

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 11 / 16

2. General Information:

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

☒ Accept as Information only

☐ Action - please describe:

Accept Human Resources Department FY '16 2nd quarter report

3. Supporting Materials

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1.

3.

2.

4.


☐ Business Committee signature required

4. Budget Information

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

 5/2/16
Geraldine Danforth, HRD Area Manager

Primary Requestor:

Submitted by: Maureen Metoxen, Executive Assistant/HRD
Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

HUMAN RESOURCES DEPARTMENT

2nd Quarter Report January-March, FY2016

Geraldine R. Danforth, HR Area Manager

ADMINISTRATION

• **STRATEGIC WORKFORCE PLANNING**

Strategic Workforce Planning (SWP) is the process for developing a strategic workforce plan. Strategic workforce plans are used to anticipate the future demands and needs of the organization and how the employees will meet those demands. By understanding what skills and talents the current workforce has and comparing that with the future skills and talents the organization will need, the workforce can be shaped to position the organization for success.

This is a 5+ year project and the planning phase has revealed some systemic changes and milestones that must be met in order for SWP to work in the Oneida Nation. The Strategic Workforce Planning Core Team is working on completion of a charter to outline all of the steps that are necessary for this project to be a success. We anticipate that the 1st draft of the charter will be ready for the BC to review in June, and would suggest that maybe it goes first to the BC Work meeting on June 14th before final consideration at a regular BC meeting.

Critical Success Factors:

- HRD needs to have a talent management database or software to track, understand, and manage the skills, capabilities, and qualifications of the employees we have within the organization
 - The draft Employment Law needs to be passed by the General Tribal Council
 - Internal staff and/or resources need to be allocated to this project
 - Each Division (business unit) needs to have a clear, updated, quality Strategic Plan before beginning the SWP process
 - Ownership of the SWP needs to reside in the Business Units, not with the SWP Core Team and not with HRD
 - Strategic Workforce Plans developed need to be broken into operational activities and implemented
- **SUCCESSION PLANNING.** The planning meetings have been established. **PURPOSE:** A succession planning process helps prevent the loss of vital organizational history or knowledge due to retirements, vacancies, and/or resignations. The succession planning process will assess all employees. See age charts on page 5.

It's important to follow a succession planning process to ensure employees are recruited and properly developed so they have the competencies, skills, education, certifications/licenses, and experience necessary to fill vital positions. The HR management team will look at the following:

- Identifying critical positions which are instrumental to achieving strategic and operational goals.
- Anticipating gaps in those positions due to retirement and other factors.
- Defining the qualifications and competencies required to perform successfully in the position.
- Implementing focused strategies to attract and develop pools of qualified candidates who will be ready for emerging opportunities.

- Ensuring that support for the strategies and processes are in place to retain and fully engage employees.
- **BUDGET COMMUNITY MEETING.** On April 2nd the “Showcase: Improving Employment Programs” was held for the community at the Three Sisters Community building. HRD presented a session titled, “Enhance Employment Systems Initiatives.” Some topics covered were:
 - Workforce Development employment initiatives
 - Employee insurance offerings
 - Proposed wage chart with 5% increase
 - Pending exempt/non-exempt changes
 - Proposed hiring process changes
 - Proposed disciplinary/appeal process changes
 Thanks to all who came to learn about the many current services and proposed changes HRD is involved with!



- **EMPLOYMENT LAW.** The Human Resources Department (HRD) continues to assist the Legislative Operating Committee (LOC) with the development of the draft Employment Law which was originally added to the LOC’s Active Files List on September 17, 2014. The draft Employment Law will provide a fair, consistent and efficient structure to govern all employment matters of the Oneida Tribe.
 - HRD was also given the responsibility to draft the Rules that will provide expectations and standards for implementing the draft Employment Law.
 - The information includes recommended changes to the hiring process, disciplinary process, performance evaluations, holidays, paid time off, etc.
 - The draft Employment Law and Rules have held the Public Meeting on March 31, 2016.
- **DONATION OF HOURS.** HR has communicated to the employment base about the changes, along with the new standard operation procedure, and the required form. Since the implementation of the new rules, HR has received 20 requests, 18 were approved and 2 denied.

Currently we have 57 employees which are down by 22 employees from the previous quarter numbers of 79 employees. Total hours are at 881.77 which are down 815 hours the previous quarter hours of 1,697.

- **EXEMPT STATUS CHANGES.** The Department of Labor is revamping the federal overtime laws. One of our main goals is to not wrongly classify a job/position to avoid paying overtime. There are five categories of exempt positions: Executive, Administrative, Professional, and Computer professional.
 - Weekly earnings threshold is going from \$455 to \$970/\$1000.
 - Duties test
 1. Exempt duties will be 50% of the employee’s time devoted to managerial duties.
 - There are approximately, 623 exempt employees.
 - The impact may be as many as 344 employees being changed to non-exempt employees.
 - HR will review all job descriptions from Grade E01 to E05.
 - Determine criteria for consistent application across the Tribe.
 - **DEPARTMENT OF LABOR**
 - President Obama directed the Labor Department to update who qualifies for overtime protection.
 - Reasons why it is changing. In 1975, 62% of employees were paid overtime for hours worked over 40. Today, only 8% of employees are eligible for overtime.

