Oneida Business Committee Meeting
Agenda Request Form

Deadlines | Instructions

1. Meeting Date Requested: 08 / 05 / 14

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list below:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Human Resource Department Quarterly 2nd and 3rd Quarter Report January through June, 2014.

Action requested (choose one)

☒ Information only

☐ Action - please describe:

FYI

3. Justification

Why BC action is required (see instructions):

FYI

4. Supporting Materials Instructions

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Ed Delgado, Tribal Chairman

Requestor (if different from above): Geraldine Danforth, HR Area Manager

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

A copy of this document can be saved in a pdf format. Please e:mail this form and all supporting materials to BC_Agenda_Requests@oneidanation.org. Save and e:mail

HUMAN RESOURCES DEPARTMENT

Quarterly Report Jan – Mar and Apr – Jun, FY2014

Geraldine R. Danforth, HR Area Manager

DEPARTMENTAL UPDATES

Administration

- **Strategic plan**
  - Submit a three-year Divisional strategic plan including Goals, Objectives, Activities, and Performance Measures.
    - i. Develop continuous improvement processes for efficiencies and to maximize resources, benchmarking best practices.
    - ii. Become a learning organization promoting best practices.
    - iii. Create and maintain a Workforce Development Program.

- **Financial – Thru June, 2014**

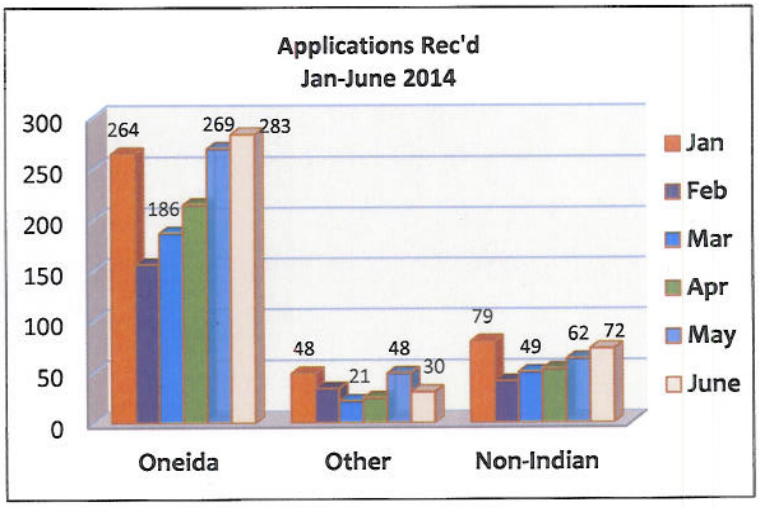
	Budget	Expenditures	Variance
HRD	$2,311,576	$ 1,551,694	$ 759,882
EAP	$ 192,068	$ 137,812	$ 54,256
WFD	$ 266,237	$ 123,920	$ 142,317
Student Intern	$ 92,824	$ 42,691	$ 50,133

- **Communication -** Human Resources provides communication to the organization through the monthly HR Communicator. Other communication for urgent or time sensitive matters is sent out on Tribal e-mail.

- Administration consists of Geraldine Danforth-HR Area Manager, Maureen Metoxen-Executive Assistant, Shirley Hall-Administrative Assistant, Olivia Danforth, Administrative Assistant, Yasiman Metoxen-Administrative Assistant/Skenandoah Reception

- **Human Resource Management/ Staff Updates:**
  - Total Employees – 34 Human Resources Employees
  - Employee Assistance Program – 2 positions
  - Employees on leave - None
  - New Hires: None

Yasiman Metoxen and Olivia Danforth, Front Desk Reception and HRD Administration.



Human Resources Information Systems (HRIS)/Records

The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist, Vicki Cornelius-Records Technician and Evander Delgado-Records Technician.

This team ensures the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System, provide personnel data reports to management, complete verification of employment requests and oversee the Human Resources personnel files.

