

**ONEIDA TRIBE OF INDIANS OF WISCONSIN**  
**Human Resources Department**

**Location:**

909 Packerland Dr  
Green Bay, WI 54303

Phone: (920)496-7000  
<http://www.oneidan-nsn.gov>



**Mailing Address:**

P.O. Box 365  
Oneida, WI 54155-0365

Fax: (920)496-7490  
Job Line: 1-800-236-7050

**MEMORANDUM**

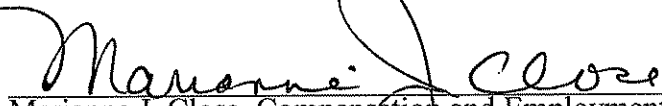
TO: Human Resources Department  
FR: Marianne Close, Compensation and Employment Director  
DA: July 14, 2011  
RE: Posting Dates

This memo will serve as clarification on the process that the Human Resources Department will follow in regards to calculating posting dates.

The Personnel Policies and Procedures indicate *“Unless otherwise prohibited by external grant source or federal law, the first posting for a position vacancy shall be limited to enrolled Oneida members and shall be posted for a minimum of seven (7) calendar days... The second posting for a position vacancy shall be posted for a minimum of ten (10) calendar days and shall be open to the general public, unless the position must be filled by an enrolled Oneida Tribal member.”*

The following are clarification points:

- Positions may be posted longer than the minimum amount mentioned in the policy.
- When calculating the number of days posted, day 1 is the day after the posting. For example, if a position is posted on July 14, 2011 and posted for 7 calendar days the closing date would be July 21, 2011.
- Exclude holidays when counting the number of days a position is posted.
- If a closing date lands on a Saturday or Sunday; the closing date is the following Monday. If the following Monday is a Holiday, then the closing date is Tuesday.
- The closing date cannot be before the transfer deadline. If this occurs, the closing date will be adjusted to at least match the transfer deadline.

  
Marianne J. Close, Compensation and Employment Director

8/09/2011  
Date

  
Geraldine R. Danforth, HR Area Ma

8/09/11