
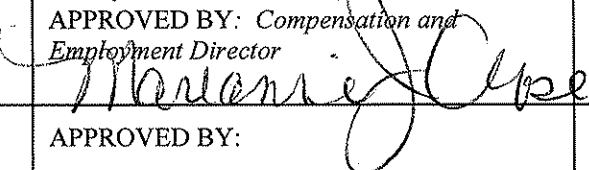




ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Quarterly Trade Back for Cash Tribal Work Standards	ORIGINATION DATE: 09/10/10 REVISION DATE: 10/11/2011 EFFECTIVE DATE: After last signature
AUTHOR: LT, LH, MC	APPROVED BY: <i>Tribal Controller</i> 	DATE: 10/11/11
DEPARTMENT: All Tribal Departments	APPROVED BY: <i>Compensation and Employment Director</i> 	DATE 10-11-11
DIVISION: All Tribal Divisions	APPROVED BY:	DATE:
PRD REFERENCE NUMBER:	COMPLIANCE REVIEW BY: <i>PRD</i> 	DATE: 10-11-11
PAGE NO: 1 of 2	APPROVED BY: <i>HRD Manager</i> 	DATE: 10-11-11

1. PURPOSE

- 1.1. To outline the process to implement the Trade-Back for Cash of Personal and Vacation Time Policy in compliance with GTC Resolution 05-23-2011-B. This Policy will allow the use of Trade Back for Cash to individuals in departments/ areas where the employees are unable to use their personal/vacation/banked time because of schedule standards and/or staffing shortages.

2. DEFINITIONS

- 2.1. Cash Management Team: consists of Controller, Assistant Controller, Budget Director and CFA who determine cash availability and appropriate threshold.
- 2.2. HRD – as referred to in this sop will consist of Personnel Services Manager, Compensation and Employment Director, Employment Supervisor and HR Generalist.

3. WORK STANDARDS AND PROCEDURES

- 3.1 Supervisors are responsible for monitoring employee vacation/personal time accruals, scheduling employees working hours and approving or denying time off requests.
- 3.2 Employees are responsible for requesting time off utilizing personal, vacation, banked and donated hours.
- 3.3 On a quarterly basis, the Human Resource Department will notify the workforce of the Trade-back for Cash timelines to include a deadline date for submission of Trade Back requests.
 - 3.3.1 Interested employees shall submit a Trade Back for Cash request form to his/her supervisor.

- 3.3.2 Supervisors shall review the request and deny all requests for trade back for cash if employee is/was able to take time off and chose not to request time off, and notify employee of denial.
- 3.3.3 Trade-back for Cash request received after the deadline will be placed on hold and will be reviewed in the next quarter.
- 3.4 Supervisors must submit all approved trade back for cash requests with justification for the request for business reasons to the Human Resource Department by the determined deadline.
 - 3.4.1 Trade back requests may not include requests for reasons other than business need.
- 3.5 HRD will review the request and determine if there is justification for the request and copy the information onto as spreadsheet which will include the employee name, number, total banked hours, total vacation and personal accruals, and hourly pay rate, requested amount of hours to trade back, not to exceed 80 hours per fiscal year, and business justification for the request.
 - 3.5.1 HRD may contact the supervisor for further discussion and/or information.
 - 3.5.2 Requests for trade back will be denied if there is a lack of business justification for use of trade-back instead of time off (staffing shortage, business volume, etc.)
 - 3.5.3 Being busy or lack of cross-training is not sufficient for approval of trade back.
- 3.6 All HRD approved requests will be forwarded to the Cash Management Team for determination of cash availability.
 - 3.6.1 Depending on the amount of the requests, all requests may be limited to a designated amount of hours by the Cash Management Team.
- 3.7 The Cash Management Team will notify HRD of approved requests and approval amounts.
- 3.8 HRD will notify Time and Attendance and the supervisor of approval (name and approved number of hours) or denial of the request for Trade Back for Cash.
 - 3.8.1 Supervisor will notify the employee of denied requests.
- 3.9 Approved requests will be entered by the supervisor of the requesting employee into the Kronos system.
- 3.10 Time and Attendance monitor and assure trade back for cash entries match approvals.

TRADE BACK CHECK REQUEST FORM

EMPLOYEE NUMBER: _____

EMPLOYEE NAME: _____
(PLEASE PRINT LEGAL NAME)

EMPLOYEE'S SIGNATURE: _____ / _____
(DATE)

SUPERVISOR NAME: _____ / _____
(PLEASE PRINT LEGAL NAME) (PHONE NUMBER)

SUPERVISOR'S SIGNATURE: _____ / _____
(DATE)

HUMAN RESOURCE DESIGNEE: _____ / _____
(DATE)

CASH MANAGEMENT TEAM: _____ / _____
(DATE)

JUSTIFICATION/EXPLANATION: _____

TYPE	CODE	HOURS
Vacation	TVJB1	
Personal	TPJB1	
Banked	BKJB1	
	TOTAL HOURS	

PLEASE RETAIN A COPY FOR YOUR RECORDS

Completed by Time & Attendance: _____ / _____
(DATE)