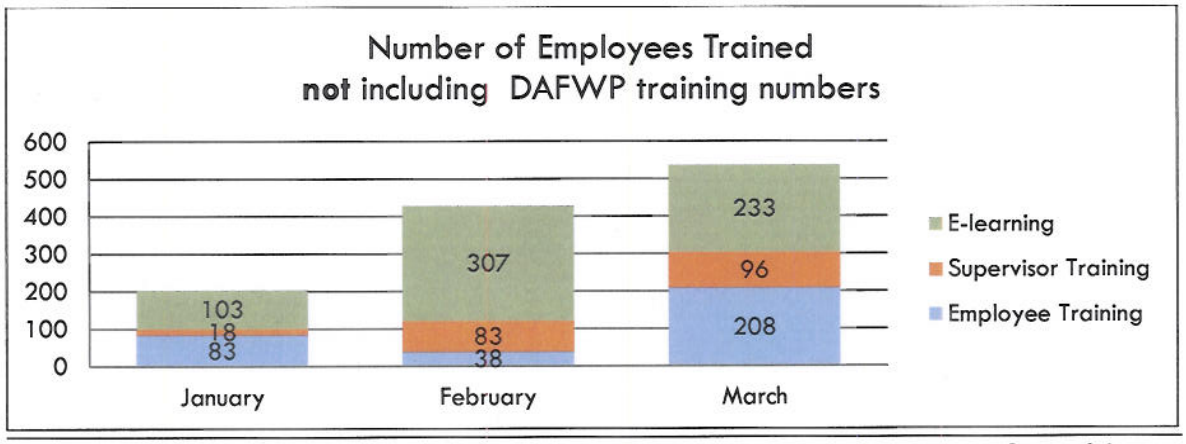
Functions	Jan	Feb	Mar	Apr	May	June	Total
HR/Payroll Entry Transactions	349	289	263	291	356	*477	2025
Employee Self-Service Entry	65	43	29	35	37	41	250
Employment Verifications	238	314	315	210	206	208	1491

*June has 87 annual performance review data entries.

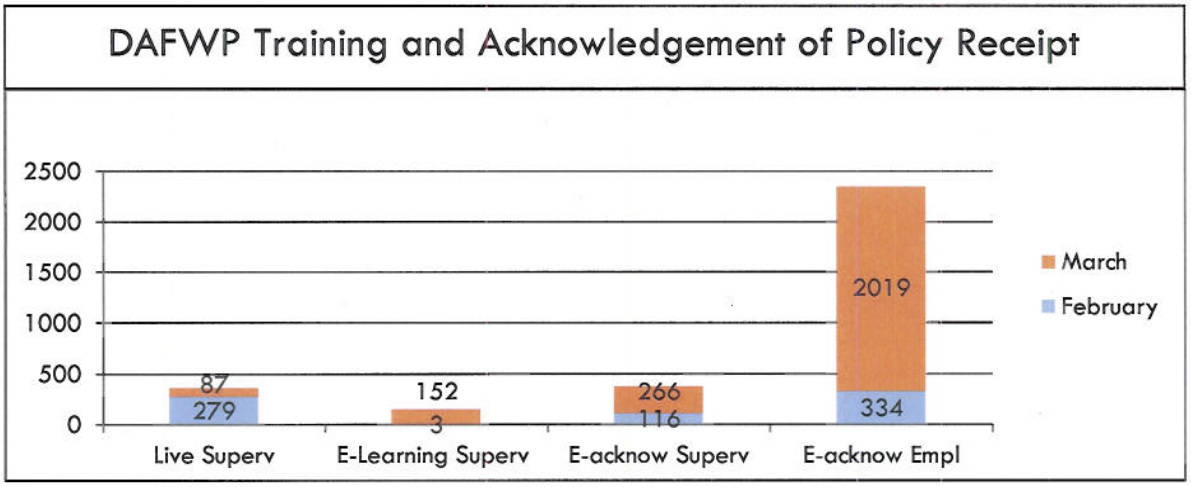
High Performing Workforce: A team was put together as a result of the Skatnikulat Score Card initiative. The lead for the project team is Melinda K. Danforth.

- The commentary of this objective: Oneida strives to have an inviting environment that attracts, retains, promotes and recognizes talented employees by providing clearly defined authorities and responsibility.
    - i. The team provided input to the new Exit Interview Form now being utilized within the HR processes of separations and movements within the organization.
    - ii. The team completed the Workforce Index with measures and will start gathering data.
    - iii. The team will start to meet after the General Elections are completed and will provide the new council an update.

Training and Development – January thru March, 2014



*Note: there were 164 Supervisor Training in E-learning attempts, only 88 passed the course. Some of those supervisors who didn't pass the course came to live training.