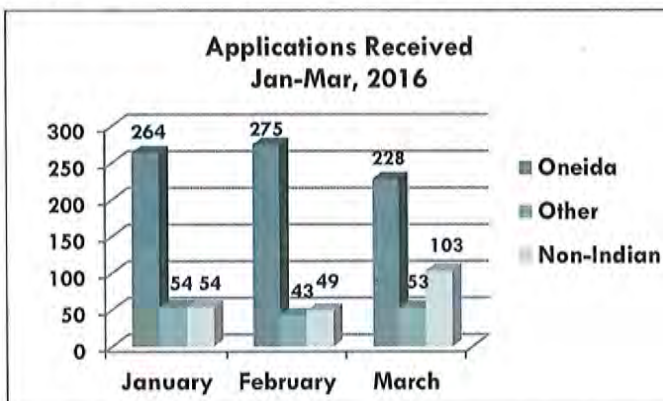
- The overtime rules have not kept up with the cost of living. Exempt from overtime if they make more than \$23,660.
- The Republican congressional leadership introduced a bill in March 2016 that is aimed to block the proposed overtime rules. They are looking to rewrite the law with businesses in mind.
- **WAGE INCREASE SOP.** The human resources department drafted a SOP for implementing wage/salary increases. This SOP is attached and will provide guidance in how HRD will implement the increases moving forward. This SOP will not impact the .99 cent increase that was approved in September 2015. Some of the highlights include:
 - No increase for new hires, contracted-based on language, temporary employees, etc.
 - Employees over the maximum of their pay grade will be frozen. However, they will receive their increase in a one-time lump sum payment.
 - No increase for those employees who ranked unsatisfactory on their annual evaluation.

Budget: HRD submitted the following budget for FY 16:

Department	Budget Amount	Funding Source	Spending YTD	Variance
Human Resources	\$2,099,123	Indirect Cost	\$ 1,042,583	\$ 1,056,540
Employee Assistance	\$ 188,285	Tribal Contribution	\$ 96,359	\$ 91,926
Workforce Development	\$ 322,618	Grant 79% & TC	\$ 118,249	\$ 204,368
Student Intern Program	\$ 122,686	Tribal Contribution	\$ 8,857	\$ 113,829
Employee Incentive & Testing	\$ 12,707	Tribal Contribution	\$ 6,353	\$ 6,354

This year, Human Resources (HR) added the Employee Incentive and Testing budget. This budget will be used to recognize employees who have 25, 30, 35, and 40 years of service or more with a Years of Service gift. This past year, the Tribe had employees who reached their 40th year of service with the Tribe. We do not have the funds to retro gifts for employees from previous years. The Human Resources Department decreased the budget by \$276,392 from FY 14.

EMPLOYEES: Human Resources Dept. has 33 employees, Workforce Development has 3 employees and EAP has 2 employees. Three positions were eliminated in the budget process.



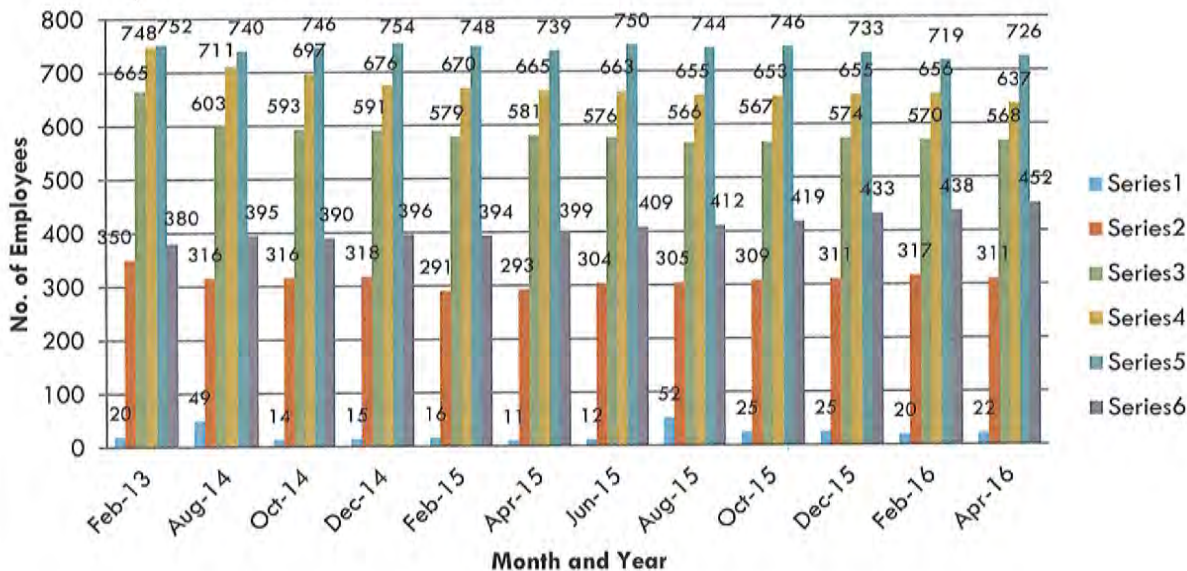
Reception Staff at Skenandoah Complex Left to Right: Yasiman Metoxen and Olivia Danforth



Human Resources' signage. HR has worked with Oneida Printing to develop a "Now Hiring" sign. The sign is intended to attract more people to apply for employment with the Oneida Nation. The sign is placed on the front lawn of the Skenandoah Complex. We will be working on similar signage to place in various locations throughout the Nation. Stay Tuned we are working on a new look for the "job openings" bulletin board in the lobby of the Skenandoah Complex.



