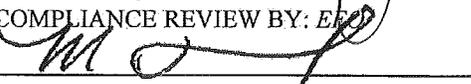


 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Standards for Restricting Access for an Employee on Leave or Separation of Employment	ORIGINATION DATE: May 8, 2018 REVISION DATE: May 17, 2018 EFFECTIVE DATE: After last signature
CONTACT: Paula King-Dessart and Debbie Melchert AUTHOR: Jessica Wallenfang	APPROVED BY: <i>Oneida Business Committee</i>	DATE: 5/23/18
DEPARTMENT: Oneida Business Committee	APPROVED BY: <i>OBC Officer</i> 	DATE 7/6/18
DIVISION: Non-Divisional	APPROVED BY: <i>HRD Manager</i> 	DATE: 5/27/24/18
EEO REFERENCE NUMBER: 506	COMPLIANCE REVIEW BY: <i>EEO</i> 	DATE: 7/12/2018
PAGE NO: 1 of 2		

1.0 PURPOSE

- 1.1 To have standard procedures when a direct report to the Oneida Business Committee separates from the organization or requests a leave of absence.

2.0 DEFINITIONS

- 2.1 BC: Business Committee
- 2.2 HRD: Human Resources Department
- 2.3 MIS: Management Information Systems department
- 2.4 RFS: Request For Services form

3.0 WORK STANDARDS / PROCEDURES

- 3.1 The BC Support Office shall be immediately notified of an employee's separation or leave of absence.

Procedures for Separating an Employee

BC Support Office Designee shall:

- 3.2 Write and send an e-mail to the Human Resources Area Manager, HRD Representative, and Time and Attendance Department with the following information:
 - 3.2.1 Name of employee
 - 3.2.2 Employee number
 - 3.2.3 Copy of resignation letter, if applicable
 - 3.2.4 Completed HRD Separation Report
- 3.3 Write and send e-mail to Records Management Area Manager to retrieve

- employee's electronic and hard files.
- 3.4 Complete and send RFS form to MIS to remove access to all systems.
- 3.5 Complete and send RFS form to MIS to give access to another designated co-worker or supervisor of e-files held by employee.
- 3.6 Send e-mail to Building Manager to remove building access and/or collect key card.
- 3.7 Collect employee badge and return to HRD Representative.
- 3.8 Collect all electronics and passwords to include:
 - 3.8.1 Laptop
 - 3.8.2 iPad
 - 3.8.3 Cellphone
- 3.9 Send e-mail to MIS (Vinnie Cornelius) to cancel electronics services and office phone.
- 3.10 Remind employee to notify any personal contacts their e-mail address is no longer in operation.
- 3.11 In the event of an irate employee, notify (Security, if available) or OPD for an escort (920) 869-2239.

Procedures for Employee taking a Leave of Absence

Direct Report shall:

- 3.12 Complete required LOA paperwork found on the Employee Intranet:
 - 3.12.1 Click on Reference Directory,
 - 3.12.2 Click on Frequently Used Forms,
 - 3.12.3 Click on HRD,
 - 3.12.4 Click on Employee Forms,
 - 3.12.5 Click on Leave Request Form,
 - 3.12.6 Enter applicable information and print
- 3.13 Send LOA paperwork to BC_Signoff_Requests@oneidation.org
- 3.14 Send additional information to the BC Support Office:
 - 3.14.1 Personal e-mail and/or designee e-mail to send the approved paperwork to and/or keep in contact, if necessary, during the leave.
 - 3.14.2 Completed Time-off Request Form if the employee will use any vacation or personal time during leave.
 - 3.14.3 Who will be the designee while absent to: supervise employees, signatures/approvals, etc.
- 3.15 If applicable, file for insurance benefits, such as short term disability, by contacting HR Insurance Department.
- 3.16 Submit medical release from doctor prior to returning to work to BC_Signoff_Requests@oneidation.org AND HR_Insurance@oneidation.org.
- 3.17 Submit a request for reduced work hours while recovering to BC_Signoff_Requests@oneidation.org.
- 3.18 Submit new LOA paperwork for requesting additional leave time to BC_Signoff-Requests@oneidation.org.

BC Support Office shall:

- 3.19 Obtain BC Officers approval by e-mail.

- 3.20 Send approved LOA paperwork to the employee and/or their designee by e-mail, BC Officers, AND to HR_Insurance@oneidanation.org.
 - 3.20.1 Leave Request Form
 - 3.20.2 Supporting medical documents
 - 3.20.3 E-mail approval responses from three of four BC Officers
- 3.21 Process Time-off Request Form if the employee will use any vacation or personal time during leave.
- 3.22 File e-mail address and/or designee information with the employee's LOA paperwork to keep in contact, if necessary, during the leave.
- 3.23 Send employee's approved LOA form (do not include medical info) to the Time & Attendance Representative of the Business Committee.
- 3.24 Send an RFS Form to MIS to restrict computer, phone, and building access, as necessary.

4.0 REFERENCES

- 4.1 Tribe-wide Timekeeping Work Standards

5.0 FORMS

- 5.1 Separation Report (HRD)
- 5.2 Leave Request Form (HRD)
- 5.3 RFS Form (MIS)

3. Approve OBC SOP entitled Standards for Restricting Access for an Employee on Leave or Separation of Employment (03:20:56)

Sponsor: Tehassi Hill, Chairman; Brandon Stevens, Vice-Chairman; Lisa Summers, Secretary; and Trish King, Treasurer

Motion by Brandon Stevens to approve the OBC SOP entitled Standards for Restricting Access for an Employee on Leave or Separation of Employment, seconded by Daniel Guzman King. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Brandon Stevens, Ernie Stevens III

Not Present: Trish King, Kirby Metoxen, Lisa Summers, Jennifer Webster

Motion by Daniel Guzman King to move the SOP into open portion of the agenda and request the Secretary's Office to finish processing, including the posting of the SOP on the appropriate designated webpage, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Brandon Stevens, Ernie Stevens III

Not Present: Trish King, Kirby Metoxen, Lisa Summers, Jennifer Webster

4. Review Husch Blackwell LLP presentation regarding Oneida Seven Generations Corporation (03:21:59)

Sponsor: Lisa Summers, Secretary

Motion by Ernie Stevens III to accept the discussion on the Husch Blackwell LLP presentation regarding Oneida Seven Generation Corporation, as information, seconded by David P. Jordan. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Brandon Stevens, Ernie Stevens III

Not Present: Trish King, Kirby Metoxen, Lisa Summers, Jennifer Webster

Motion by David P. Jordan to decline the request to waive the conflict identified in email date May 14, 2018, seconded by Daniel Guzman King. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Brandon Stevens, Ernie Stevens III

Not Present: Trish King, Kirby Metoxen, Lisa Summers, Jennifer Webster

Motion by David P. Jordan to request the Law Office review existing retainers with Husch Blackwell LLP and bring back a report for review at the June 13, 2018, regular Business Committee meeting, seconded by Ernie Stevens III. Motion carried unanimously:

Ayes: Daniel Guzman King, David P. Jordan, Brandon Stevens, Ernie Stevens III

Not Present: Trish King, Kirby Metoxen, Lisa Summers, Jennifer Webster