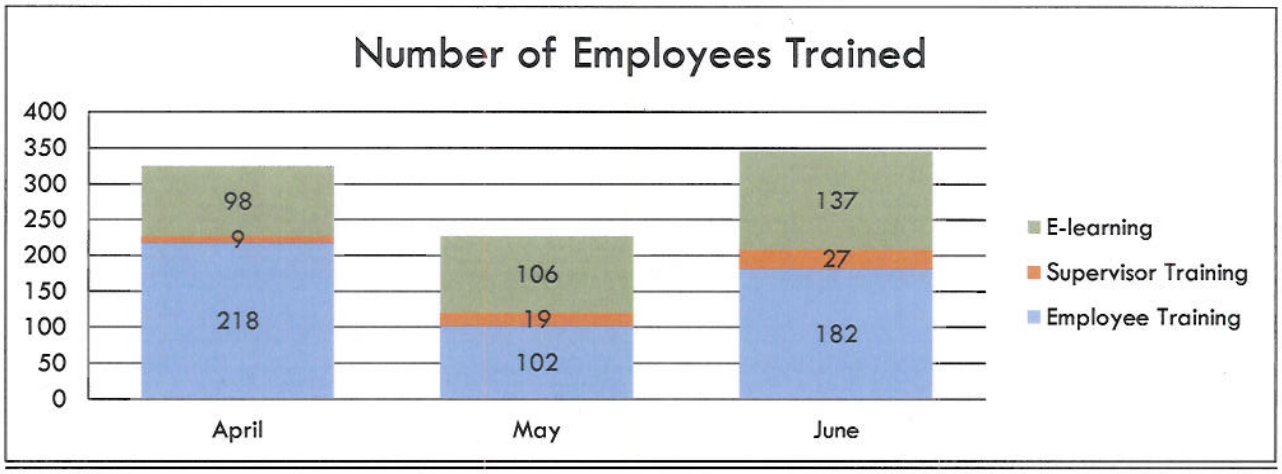


Employee Training	Supervisor Training	E-Learning (offered continuously)
1. New employee orientation 2. Writing SOP's and Work Standards & SOP Working Session 3. Meeting Facilitation 4. The FISH! Philosophy 5. Sexual Harassment for Employees 6. Child Abuse & Neglect Reporting Policy 7. Promoting Respect in the Workplace 8. 7 Habits Signature 9. Writing Advantage 10. Customer Service 11. Tame Your Reptile Brain 12. Book Club – Emotional Intelligence 13. Book Club – The Oz Principle (Accountability) 14. EAP: Stress Management* 15. Emotional Intelligence 16. I-Speak (Communication) <u>New Book Club topics for 2014:</u> 1. Crucial Conversations 2. The Four Agreements 3. How Did That Happen (Accountability) 4. Change the Culture Change the Game (Accountability)	1. Sexual Harassment Awareness for Supervisors 2. Interview Certification 3. Managing Problem Behavior 4. Investigating Performance 5. Employee Performance (Part 1: Assessing & Intervening) 6. Employee Performance (Part 2: Reviewing & Rewarding) 7. Layoff Policy (by request only) 8. Inside Out Coaching 9. Leading at the Speed of Trust 10. 7 Habits for Managers 11. DAFWP for Supervisors (limited offering)	1. Compensation 101, 102 & 103 2. Disciplinary Process 3. Contracts and Purchasing 4. Sexual Harassment Awareness for Employees 5. New employee orientation for temporary employees 6. Unions 7. DAFWP for Supervisors <u>New topics to be added :</u> 8. Compensation 104-on hold, awaiting final changes to rules 9. Interview Certification alternative

Employee Assistance Program

Stress Management Class – none this quarter
EAP Training – 6 Supervisors
Critical Incident Session - none this quarter
Clients served – 30 Direct Service – 71.5 hours
Supervisory Consultation 1.5 hours
Required training - 4 hours
Other training – 8 hours
Attended - InsideOut training 1.5 days (HRD Training).
Taught Language classes – 8 participants
EHN RAS planning meeting – 1 hour
Grant Prep – 3.5 hours
Guest speaker for Alzheimer's Support group – 1.5 hours
Book club extension – 4 hours, 2 participants
DAFWP work group prep – 20 hours

Training and Development - April thru June, 2014



Employee Training	Supervisor Training	E-Learning (offered continuously)
17. New employee orientation 18. Writing SOP's and Work Standards & SOP Working Session 19. Meeting Facilitation 20. The FISH! Philosophy 21. Sexual Harassment for Employees 22. Child Abuse & Neglect Reporting Policy 23. Promoting Respect in the Workplace 24. 7 Habits Signature 25. Writing Advantage 26. Customer Service 27. Tame Your Reptile Brain 28. Book Club – Emotional Intelligence 29. Book Club – The Oz	12. Sexual Harassment Awareness for Supervisors 13. Interview Certification 14. Managing Problem Behavior 15. Investigating Performance 16. Employee Performance (Part 1: Assessing & Intervening) 17. Employee Performance (Part 2: Reviewing & Rewarding) 18. Layoff Policy (by request only) 19. Inside Out Coaching 20. Leading at the Speed of Trust 21. 7 Habits for Managers 22. DAFWP for Supervisors (limited offering)	10. Compensation 101, 102 & 103 11. Disciplinary Process 12. Contracts and Purchasing 13. Sexual Harassment Awareness for Employees 14. New employee orientation for temporary employees 15. Unions 16. DAFWP for Supervisors New topics to be added : 17. Compensation 104-on hold, awaiting final changes to rules 18. Interview Certification alternative ***Special Facilitation: Lateral Violence for DOLM**