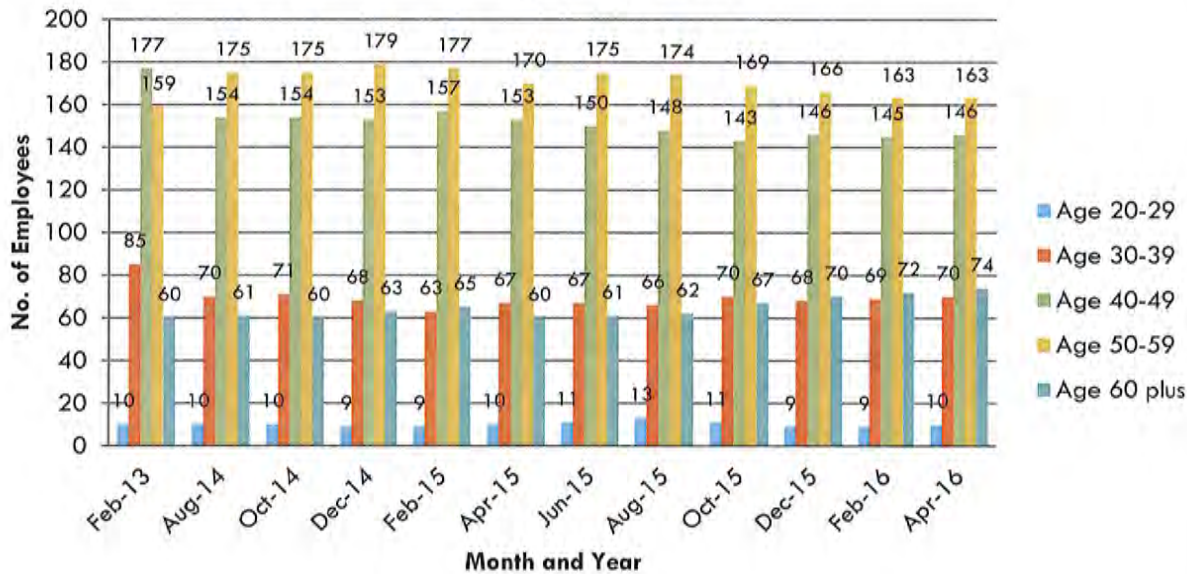
All Employees by Age Group April 2016



The largest number of employees falls in the 50-59 age range at 26.73% based on 2716 employees. The second highest is 40-49 age range at 23.45%. There are 452 employees who are in the age group of 60

and over who could potentially retire or leave the workforce in the immediate future to 15 years. Human Resources is working on a Succession Plan to present to the OBC in the near future to address filling any critical positions that may become vacant as a result of an employee retiring.

All Supervisors by Age Group April 2016



Currently, there are 463 supervisors. Of the 463 supervisors, Oneida supervisors account for 379 or 81.86% of these supervisory positions.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS DEPT.

The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist and Vicki Cornelius-Records Technician.

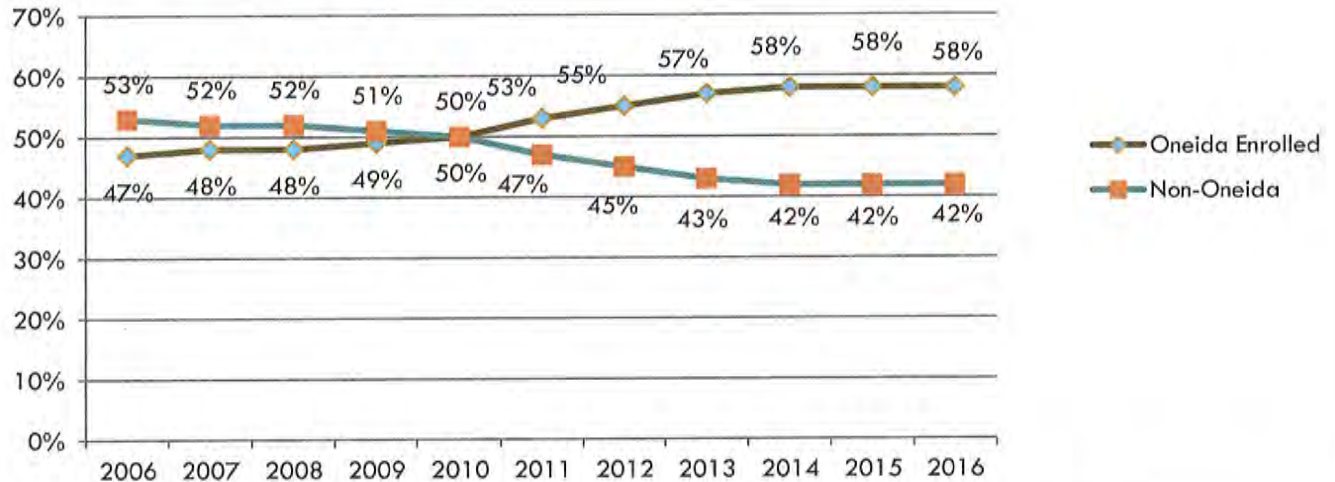
We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management, complete verification of employment and unemployment requests and oversee the Human Resources personnel files (OnBase).

Assisted with the internal changes regarding the Employee Benefits 1095 reporting, Oneida Judicial garnishment process and data breach.

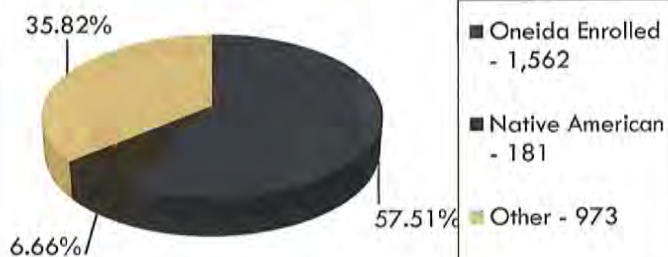
Functions	Jan	Feb	Mar	Total
HR/Payroll Entry Transactions	463	407	542	1412
Employee Self-Service Entries	60	37	38	135
Employment Verifications	227	208	219	654
Unemployment Requests	45	28	24	97

COMPENSATION, HIRING AND WORKFORCE DEVELOPMENT DEPTS.

