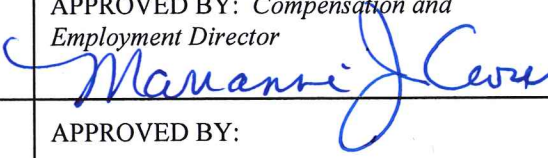




ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE	TITLE: Salary/Wage Adjustments – Organization Wide Work Standards	ORINATION DATE: 05/06/2015 REVISION DATE: 02-18-2016 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Compensation and Employment Director</i> 	DATE: <i>2/18/2016</i>
DEPARTMENT: All	APPROVED BY:	DATE
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EEO REFERENCE NUMBER: #1291	COMPLIANCE REVIEW BY: <i>EEO</i> 	DATE: <i>2/18/10</i>
PAGE NO: 1 of 2	APPROVED BY: <i>HRD Manager</i> 	DATE: <i>2/18/16</i>

1.0 PURPOSE: To define the work standards for implementation of Salary or Wage Adjustment organizational wide.

2.0 DEFINITIONS

- 2.1 Bonus: A lump sum payment to an employee in lieu of an increase in their hourly wage or annual salary (for the purposes of this work standard).
- 2.2 Contracted Positions: Employees under a Employment Contract or Agreement.
- 2.3 Organizational Wide Salary or Wage Adjustment: Salary or Wage adjustment implemented for all eligible employees as determined by the Oneida Business Committee (OBC) or General Tribal Council (GTC) action.
- 2.4 Salary: a fixed regular payment made by an employer to an exempt employee.
- 2.5 Salary or Wage Adjustment: Increase in employee's wage or salary.
- 2.6 Temporary Classifications: Emergency/Temporary, Student Interns, Youth Workers, Adult Work Experience Workers and Sub-Relief.
- 2.7 Wage: a payment made by an employer to an hourly employee.

3.0 WORK STANDARDS

Organizational Wide Salary or Wage Adjustments

- 3.1 The following classifications of employees are eligible for a salary or wage adjustments:
 - 3.1.1 Part-time, half-time, full-time regular status (includes probationary, interim, additional duties, modified duty),
 - 3.1.2 Employees who are at or above the maximum of their position's determined grade will receive the annual wage or salary adjustment in the form of a bonus if the employee ranked at satisfactory or above on their annual performance evaluation.

- 3.1.3 Employees on an approved leave of absence will receive this increase upon their date of return to their job if the employee ranked at satisfactory or above on their annual performance evaluation.
- 3.1.4 Politically appointed employees.
- 3.2 The following classification of employees are not eligible for an organizational wide salary or wage adjustments as approved by GTC through a petition or through the Tribal Budget Approval Process:
 - 3.2.1 Employees who have been employed for less than one (1) consecutive year from the effective date of the salary or wage adjustment.
 - 3.2.2 Employees who have ranked marginal or unsatisfactory on their annual performance evaluation.
 - 3.2.2.1 An employee who is placed on probation as a result of their annual performance evaluation may receive their annual wage or salary adjustment upon satisfactorily passing their annual performance evaluation. Effective date of the increase is the day the employee is off probation.
 - 3.2.3 Employees under Contracted Positions if there is an annual adjustment within the contract.
 - 3.2.4 Temporary employees such as emergency/temporary, student interns, youth workers, Adult Work experience Workers, Sub-Relief, etc.

4.0 PROCEDURES

- 4.1 The Oneida Business Committee, through the Tribal Budget Approval Process or the General Tribal Council, through a petition, approves an organizational wide salary or wage increase for all employees.
- 4.2 The HRD Manager will implement the salary and wage increases according to this work standard.

5.0 REFERENCES

- 5.1 Personnel Policies and Procedures Section IV Compensation and Benefits