Principle (Accountability) 30. EAP: Stress Management* 31. Emotional Intelligence 32. I-Speak (Communication) New Book Club topics for 2014: 5. Crucial Conversations 6. The Four Agreements 7. How Did That Happen (Accountability) 8. Change the Culture Change the Game (Accountability)		

Special T&D Projects:

- Publish Communicator (Write, edit, etc.)
- T&D Accountability Blog
- Fish Sticks pilot
- Trainers all attended Logic Model Training and the Logic Model Train-the-Trainer

Trainer Personal Development:

- Nic and Barb attended Oneida Language class

Employee Assistance Program

Clients served – 52 Direct Service – 147.5 hours
Supervisory Consultation - 5 hours
CEU training - 4 CEU's for both Bob and Carol (Training on Hoarding)
Cultural training from Mike Myers – 5 hours

Managing Problem Behavior Training provided – 12 supervisors, 3 hours
Taught Language classes – 15 hours, Language prep 8 hours
EHN RAS planning meeting – 1 hour
Grant Prep – 3.5 hours
Guest speaker for Alzheimer's Support group – 1.5 hours
Book club – 8 hours, Book club prep 6 hours
DAFWP work group prep – 20 hours
August Team Resilience prep – 1 hour

Hiring & Compensation – January through June, 2014

HRD's Role in the Organization:

- Policy Interpretations and enforcement of all Personnel Policies and Procedures. Working with LOC on Development and Revision of Policies.
- Job Development which includes grading, exempt or non-exempt status, posting, and advertising.
- Hiring which includes skills Testing, working with the Oneida Personnel Commission for screenings and interviews, working with supervisor for wage/salary negotiations, and pre-employment drug screenings.
- Background checks on applicants, employees and volunteers as it applies to the position.

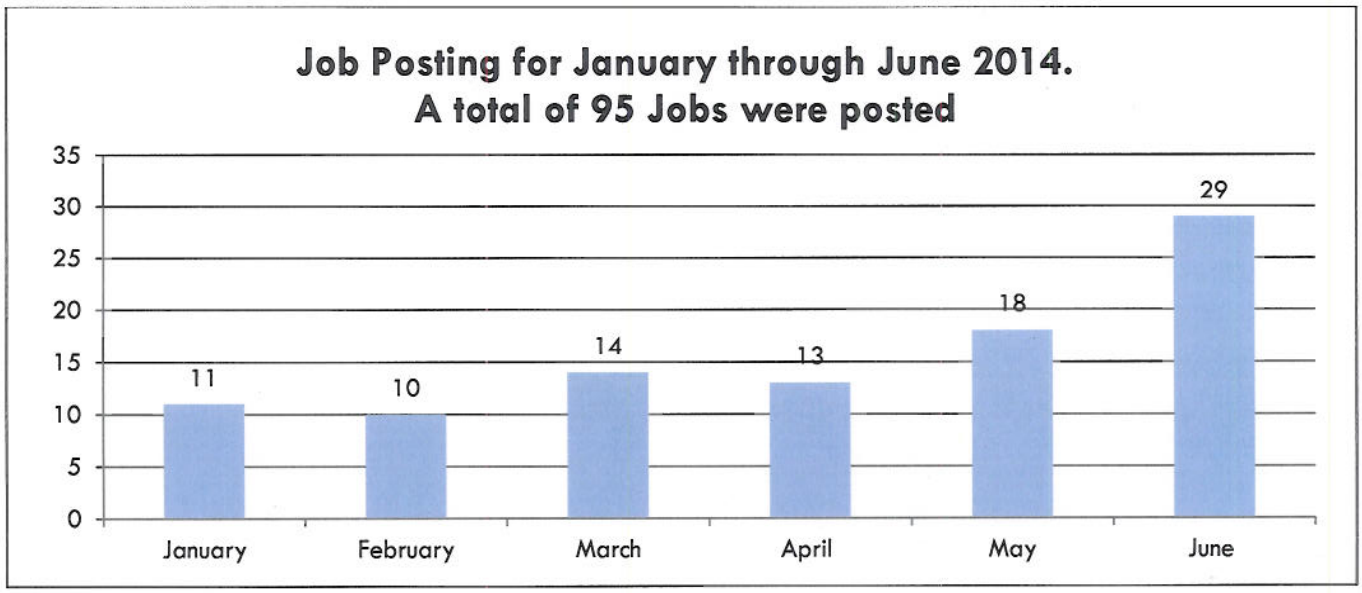
- Consulting with supervisors on suspensions and terminations. Testifying at PC and Judicial Hearings. Responding to Unemployment Compensation requests.
- New Employee Orientation and Policy Training.
- Electronic Maintenance of Employee Records.
- Employee Insurances – Leave of Absences, Medical, dental, optical, short/long term disability, life and retirement plans.
- Training to the unemployed and underemployed with training, classes and workshops to gain employment skills.