Ethnicity Report 2006 through 2016



Ethnicity Report - March 2016

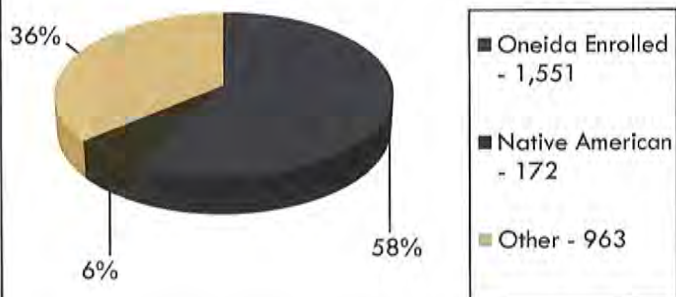


The Ethnicity report percentages remained the same as March 2015 for employees who are Enrolled Oneida which is 58%.

Increase in Number of Employees in comparison to the previous year.

There were 2,686 employees in March of 2015 and 2,716 employees in March 2016. This is an increase of 30 employees in comparison to the previous year.

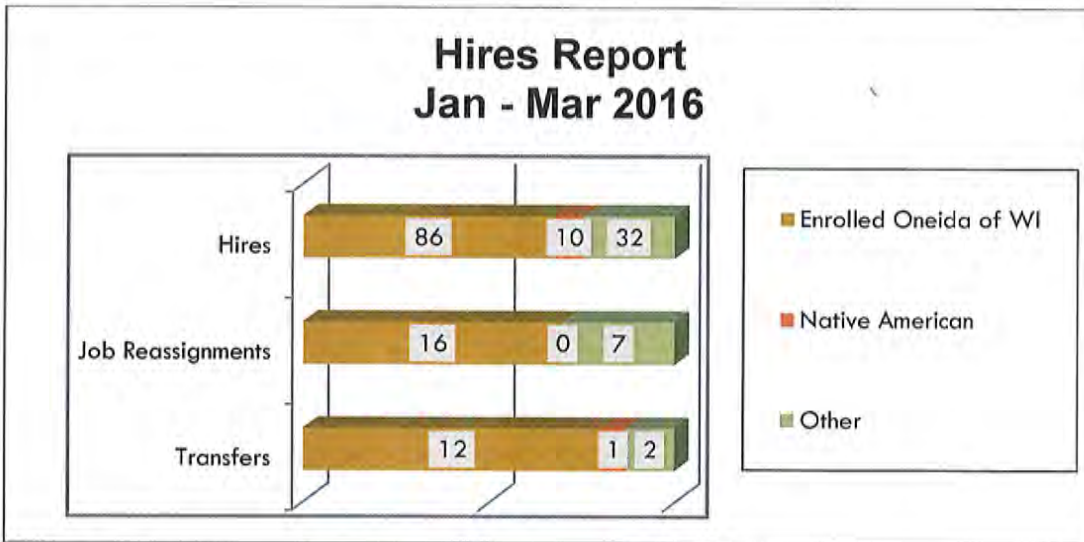
Ethnicity Report - March 2015



Hires Report

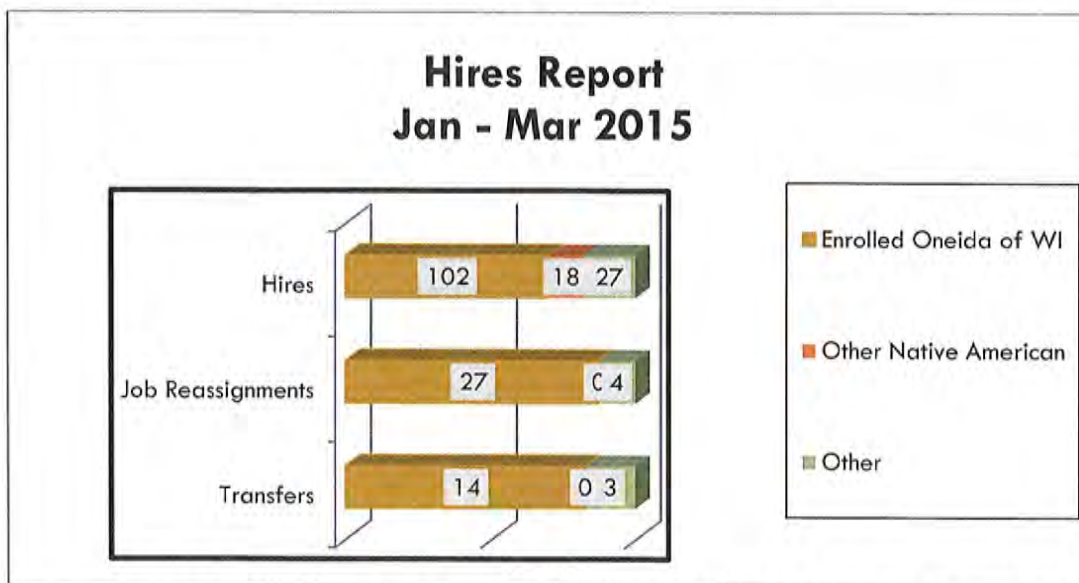
For January – March 2016

- 67% of all hires were filled with enrolled Oneida Tribal members.
- 70% of all job reassignments were filled with enrolled Oneida Tribal members.
- 80% of all transfers were filled with enrolled Oneida Tribal members.



For January – March 2015

- 69% of all hires were filled with enrolled Oneida Tribal members.
- 87% of all job reassignments were filled with enrolled Oneida Tribal members.
- 82% of all transfers were filled with enrolled Oneida Tribal members.



