

November 29, 2016

**Interpretation of Personnel Policies and Procedures Section V –  
Employee Relations, A. Orientation Policy**

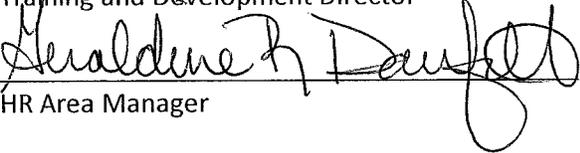
According to the above section under A. c. 3) Requirements b.

- b. The General Orientation Program will be completed in appropriate stages within the first month of the new employee's starting date.

The new interpretation shall be:

- 1. Employees who are new to the Oneida Nation or who have transferred or been reassigned into another position within the Oneida Nation and have not completed the New Employee Orientation Program (NEO) in the past two (2) years will be required to attend and complete the NEO Program within their first week within their new position.
- 2. Employees Who Fail to Attend the NEO or leave the NEO Early:
  - a. HR will notify the supervisor(s) of the employee(s) who did not attend the required NEO Program or left early without completing the NEO Program and re-schedule for the next available NEO Program.
  - b. The supervisor will remove the employee from the work schedule until the employee completes NEO Program. This may be waived if other arrangements with the HR Training and Development Director have been approved for the employee to complete NEO.
  - c. HR will notify the employee and supervisor of the re-scheduled start date and dates the employee is scheduled to attend the NEO Program and cc this notice to the employee's chain of command.

  
\_\_\_\_\_  
Training and Development Director

  
\_\_\_\_\_  
HR Area Manager

11/29/16  
\_\_\_\_\_  
Date

11/29/16  
\_\_\_\_\_