The Human Resources Area is made up of the following departments:

- Human Resource Administration (4 employees)
- Backgrounds (3 employees)
- Compensation (3 employees)
- Continuous Improvement (1 employee)
- Employment (Hiring) (5 employees)
- Employee Insurance (3 employees)
- Equal Employment Opportunity (3 employees)
- Training & Development (4 employees)
- Employee Assistance Program (2 employees)
- Human Resource Informational Systems (2 employees)
- Records (2 employees)
- Workforce Development (5 employees)

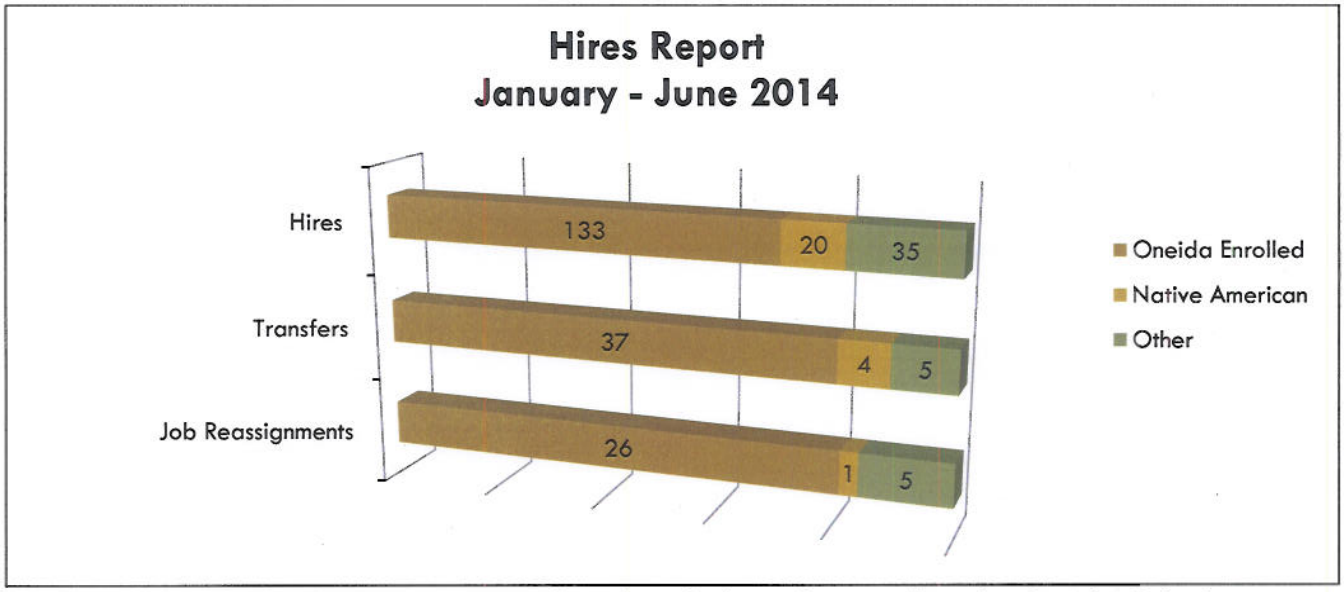
Compensation Department

The Compensation team consists of Marianne Close-Compensation and Employment Director, Josh Cottrell-HR Generalist, Katrina Mungo-Compensation Specialist, and Candace House-HR Assistant. This team develops and updates job descriptions to include wage/salary analysis, grading, determining exempt/non-exempt, posting of the position, advertising of open positions, assisting with re-organization as well as maintain the workforce level section within Infinium according to positions approved through the Tribal Budget.



Employment/Hiring Report

The Employment (Hiring) Team consists of Marianne J. Close, Compensation and Employment Director, Lisa Hock, Employment Supervisor, Wanita Decorah, Jenny Garcia, and Marilyn Jourdan, Employment Specialists for Programs and other Enterprises. Katrina Snyder works with the Comprehensive Health Division. The Gaming Team is Wendy Alvarez, Personnel Services Manager, Dana Thyssen and Amanda Lathrop, HR Generalist, and Rhonda Bowman, Administrative Assistant. Responsibilities include coordinating screenings and interviews as well as skills testing for the applicants, verifying enrollment, completing driver's checks as well as annual driver's license checks, and pre-employments. The main responsibility is to guide the supervisor, as well as the applicant, through the hiring processes, which may include job reassignments, title reassignments, hiring for pool positions, etc.



71% of all hires were filled by enrolled Oneida Tribal members. Also, the Oneida Tribe has reduced the number of employees by 17 in the past since the last HR Quarterly Report. In December 2013 there are 2,838 employees and in June 2014 there were 2821 which represents a reduction of 17 employees. The Hiring staff coordinated the Student Intern Hiring in June in which 29 Oneida Enrolled Tribal members were hired.