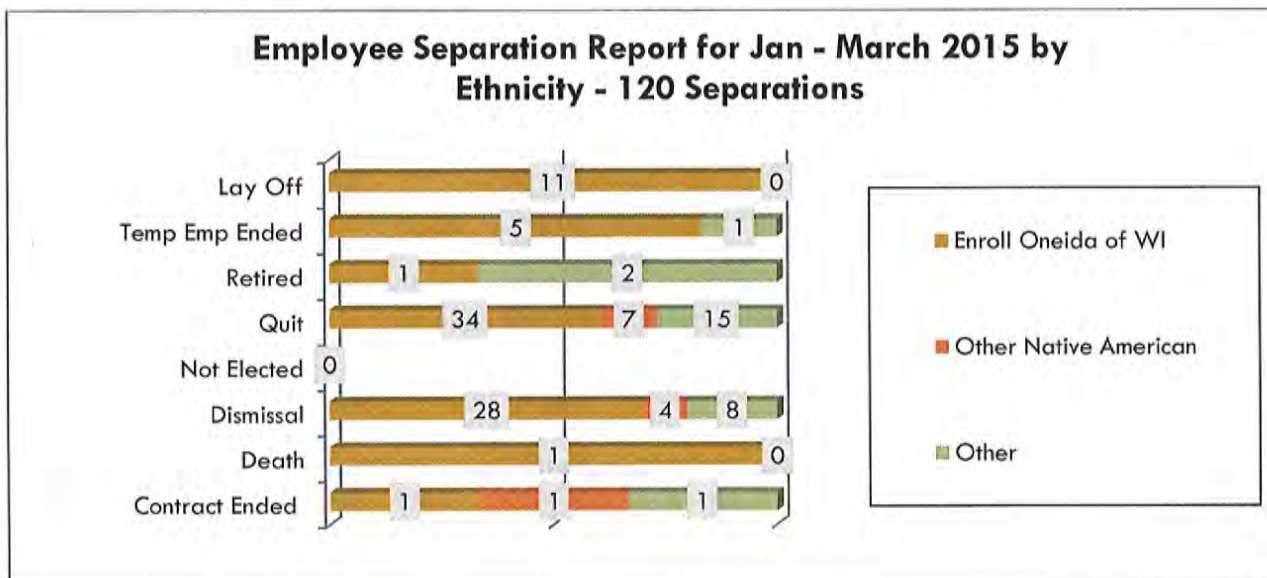
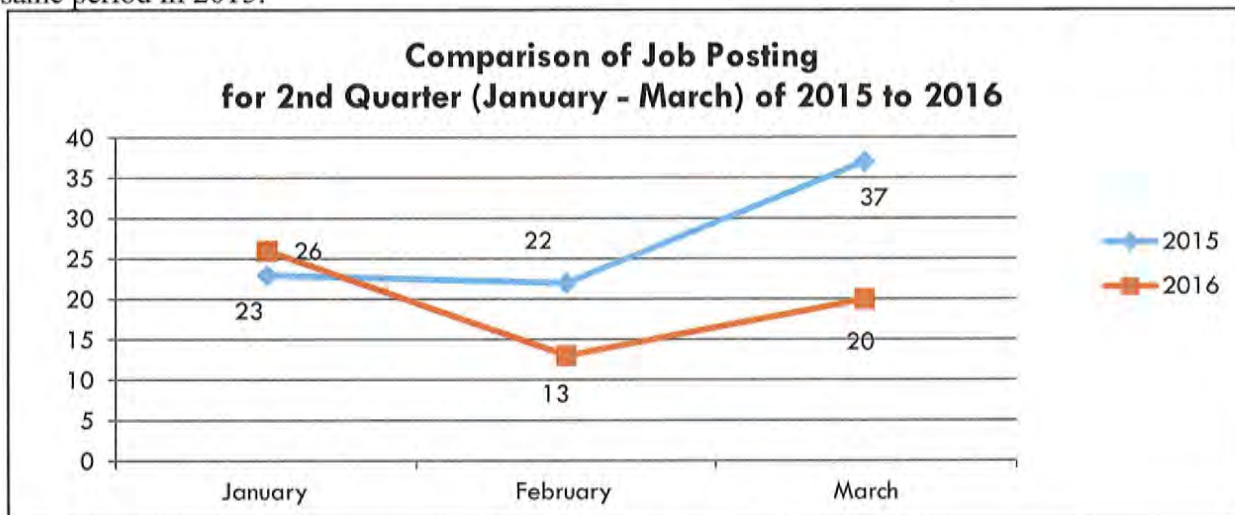
NOTE: There were more hires last year in January through March 2015. During this time we were coming out of cost containment. According to the Business Committee directive, Enterprises could hire in February and March. Programs were not approved to hire for positions until April 1, 2016, unless it was approved by their direct report to the BC.

Job Postings

Job Postings by Division for January, February and March 2016				
	Jan	Feb	March	TOTAL
Gaming	8	2	6	16
Comprehensive Health	1	3	3	7
Development	1	1	2	4
Land Management	0	0	0	0
Environmental, Health & Safety	1	1	0	2
Internal Services	5	3	2	10
Enterprise	0	0	1	1
Finance	2	0	2	4
Non-Divisional	2	1	2	5
Governmental Services	6	2	2	10
Total	26	13	20	59

Job Postings by Division for January, February and March 2015				
FY15	Jan	Feb	March	Total
Gaming	12	12	7	31
Comprehensive Health	2	2	8	12
Development	0	0	3	3
Land Management	0	0	0	0
Environmental, Health & Safety	0	0	0	0
Internal Services	2	3	1	6
Enterprise	1	1	2	4
Finance	0	0	0	0
Non-Divisional	4	0	9	13
Governmental Services	2	4	7	13
Total	23	22	37	82

A total of 59 positions were posted from January through March in comparison with 82 job posted for this same period in 2015.



