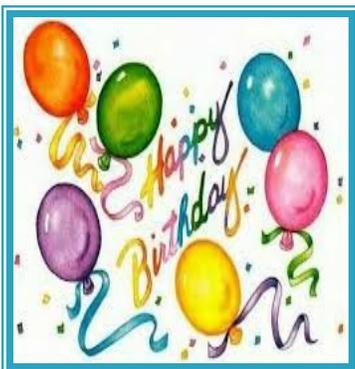
Help keep ticks off your skin by wearing long sleeves, long pants, and long socks. You can also ward off ticks by using an insect repellent that contains at least 20% DEET (for the skin) or permethrin (for clothes). To avoid ticks, walk in the center of trails and steer clear of tall vegetation.

If you've been in an area where ticks are common, bathe or shower as soon as possible, and wash or tumble your clothes in a dryer on high heat. Check your body carefully for ticks. They dig and burrow into the skin before they bite and feed. Removing ticks right away can help prevent disease. If you develop a rash or fever after removing a tick, see your doctor.

So watch out for ticks! Make a habit of tick prevention as you venture into the great outdoors.

From newsinhealth.nih.gov

This Month's Birthdays



Charmin Bailey 1st	Jason Dekeyser 27th
Kellie Spiers 2nd	Teresa McGinnis 28th
Michael Flockhart 8th	Lindsey Westfahl 28th
Robert Birt 14th	
David Fuller 15th	
Jesse Alora 20th	
Alicia Carter 26th	

*Be sure to
wish your
coworkers
a very
happy
birthday!*

Human Resources Update

We have implemented our online Cyber Recruiter application system. To express interest in open positions, current employees will now be using this Cyber Recruiter system.

Your username and password have already been set up but you will need to log in and add additional information such as an email address and employment history.

Username=First initial of first name and last name in capitals.

Example-John Doe=JDOE

Password=First initial, last initial and last four of social security number

Example-jd1234

To Apply For Open Positions:

- 1)Internal applicants will use the Self Service Center to apply for positions. To do so go to bearrivercasino.com/careers and click on any open position.
- 2)Then click on Returning Applicant.
- 3)Log in using the username and password as described above.
- 4)Click on Job Browsing/History to see the open positions, you can click on View All Current Openings or you can search by specific criteria. To see internal only positions be sure to click the box that says Search Internal Jobs Only.
- 5)Click on the position you would like to apply for then click Apply for this position. You can also submit a referral from this page.
- 6)After clicking on Apply for this position, follow the steps to complete the application.

If you have any questions or need assistance contact Nicoel White, HR Recruitment & Training Specialist, at 707-733-1900 ext 167 or at nicoelwhite@brb-nsn.gov.

Our online application process works best with an active email address. If you do not have an email address, you can create one for free at [YAHOO!](#), [Outlook](#) or [Google](#).



Family Fun Day

Join us Sunday, June 29th for the
Bear River Employee Family Fun Day!

It will be a day of BBQ,
games and family fun!



When-June 29th, 2014

Where-Tish Non Community Center

Fun and activities from 11am-4pm.
Be sure to have the kids stop by the
check in table to get a goodie bag!

SUPERVISORS/MANAGERS

Good to know STUFF

Here are nine personality types and how to handle them:

1. Feedback fanatics

They constantly seek approval, and they demand a lot of time and attention.

What to do: Strike a balance between being supportive and encouraging employees to take initiative.

If the problem lies in employee insecurity, try giving mini-performance reviews every six weeks instead of every six months. Give employees more decision-making power, or at least make authority lines clear. If it's ego-driven, incorporate more.

2. Persecution complex

Such employees tend to argue about things that have nothing to do with the topic at hand.

What to do: Keep bringing the conversation back to the original point. Don't dismiss other complaints or arguments these employees bring up, but don't let them sidetrack you. Reassure them that you'll deal with those issues after dealing with the original one.