Classification of Employees

The Oneida Tribe has various classifications of employees working in the departments throughout the organization.

From these 2,838 employees, there are **2,502 full time**, status employees working 30+ hours a week in the following classification. All employees, with the exception of Probationary employees, are eligible for benefits such as medical, dental, vision, short/long term disability and accrual of vacation and personal time. Please note employees must work 30+ hours a week to be eligible for all benefits. The probationary employees, 79 total, are eligible for the above benefits upon satisfactory completion of their 90 day probationary period.

FULL-TIME STATUS EMPLOYEES	Number
Elected	16
Political Appointments	8
Contracted	116
Limited Term	21
Modified Duty	3
Probationary	79
Regular	2231
Regular with Additional Duties Comp	7
Regular with Interim Job Assignment	21
TOTAL	2502

There are **34 temporary status**, full-time employees working 30+ hours a week. There are six (6) classifications of temporary employees which include, emergency/temporary, limited term, youth workers, student interns, seasonal and substitute/relief. Temporary employees are not eligible for benefits such as medical, dental, vision, short/long term disability or accrual of vacation or personal time with the exception of the limited term classification which is eligible for the majority of benefits except job reassignments, transfers and promotions.

TEMPORARY CLASSIFICATIONS	
Student Interns (temporary)	31
Emergency Temporary	3
TOTAL	**34**

There are **83 half-time status** employees working 20 to 29.99 hours a week. These employees are not eligible for benefits such as medical, dental, vision, short/long term disability, but are eligible for vacation and personal hours accrual based on hours worked, with the exception of student interns which is a temporary classification.

HALF TIME STATUS EMPLOYEES	Number
Political Appointments	3
Limited Term	1
Probationary	12
Regular	66
Student Interns	1
TOTAL	**83**

There are **56 employees on a leave of absence.** When employees are on a medical leave of absence, the department pays the full-cost to maintain their insurances such as medical, dental, vision. If the employee has short/long term disability coverage, the employee is eligible for 60% of their current wage or salary effective the 15th day after their leave begins. Employees on a personal or educational leave of absence will not have their insurances paid for by the department.

LEAVE OF ABSENCE	56
TOTAL	56

There are **43 employees on lay-off status.** These employees have the opportunity to apply for posted positions as a transfer or request a job reassignment within 26 weeks from their lay-off date to maintain their continuous years of service with the Oneida Tribe.

LAY OFF	
Regular	43
TOTAL	**43**

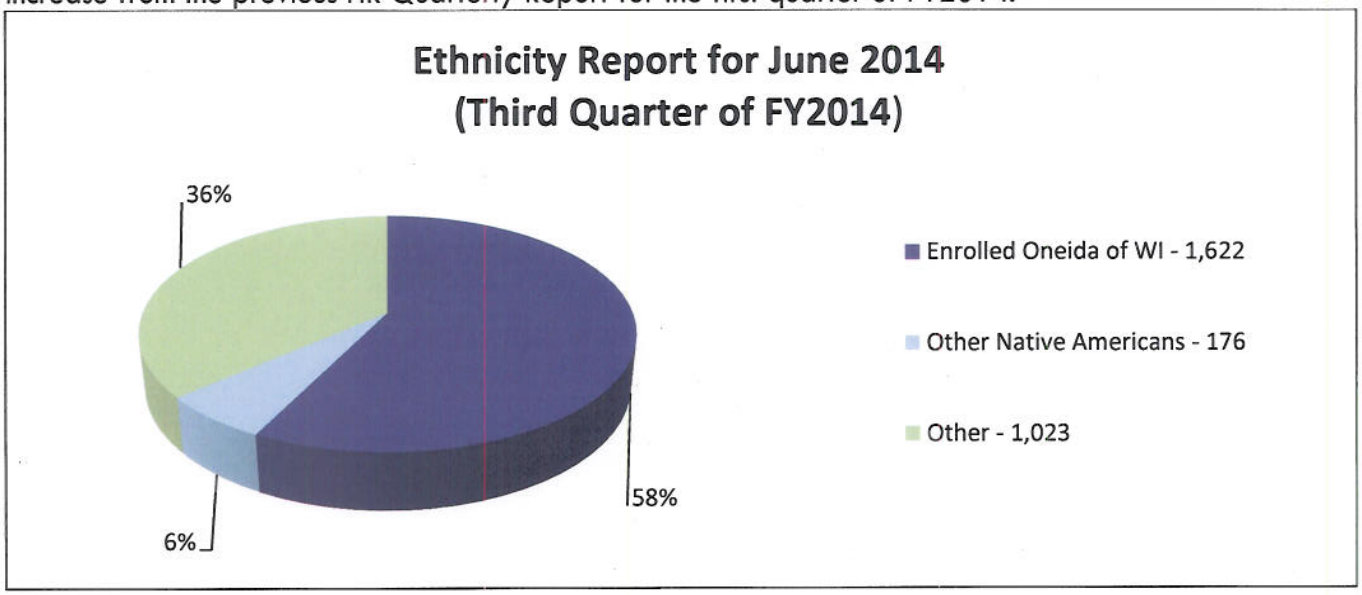
There are **103 part-time status employees** working 19.99 hours a week or less. This classification of employees is not eligible for benefits such as medical, dental, vision, short/long term disability. Statuses, such as Political Appointment, Contracted, Probationary, Modified Duty and Regular Status are eligible for vacation and personal hours accrual based on hours worked.