There were a total of 104 employee separations for the period January through March 2016 in comparison to 120 employee separations for January through March 2015.

WORKFORCE DEVELOPMENT DEPT.

Workforce Development Report for January, February, March 2016				
	Jan	February	March	TOTAL
TrANS	3	15	16	37
Work Certified	16	0	0	16
Outstanding Applicant	1	4	2	7
NWTC	8	14	9	31
CMN	0	0	0	0
Supportive Services	4	4	2	10
Mock Interviews	7	3	3	13
Presentations	37	23	8	38
Client Outreach	106	130	60	26
Collaboration with partners	3	5	12	20
Total	185	198	112	495

During the 2nd Quarter, Workforce Development did outreach to a total of 495 clients. Our Vision is to ***Build a Strong Oneida Workforce.*** Our project has two objectives:

Objective 1: By October 2018, we will build an Oneida workforce by providing classes and training that will increase the knowledge, skill set, employability and earning potential for 180 Oneida community members

Objective 2: By October 2018, build both internal and external partnerships with employers and colleges to help 120 program participants obtain full-time employment within the community.

For this past quarter thirty-seven (37) people (this includes our partnership numbers) applied for TrANS and thirty-seven (37) participants were chosen and completed TrANS. Ninety percent 90% of the participants are currently employed. This program has given these participants confidence and some building tools to start a career in the trades. Some of the instruction/certifications received were OSHA-10, Flag Certification, CPR/AED & First Aid Certification, Blue Print Reading Certification and Fork Lifting Certification.

We recruited sixteen (16) people for Work Certified however 14 were chosen and due to lack of interest, class was cancelled and rescheduled for January, are currently taking class.

WFD has partnered with NWTC and CMN and has provided CDL training, Forklift training, and assistance for assorted classes to get in good standing with Higher Education.

WFD has sponsored 2 Forklifting classes. Thirty (30) people signed up and fifteen (15) have completed and received Forklift Certification.

We have reached out to all our clients to assess where they are now and what their current needs are.

WFD provided Soft Skill training three (3) times a week for the months of February and March. We will be collaborating with Community Services Area and the WIOA program to hold Soft Skills training in February.

EMPLOYEE INSURANCE DEPT.

During the second quarter of FY16, the Employee Insurance Department worked on completing 1095-C forms. These forms are required to be completed as part of the Affordable Care Act and had to be mailed out to employees by March 31, 2016. This was a new and labor intensive process. The Employee Insurance Department completed and mailed out 3,039 forms.

Compliance with the Affordable Care Act is an ongoing task. The next compliance piece is the 1094-C form. This form must be completed and electronically filed with the IRS by June 30, 2016. The Employee Insurance Department will be working on completing the steps necessary to meet this deadline.

January 2016 saw the successful transition from Unum to The Hartford as the insurance carrier for the following benefits: Short and Long Term Disability, Voluntary Term Life, and Basic Life. The disability claim process switched from a paper application to a telephonic process. Employees who need to file a Short Term Disability claim can call The Hartford at 1-800-549-6514.

The Employee Insurance Department provides benefit administration and employee assistance for: medical, dental, vision, disability, retirement plans, voluntary benefits, flex spending, orientation, and workers compensation.

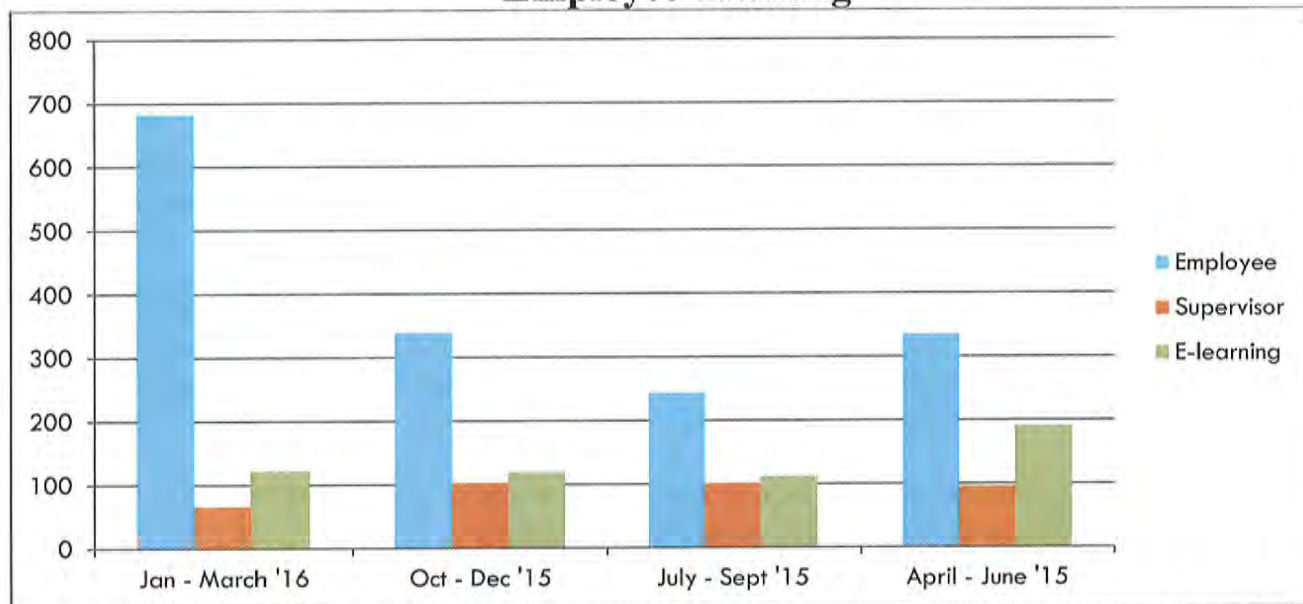
MONTHLY INSURANCE COUNT – March 2016

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
401K	1,685		Medical – Single	866	3
LIF52	2,510		Medical - Limited Family	483	
Short Term Disability	2,118		Medical – Family	626	
Long Term Disability	2,092				
Delta Dental – Single	689	7	Vision - Single	810	4
Delta Dental-Limited Family	468	1	Vision - Limited Family	543	1
Delta Dental - Family	638		Vision - Family	730	
Dental Associates – Single	131				
Dental Associates – Limited Family	77				
Dental Associates - Family	96				

