

I N T E R

O F F I C E

MEMO

To: Supervisors, Managers, Directors and Administrative Assistants
From: Bruce King, Janice Hirth, Louise Cornelius and William Gollnick
Subject: Education & Training
Date: March 19, 1999

The Purpose of this memo: To clarify and obtain consistency in the use of Education and Training definitions throughout the organization.

Statement from the Current Budget Guidelines under the heading Education:

"No funding for employee's education through the operation's budget. Education is considered any class taken that relates to a Degree. Suggestion for funding: Tribal Enrolled employees can go through the Higher Education Office, all other employees can go through the Financial Aide Counselor at the school they are attending. Time off allowed according to the Personnel Policy and Procedures: Note: The only funding allowed is if a written agreement was made and is filed in the H.R. File and states that the organization will pay for the classes."

Clarification---Education Definition---A degree seeking program at an accredited college or technical college. Education Classes that meet the Education definition will not be funded by the Operations budget.

Training is allowed that meet the following criteria:

Non-credited (not leading to a degree)

- A. Training to maintain your professional status as required in Job Description. This would include positions that require licenses or certifications in order to maintain their profession. (Examples: Doctors, Nurses, Lawyers) *Employees must have a contract on file at HRD that specifically states Education and Training are reimbursable by the organization.*

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The Organization

Page 2

March 19, 1999

B. Tribally sponsored Training programs.
To be a Tribally Sponsored class it would have to meet all three of the following criteria:

1. Arranged by the Organization
2. Given by the Organization
3. Funded by the Organization

At this time only Gaming Training, HRD Training and the Community Education Center (CEC) meet the sponsored definition.

C. To maintain job requirements for:

1. New techniques, such as MIS, due to upgrade of software, Police due to change in Laws.
2. Regulatory Boards/Commissions/Committees, such as Appeals Commission, Child Protection Board, Police Commission, Health Board, School Board.

For the training to be allowable the job descriptions should have a line stating that the training is mandatory for the position.

Procedures for Training---(Non Credit/CEU's) Seminars/Workshops

Employee receives information pertaining to a seminar/workshop that is specifically job related.

Employee goes to Supervisor to let them know they are interested in attending.

Supervisor would have to decide if job related and if it would improve the employees job performance.

Supervisor would check budget to see if there is enough to cover in Budget training line.

Is the class on or off work time? (Will it be a problem to have employee away from job those hours?)

If the Supervisor decides the training is needed, the employee will make out an order form and get appropriate signatures. Send the order form to Accounting.

Procedures for Training---(Credits-not working toward degree-job related, and require a grade to pass)

Examples: MIS (new technologies)

This could be the same process for all employees (Tribal and non)

Benefits would be: Make it fair for both (tribal and non)
 Tracking for grades and completion can be done
 Employees can be held accountable (more incentive to pass)

Employee receives information about a class that would be job related and update job skills.

Employee goes to Supervisor to let them know they are interested in attending.

Supervisor would have to decide if this training would be needed to keep the employee up on new technologies and Laws. (Also should be in job description or in contract in file at HRD)

Supervisor would check budget to see if there is enough to cover in Budget training line.

Is the class on or off work time? (Will it be a problem to have employee away from job those hours?)

If the Supervisor decides the training is needed, the employee will make out an Employee Advance form and get appropriate signatures. Send the Employee Advance form to Accounting with proof of registration.

Accounting would send out a confirmation to the school that payment will be made for the class and books. A copy goes to employee and one for the file.

Upon completion, the final grade for the class would need to be submitted within 30 days of course end. If the grade is a C (2.0 on a 4.0 point scale) or above, the advance is closed. If no grade or below C the employee will receive notice (letter) that payroll deduction will be done to reimburse the tribe the costs of the class and books.

Procedures for Education----(A degree seeking program at a credited university or Technical college.)

Tribal employees may go to Higher Education for assistance.

Non Tribal employees will not be funded for classes (unless stated in their contract upon hiring, this should be in their file at HRD).

Recommendations:

Have Supervisor contact HRD (Barbara Kolitsch) on all training that will be needed for their departments. They would decide if there is enough need to have the Training or Seminar brought here to minimize the costs and traveling. Supervisors could check with HRD when employees express the desire to attend a seminar/training/workshop to see if the Tribe will be offering the same kind of training. This would help to monitor the needs we have.

This process can be done through the yearly budget planning process.

The Personnel Policy Procedures (Blue Book) will need to be changed to reflect any revisions. The policy now reads that "Tribal employees may be eligible for assistance for one course per semester. The cost of the books, tuition and fees for the course shall be paid by the Tribe through funds budgeted in programs or through the Higher Education program.

The Blue Book will be going on the dad bar soon. It has been an item for 2 years.

Job descriptions need to be revised: Line 10 states ability and willingness to obtain additional training and education. This could imply that the Tribe will pay for this education, needs to be clear.

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