3. Intimidators

They try to get the upper hand in the conversation by using "intimidation tactics" such as: walking around the room while you speak, ignoring you, avoiding eye contact, interrupting constantly and getting angry.

What to do: Remain neutral and calm—speak softly and slowly. If that doesn't work, then stop talking completely. Silence communicates to employees that intimidation doesn't work. When they see that you're not going to put up with the behavior, you'll soon regain control of the conversation.

4. Alibiers

These subordinates are always ready with an excuse; never accepting any of the blame.

What to do: As with the persecution complex types, stay focused on the problem. Don't dismiss the excuses, because some may be legitimate. But concentrate on something the employees can control—their own actions.

The entire manager/employee relationship is based on one thing: communication. [This new webinar will teach supervisors exactly what to ask \(and say to\) employees to keep them engaged and motivated.](#)

5. Hostile employees

Hostility is a common response when employees are hurt or disappointed. But it may also stem from circumstances beyond the feedback session.

What to do: First, make sure you're not criticizing employees personally. Then, get to the source of the hostility by asking clarifying questions, such as: "You say you have trouble all the time with that department. Can you be more specific?" Be empathetic, but authoritative.

6. Insubordinate employees

Certain individuals refuse to accept your authority and any feedback you give.

What to do: First, find out the employees' position—why they are rejecting your feedback and what they want. Take these into consideration, but emphasize job goals.

7. Thin-skinned employees

Managers may become wary about undermining the shaky self-confidence of those who are sensitive to criticism.

What to do: Concentrate on the facts. This prevents employees from blowing the situation out of proportion. Also, they'll be able to focus on what went wrong, instead of how bad they feel. From there, work toward a solution.

8. Overly cautious employees

Workers may be diligent, but their slower pace may mean lower production and bottlenecks for co-workers.

What to do: Find out why they're so cautious, then tailor feedback accordingly. You may need to give them more training, spend more time explaining assignments or give tasks where caution pays. *Most important:* Give praise for a job well done, and done quickly.

9. New employees

Generally, they need the most feedback in order to get up to speed.

What to do: Don't worry about giving too much feedback early on. New employees need to learn the ropes, and getting feedback is usually more reliable than trying to watch and learn everything. (But avoid "hand holding.")

Begin with a discussion of job requirements. Then set short-term goals (say, weekly) to be discussed upon completion. Give extra feedback, especially in the first few months.

Submitted by Brenda Bowie

Taken from Business Management Daily

Winner!

Congratulations to last month's Employee of the Month winner Cindi Petruska!



Be sure to use the form on the next page to nominate who you think should be the next Employee of the Month!



Bear River Band Employee of the Month Nomination Form



Do you have a teammate that has displayed exemplary performance or has made a significant contribution to your team? Now you have a way to say thank you!

The Employee of the Month Program is based upon the concept of promoting team spirit! Bear River recognizes and values the strength in our teams and will continue to encourage and support efforts in building a team environment.

***Criteria**

Nominations may be made for superior performance and/or contribution by a teammate involving activities such as: customer service, cost savings, productivity/work processes, or outstanding citizenship.

***Nominating Someone**

To nominate someone, the nomination form below must be completed and submitted to Human Resources by the 25th of each month. The Employee of the Month Panel (consisting of the Executive Director of Tribal Government Operations, the Human Resources Director, and a Tribal Council Member) will select the winner and present the Employee of the Month award on the first Monday of each month.

***The Reward**

The employee selected will win a day off with pay which must be used within the month received.

***Program Rules**

In order to be eligible for an award, all employees must be employed at the time the award is given. Winners cannot be nominated again within 6 months of receiving the award. All employees have the opportunity to vote for any or their teammates. Management-level staff is excluded from winning the award. Management-level staff may not nominate their own staff but may nominate the staff member of another department. All nomination forms must be received by the 25th of every month. The winner will be announced to all staff via all hands staff meetings, the employee newsletter, and email.

Employee of the Month Nomination Form

Nominee's Name _____

Nominee's Significant Contribution:

Your Name _____ Date _____