The Insurance team consists of: Christina Blue Bird, Kimberly Schultz, Kristin Jorgenson and Josh Cottrell

TRAINING & DEVELOPMENT DEPT.

Employee Training



*Conducted organizational development assessments with Surveillance, Gaming Accounting, and Dental.

*Conducted Annual Customer Service for Health Division Jan – Feb 2016

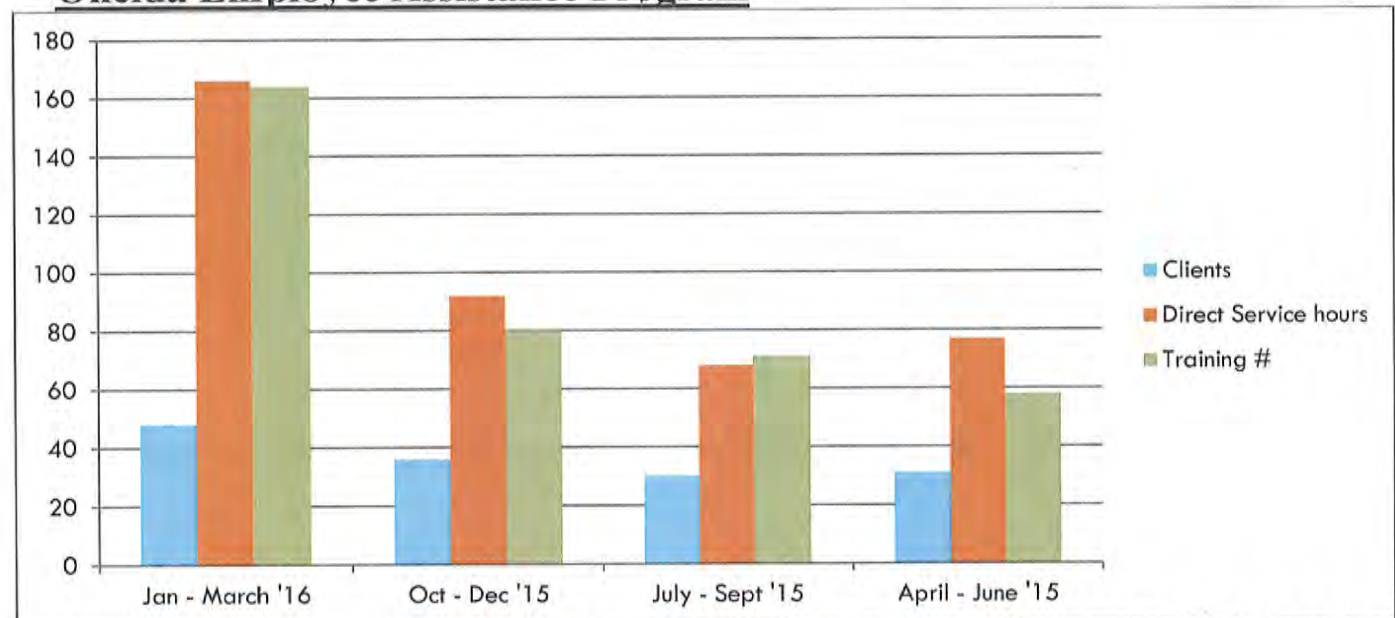
*Conducted special Customer Service Training for Gaming Accounting employees Feb 2016

***COMING SOON:** Active Shooter training for all employees (excluding Oneida Nation School System employees they have a specific safety training on intruder and will be transitioning to “ALICE” format.)

*Weekly meetings to establish new training for management: History and Culture of the Nation

*Entering Health Division employee training data (new process). That data is not reflected above.

