

Memorandum

To: Oneida Nation Employees
From: Bill Gollnick, Chief of Staff
Debbie Thundercloud, General Manager
Larry Barton, Chief Financial Officer
JoAnne House, Chief Legal Council
Louise Cornelius, Gaming General Manager
CC: Oneida Business Committee
Date: December 17, 2009
Re: Education and Funeral Time Directives



In our time of economic hardships, the Joint Executive Team has been asked to make many difficult business decisions in effort to maintain our current level of services, prevent employee layoffs, and stay within budget. The purpose of this memo is to provide Tribe-wide management directives on paid education funeral time.

Education Time

Personnel Policy, Section V.C.2. states: Tribal employees may be eligible for assistance for one (1) course per semester. The employee must attempt to arrange to take the class outside his/her normal working hours.

- a. Where a class conflicts with the employee's work schedule, the needs of the Tribal unit take precedence; however, the supervisor shall attempt to accommodate the employee's request.
- b. In no case shall the accommodation exceed actual class hours plus reasonable travel time.
- c. Employees must obtain approval of their immediate supervisor to take a course on Tribal time.

Starting January 3, employees who take education courses on Tribal time may not receive regular pay during course time. Additionally, employees may not use working hours to do coursework. Employees may request time off in accordance with the Tribe's Timekeeping Work Standards to complete coursework and/or attend classes. Education time is eliminated.

Funeral Leave for non-immediate family

Personnel Policy, Section IV.D.2.c states: "All other funeral leave will be limited to no more than one (1) day with pay subject to the notification and approval of the immediate supervisor.

Starting January 3, employees will be limited to three (3) hours of paid leave under this section. If an employee wishes to take additional time off, they can do so under the Tribe's Timekeeping Work Standards of requesting time off.

Funeral time for immediate family remains the same. Please see the Tribe-wide Funeral Leave Work Standards (which can be found on the Intranet) for more information.

If you have any questions regarding these new work standards, please contact your Human Resource Department or Time and Attendance Representative. Thank you for your continued cooperation in this difficult time.