PART-TIME STATUS EMPLOYEES	NUMBER
Political Appointment	1
Contracted	1
Probationary	4
Modified Duty	0
Regular	32
Student Interns	1
Sub-Relief Employees	64
TOTAL	**103**

There are 64 sub-relief status employees filling in for employees on vacation or personal days in areas such as teachers at Oneida Nation Schools, pharmacists, dental assistants and nurses in the Comprehensive Health Division and teachers in the Head Start Program.

Ethnicity Report

The Oneida Tribe has 58% enrolled Oneida Tribal members who are employees. This is a 1% increase from the previous HR Quarterly Report for the first quarter of FY2014.



Separations Report - January – June 2014

	Reasons for Separations Jan-June 2014								
	Contract Ended	Death	Dismissal	Quit	Hired/ Never Started	Retired	Temp Employ Ended	Lay Off 26 Wks.	TOTAL
Jan-14	1	0	15	11	0	4	1	0	32
Feb-14	0	0	16	20	0	1	1	0	38
Mar-14	0	0	9	15	0	4	2	2	32
Apr-14	0	1	15	13	1	1	8	0	39
May-14	0	0	13	10	0	3	2	1	29
Jun-14	0	1	14	17	1	2	1	0	36
								TOTAL	206

There were a total of 206 employees who separated during the second and third quarter of FY2014- January, February, March, April, May and June of 2014.

Workforce Development

The Workforce Development Team consists of Marianne J. Close, Compensation and Employment Director, Victrietta Hensley, Workforce Development Supervisor and Teresa Schuman, Peril Huff and Rosa Laster as Workforce Development Specialists and Olivia Danforth as the Workforce Development Trainee.

Workforce Development received the Administration for Native Americans (ANA) Sustainable Employment and Economic Development Strategies (SEEDS) for 1.3 million dollars for the next 5 years. We held an Informational Session on the opportunities we will be offering starting January 2014.

Services provided to customers by Workforce Development staff

Current initiatives being offered via workshops and free courses are being made available thru the SEEDS Grant, Sustainable Employment & Economic Development Strategies which has been granted to Workforce Development Department thru the Administration for Native Americans or ANA.

The targeted service group is; unemployed, under employed, entering or re-entering the workforce Native Americans with employment barriers or skill deficiencies who demonstrate interest and commitment to improving their life and building their skills to improve their ability to obtain sustainable employment and promote Self - Sufficiency for themselves and their families. We build Partnerships with Educational Institutions to be able to offer free courses in areas of skill deficiency (math, reading, and computers) to Tribal & Community Members, paired with interest building courses starting in the Health & Skills trade areas. Work with existing Tribal Programs, such as TANF, Teen Parent Program, Youth at Risk, any other programs that could benefit from Job Readiness programming.

We assess organizational needs for services and develop a plan to address the needs. We worked with the Tribal Student Intern Program to provide soft skills training each Friday during their employment. We are recruiting for students for the Sustainable Residential Building program and the second scheduled Office Technology program in the fall. Students will receive a certificate of diploma for successful completion of these programs.

We are also collaborating with the Workforce Development in Green Bay on providing Work Certified and TrANS classes. There were 20 students who graduated from the TrANS Program on Monday, July 14, 2014. Eight (8) applicants have been hired from the 20 who graduated. There are numerous interviews scheduled with over ten contractors.

Listed below is the services offered to applicants in the past quarter.

	14-Jan	14-Feb	14-Mar	14-Apr	14-May	14-Jun
Client Served	30	25	28	30	31	29
Job offers	2	2	3	2	2	8
ET's	0	2	3	2	2	20
Full time	0	0	1	2	0	8
Decline	0	0	0	0	1	0
Outside Employment	0	2	3	2	0	0
Other tribe	0	2	0	1	4	5
Mock Interviews	7	8	5	2	23	22
Outstanding Applicant	0	0	0	0	4	1
Soft skills presentations	0	1	0	0	4	4
Student Interns	0	0	0	0	27	27
Home Health Aide	5	7	5	5	5	7
Math Business Application	0	0	10	10	10	10
Oneida Language	10	0	0	0	0	0
Medical Terminology	0	0	0	0	0	5
Professional Profile	10	25	17	10	10	10
Collaboration with CEC	1	1	0	0	0	1
Collaboration with NWTC	0	0	1	0	1	1
WFD Green Bay	4	4	4	2	2	2
Job Fairs	3	0	2	0	0	1
Work Certified Certification	0	6	0	0	0	0
TrANS Certification	0	0	0	0	0	20
Totals	72	85	82	68	126	181
NWTC- Intro to Health Records	0	0	0	0	0	8
Intro to Healthcare Careers	0	0	0	0	0	8
Health Care Customer Service	0	0	0	0	0	8
						24
August Classes						
CMN- Office Tech						
Sustainable Res Bldg						

