

ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Interim Job Reassignments Work Standards	ORIGINATION DATE: 5/01/09 REVISION DATE: 05-13-2013, 7/10/13 EFFECTIVE DATE: After last signature
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DIVISION: All Tribal Divisions	APPROVED BY:	DATE:
EEO REFERENCE NUMBER: #1227	COMPLIANCE REVIEW BY: EEO <i>See Wakator</i>	DATE: 7-11-2013
PAGE NO: 1 of 5	APPROVED BY: HRD Manager <i>Heraldine B. Dauph</i>	DATE: 7/11/13

1. **PURPOSE:** To define the Interim Job Reassignments process.
2. **DEFINITIONS**
 - 2.1 Area Manager (AM) - The requesting supervisor's supervisor.
 - 2.2 General Manager Level: highest level of the chain of command under the Oneida Business Committee or appropriate board, committee, commission chair person.
 - 2.3 HR Area Manager (HR Area Mgr) - Oneida Human Resources Manager.
 - 2.4 Human Resources Representative (HRR) - An employee from HRD or those designated by the HR Manager to perform HR functions.
 - 2.5 Interim Status - Status held by a regular status employee to fill a vacant position for a period of time until the position is filled through the hiring process.
 - 2.6 Oneida Human Resources Department (HRD) – The Tribal department responsible for the administration of personnel functions.
 - 2.7 Regular Status - Status held by an employee who was hired through the Tribe's normal interview or pool hiring processes or a procedural exception by the Oneida Business Committee. This includes Full Time, Half Time, Part Time and Probationary status.
 - 2.8 Temporary Status - Status held by an employee hired to work on a short-term basis and includes youth workers, student interns, emergency temporary, limited term, sub-relief, and seasonal workers.
3. **WORK STANDARDS**
 - Eligibility for Interim Status
 - 3.1 Interim job reassignments can be processed to fill a position in which the previous employee(s) is in the appeals process, on a leave of absence or for a vacant position.
 - 3.2 Regular status employees are eligible for interim.

- 3.2.1 Employees on probation are eligible for interim job reassignments.
- 3.3 Temporary status employees are not eligible for interim assignments and include, but not limited to, the following statuses:
 - 3.3.1 Emergency Temporary,
 - 3.3.2 Limited Term,
 - 3.3.3 Sub-Relief,
 - 3.3.4 Seasonal,
 - 3.3.5 Student Interns,
 - 3.3.6 Youth Workers

Length of Interim Status and Extension Requests

- 3.4 Employees can be placed in a position as interim status for a period of up to two (2) years with AM's and HR Manager's (or designee) approval.
 - 3.4.1 If the position is at an AM's level, the next chain of command signature/ approval above the affected position will be required.
 - 3.4.2 Extensions for employee interim status can be granted with justification and approval up to AM and HR Manager (or designee) in six (6) month increments.
 - 3.4.2.1 The supervisor can request an interim status for a period longer than six (6) months, but can not exceed two (2) years, if the supervisor has documentation that the previous employee will be on leave of absence, in the appeals process, military leave, etc. for a longer period than six (6) months.
 - 3.4.3 Supervisors will request an extension of the interim status employee through a memo with justification and approval to the AM level at least three (3) weeks prior to the end date for the interim status.
 - 3.4.4 Interim assignments can not exceed two (2) years.
 - 3.3.4.1 Exception to the two (2) year timeline are employees which are currently in the appeals process.

Salary or Wage

- 3.5 Interim employees must be paid between the minimum and maximum wage or salary of the position's determined grade.

Waiving of Job Description Requirements

- 3.6 Supervisors can waive the following for the employee in interim status:
 - 3.6.1 Education,
 - 3.6.2 Experience,
 - 3.6.3 Driver's,
 - 3.6.4 Skills Testing (Typing, Math, Spelling, etc).
- 3.7 Supervisor **can not** waive the following requirements:
 - 3.7.1 Physical Requirements,
 - 3.7.2 Licensing or Certification required by law to perform the position,
 - 3.7.3 Background Security Checks,
 - 3.7.4 Oneida Enrolled Member Requirement,
 - 3.7.5 Pre-Employment Drug Testing.

Forms to Complete (All these forms can be found on the Intranet)

- 3.8 Application for Employment Form,
- 3.9 Completed Interim Job Reassignment Form.

Start Date of an Interim Employee

- 3.10** Supervisor will not start an employee in an interim position until all the required approvals have been obtained. HRR will give notice to the supervisor of approval and effective date for the employee to start in the position.

End Date for the Interim Status

- 3.11** Supervisor must return the employee to their previous status, position and salary or wage:
- 3.11.1** After the interim status date expires or
 - 3.11.2** The position is filled by another employee through the posting or job reassignment processes or
 - 3.11.3** The previous employee, in the grievance process, wins their appeal and is returned to their position:
 - 3.11.4** HRR will monitor/enforce end dates for interim status
 - 3.11.5** HRR will remove employee from interim status if a request for an extension is not received.

4. PROCEDURES

Supervisor

- 4.1** Forward the following to HRR:
- 4.1.1** Completed Application,
 - 4.1.2** Copies of Degrees or Diplomas,
 - 4.1.3** Completed Interim Job Reassignment Form,
 - 4.1.4** Copy of auto insurance if applicable,
 - 4.1.5** Signed Job Description (can request from HRR),

HRR

- 4.2** Upon receiving the information in 4.1, will verify employee meets all job description requirements, unless the supervisor specifically waives:
- 4.2.1** Education
 - 4.2.2** Experience
 - 4.2.3** Skills Testing
 - 4.2.4** Drivers Requirement
- 4.3** If the applicant meets the job description requirements, unless waived by supervisor, in 4.2. and appropriate approvals are on the request:
- 4.3.1** Make conditional offer of employment to employee pending passing a pre-employment drug screening. (See Pre-Employment Drug Screening SOP)
 - 4.3.2** Inform supervisor of approval and ask for an effective start date,
 - 4.3.3** Complete a Master Maintenance Form and send to HRIS,
 - 4.3.4** Send supervisor a memo or e-mail with a copy to the employee and AM level which will include the following information.
 - 4.3.4.1** Interim employee's name and number,
 - 4.3.4.2** Effective date for interim status,
 - 4.3.4.3** Effective date the interim status and compensation will be removed from employee (must be on a Sunday – the beginning of the workweek),
 - 4.3.4.4** Deadline to submit a memo to request an extension for interim status if applicable.

- 4.4 If applicant does not meet the above requirements of the position, supervisor may recommend another employee for the position on an interim basis and go to 4.1 to follow the process to request an interim employee.

Supervisor

- 4.5 Monitor/enforce the Interim status expiration date or request extension of interim status for employee according to 4.6 or 4.7 of this Work Standard or request an extension, with appropriate justification and approvals.

Under Two (2) Years

- 4.6 Send a memo or e-mail requesting an extension for employee with the AM approval three (3) weeks prior to expiration date to HRR.

Over Two (2) Years

- 4.7 Sends a memo or e-mail requesting an extension for the employee three (3) week prior to the expiration date with the approval of the line-of-authority to the appropriate GM level with justification to the HRR.

HRR

- 4.8 Process extension or
- 4.9 Return employee to previous title, status and wage.

4.0 RECORDS

- 4.1 Infinium Standard Operating Procedures
- 4.2 Pre-Employment Drug Screening SOP