



# Pisinemo District

TOHONO O'ODHAM NATION

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## Pisinemo District Office Closure

In support of Tohono O'odham Nation Executive Order No. 2020-04 requiring the continuation of partial closures of Nation's Programs and departments until June 4, 2020 the Pisinemo District Office will be closed starting Monday, April 27, 2020 through June 4, 2020.

District employees will continue to be on paid leave and subject to the District Employee Policies and Procedures.

All District Employees are required to report to the job site if called in by their immediate supervisor. Employees who choose not to report to job site, is not approved for paid leave.

Documents such as but not limited to timesheets, payroll, payment/project request forms, and wake assistance, will be processed on Thursdays. Payment request forms can be emailed to [marla.cruz@toua.net](mailto:marla.cruz@toua.net), faxed to (520) 362-2730, or dropped off on Thursday mornings at the main entrance to Pisinemo District Office.

Project Request forms will be prioritized and processed as needed.

Pickup and delivery of school lunches and supplies provided by the Nation and schools will continue to be processed.

Services provided by the District Elderly Center will be limited and coordinated by the Center Coordinator.

There will be no transportation provided by the District.

For non-medical emergency assistance contact District Chairman Cruz at (520) 349-9073 or Vice Chairwoman Joaquin at (520) 471-4576. These types of assistance will be addressed on a case by case basis.