Monthly Insurance Count – Through July, 2014

Breakdown	Employee Count	COBRA Count
401K	1,613	0
Dental 1 - Single	770	6
Dental 2 - Limited Family	558	0
Dental 3 - Family	729	0
LIF52	2,556	0
Long Term Disability	2,138	0
MAJ52	1,184	0
Medical 1 - Single	826	4
Medical 2 - Limited Family	480	0
Medical 3 - Family	610	0
MEX25	103	0
Short Term Disability	2,160	0
Vision 1 - Single	756	6
Vision 2 - Limited Family	563	0
Vision 3 - Family	722	0

Equal Employment Opportunity (EEO) Department January–June, 2014

The EEO Department consists of Terry Hetzel-Continuous Improvement Mediation Specialist (CIMS), Barb Ninham-Backgrounds Investigator, Laurie Metoxen-Backgrounds Investigator, Kendall Barton-Backgrounds Manager, Susan Doxtator-EEO Officer, Rita Reiter-EEO Officer, and Matthew J. Denny Sr.-EEO Director.

Disciplines - Grievances - Complaints							
Month/Year	Disciplinary Actions	Terminations	Grievances	Overturned Disciplinary Actions	Modified Disciplinary Actions	Voided Disciplinary Actions	Complaints
January 2014	76	14	9	0	1	1	1
February 2014	66	16	7	0	0	1	1
March 2014	62	8	20	1	2	2	1
April 2014	97	17	9	0	1	0	1
May 2014	72	10	10	0	0	9	5
June 2014	74	16	15	2	2	0	1
TOTAL	447	81	70	3	6	13	10

Continuous Improvement/Mediation

Month/Year	Continuous Improvement	Conflict Resolution	Reorganization	Planning	Facilitation
January 2014	5	5	2	10	3
February 2014	11	9	3	5	2
March 2014	4	0	0	6	2
April 2014	17	2	5	3	4
May 2014	2	4	1	9	4
June 2014	9	2	2	11	4
TOTAL	48	22	13	44	19

Background Investigations

Month/Year	New Backgrounds	Updated Backgrounds	Caregiver Backgrounds	Volunteer/ Community Service Backgrounds	Temporary Assistance for Needy Families Backgrounds	Modified Duty Backgrounds	Individual Out-of-State Backgrounds
January 2014	0	29	6	44	0	3	0
February 2014	10	31	25	42	0	9	0
March 2014	4	50	16	3	0	10	6
April 2014	10	8	10	29	0	6	5
May 2014	46	8	21	50	0	3	6
June 2014	14	71	74	48	0	2	28
TOTAL	84	197	152	216	0	30	45

Unemployment Compensation

Month/Year	Total Claims	Approved Claims	Denied Claims	Appeals Hearings	Hearing Won	Hearings Lost
January 2014	10	4	6	1	0	1
February 2014	19	6	13	0	0	0
March 2014	14	5	9	1	1	0
April 2014	24	9	15	1	1	0
May 2014	10	3	7	1	1	0
June 2014	19	4	15	1	1	0
TOTAL	96	31	65	5	4	1

LOC Policy Updates:

- The following Policies/Laws are relative to the last two quarters:
  i. Draft Employment Law - (Working with LOC on the initial draft of the law)
  ii. Early Return to Work Policy - (Approved)
  iii. Fit-For-Duty Policy – (Active Files List)
  iv. Investigative Leave Policy – (Went to public meeting, LRO is reviewing comments)
  v. Pardon and Forgiveness Law – (Went to public meeting, LRO is reviewing comments)
  vi. Workplace Violence Policy - (Active Files List)

Disciplines - Grievances - Complaints
3 "Overturned" Disciplinary Actions: 2 Written Warnings & 1 Five (5) Day Suspension
13 "Voided" Disciplinary Actions: 3 Written Warnings voided due to the Area Manager filing untimely appeals decisions. 2 Suspensions voided due to the Area Manager filing untimely appeals decisions. 1 Written Warning voided due to Supervisors untimely submission. 1 Suspension voided due to Supervisors untimely submission. 6 Written Warning voided due to Supervisor failing to fill out disciplinary action completely.