

# Oneida Tribe of Indians of Wisconsin

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Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them



UGWA DEMOLUM YATEHE  
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the Colony of Pennsylvania, a new nation the United States, was made possible

APPROVED AS  
WRITTEN 10-2-87

## SPECIAL MEETING

THURSDAY, SEPTEMBER 3, 1987

Meeting called to order at 9 a.m.

Present: Purcell Powless-Chairman, Richard Hill-Vice Chairman, Kathy Hughes-Treasurer, Amelia Cornelius-Secretary, Lloyd Powless, Larry Barton, Ernie Stevens, David King-Council Members

Excused: Loretta Metoxen-Council Member

Others: Don Wilson, Barbara Schuman, Sharon Cornelius

### DISCUSSION ON SICK TIME POLICY RECOMMENDATIONS PRESENTED BY SHARON CORNELIUS

#### Alternative #2 - Vacation

- a. Every employee in tribal service, except temporary employees shall be allowed vacation days with pay to the extent that vacation days are accumulated.
- b. The amount of Vacation Days shall be determined by continuous service for the Tribe. A "lay off" from tribal employment shall not be considered an interruption in continuous service, nor shall a preapproved leave of absence be considered an interruption in continuous service.
- c. The accrual of Vacation Days shall be as follows:
  1. 0-3 years of service - 12 days per year
  2. 4-7 years of service - 15 days per year
  3. 8-14 years of service - 20 days per year
  4. 15+ years of service - 25 days per year
- d. Permanent part-time employees accrue vacation days for time actually worked at a ratio of a full time employment.
- e. Service is defined as working for programs which are contracted by the Tribe or specifically sponsored by the Tribe.
- f. Supervisors shall notify their employees when said employees have accumulated 300 hours.

SICK TIME POLICY RECOMMENDATIONS (Continued)

- g. Upon termination from employment, an employee will be paid for any unused vacation days.
- h. An employee shall notify his/her supervisor one (1) day in advance if he/she will take off one (1) to two (2) days of vacation. Programs and enterprises which have irregular or twenty-four (24) hour work schedules shall develop stricter standards of employee notifications.
- i. An employee shall notify his/her supervisor of an intent to use vacation in the following matter:
  - 1. Three (3) to five (5) days - one (1) week advance notification.
  - 2. Six (6) days or more - two (2) weeks advance notification.
- j. The burden shall be on the supervisor to show that a denial of a vacation day is based upon an interference with the business of the Tribe.
- k. Vacation days cannot be taken when an employee is on probation.

Alternative #2 - Personal

- a. Every employee in tribal service, except temporary employees shall be allowed personal days with pay to the extent that personal days are accumulated.
- b. The amount of Personal Days shall be determined by continuous service for the Tribe. A "lay off" from tribal employment shall not be considered an interruption in continuous service, nor shall a preapproved leave of absence be considered an interruption in continuous service.
- c. The accrual of Personal Days shall be as follows:
  - 1. 0-3 years of service - 6 days per year
  - 2. 4-7 years of service - 8 days per year
  - 3. 8-14 years of service - 10 days per year
  - 4. 15+ years of service - 12 days per year
- d. Permanent part-time employees accrue Personal Days for time actually worked at a ratio of a full time employment.
- e. Service is defined as working for programs which are contracted by the Tribe or specifically sponsored by the Tribe.
- f. Supervisors shall notify their employees when said employees have accumulated 300 hours.
- g. Upon termination from employment, an employee will be paid for any unused personal days.

SICK TIME POLICY RECOMMENDATIONS (Continued)

- h. Personal Days can be used for any reason, so long as the request is approved by the employee's supervisor at least 24 hours in advance, unless an absence is due to illness or by unforeseen circumstances.
  - 1. In case of illness or unforeseen circumstances, the supervisor shall be notified no later than 15 minutes before their scheduled starting time.
  - 2. Programs or enterprises may develop stricter standards of notification.
- i. An employee shall notify his/her supervisor of an intent to use personal days in the following matter:
  - 1. Three (3) to five (5) days - one (1) week advance notification.
  - 2. Six (6) days or more - two (2) weeks advance notification.
- j. The burden shall be on the supervisor to show that a denial of personal days is based upon an interference with the business of the Tribe.
- k. Personal days cannot be taken when an employee is on probation.

Alternative #2 - Trade Back for Cash

- a. All employees shall have the opportunity to combine both vacation and personal days for cash one time a year.
  - 1. On September 30th of each year, each employee who has accumulated twenty-four (24) hours or more of vacation and/or personal days shall decide if the employee wishes to trade in his hours for cash.
  - 2. Employees shall receive their "trade back for cash" prior to or on November 30th of each year.
- b. Employees shall decide which status "vacation or personal" or combined status, they would like their "trade-in" hours drawn from.
- c. Employees have the option to maintain their accumulated personal and vacation days as hours or trade them in for cash.
- d. Employees shall not "Trade for Cash" more than 80 hours at one "trade back" occasion.

Amelia Cornelius moved to adopt Alternative #2 as amended. Kathy Hughes seconded. David King opposed. Motion carried.

SICK TIME POLICY RECOMMENDATIONS (Continued)

Rick Hill moved to develop a sub-committee to look at the single parent problem, day care and other alternatives to resolve the problems of sick time. Amelia Cornelius seconded. Motion carried.

Kathy Hughes moved to recess, Amelia Cornelius seconded. Motion carried.

  
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Amelia Cornelius, Tribal Secretary  
Oneida Business Committee