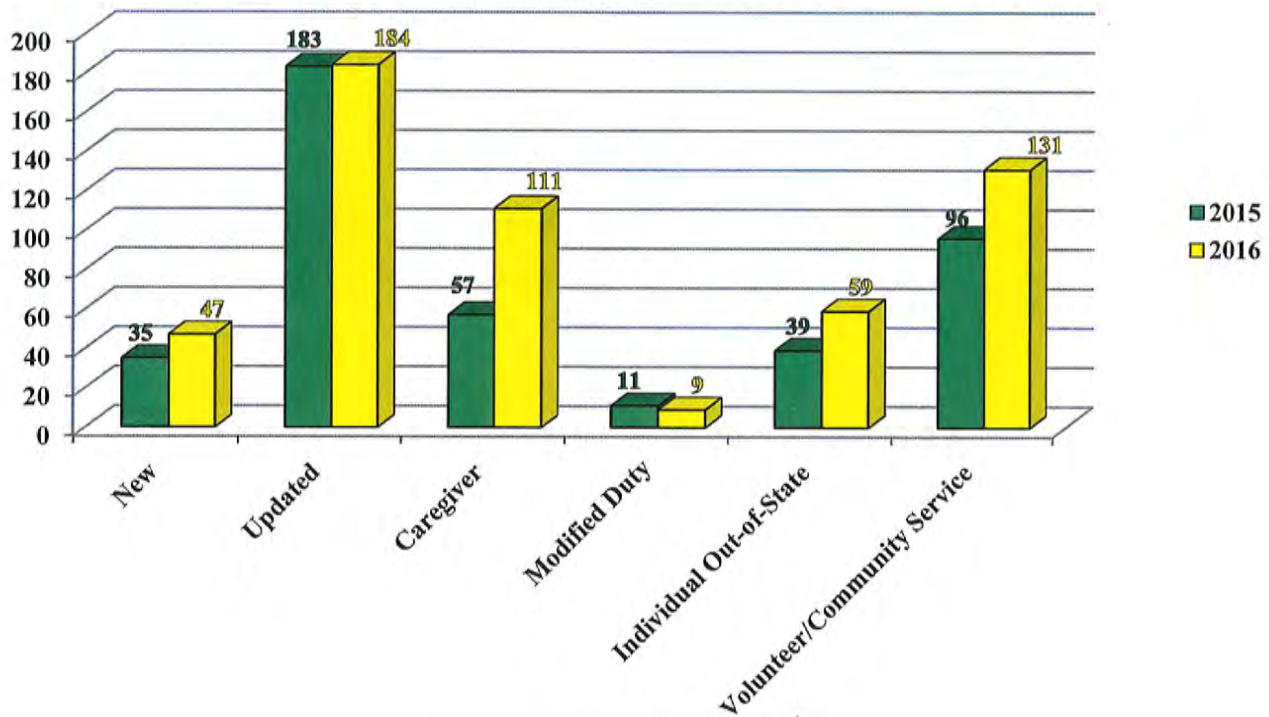
Oneida Employee Assistance Program



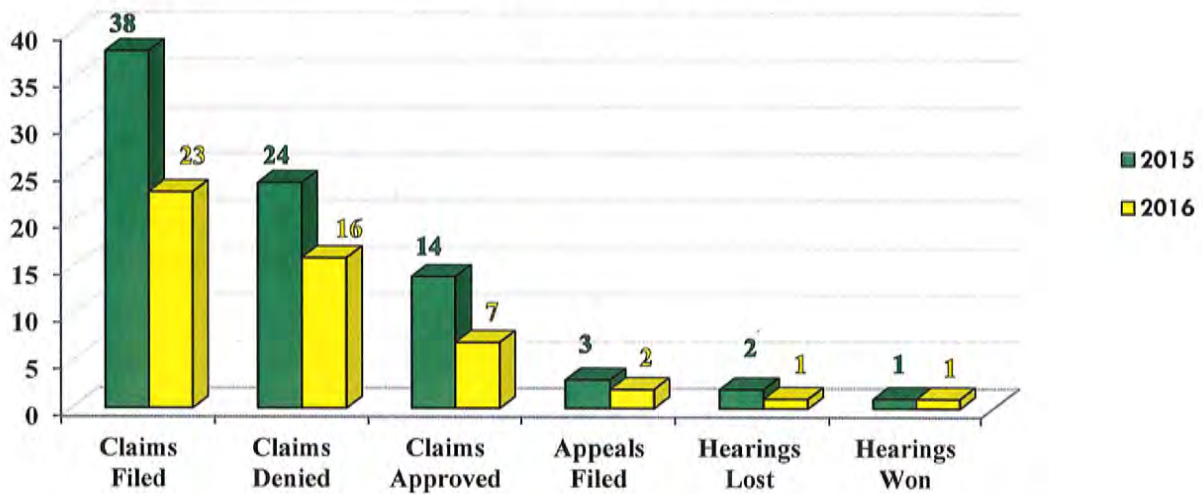
EAP Training includes: Book Clubs, Brown Bag lunch topics, Stress Management. *There were four (4) DAFWP Return to Work Agreements this quarter.

EQUAL EMPLOYMENT OPPORTUNITIES (EEO) DEPT.

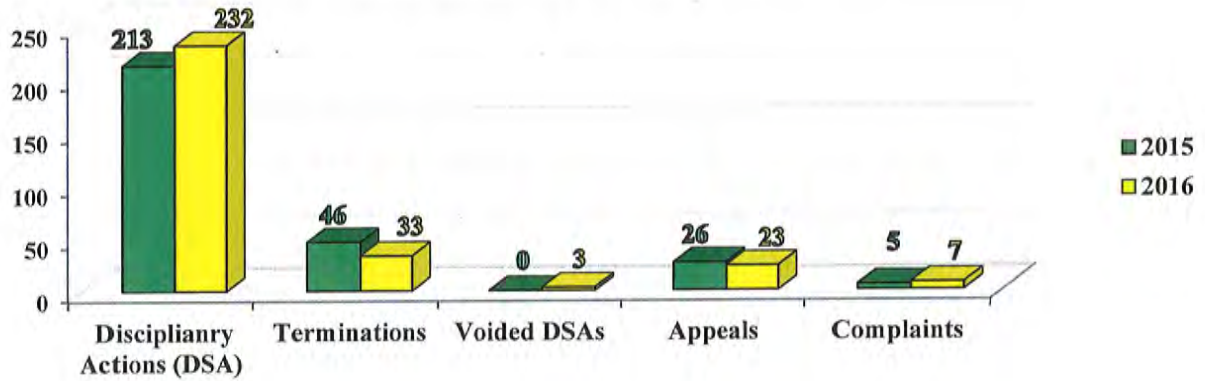
Background Investigations Comparison Report



Unemployment Comparison Report



Equal Employment Opportunity (EEO) Comparison Report



Continuous Improvement Mediation (CIMS) Comparison Report

