

**ONEIDA TRIBE OF INDIANS OF WISCONSIN**  
**Human Resource Development Department**

**Location:**  
2630 West Mason Street  
Green Bay, WI 54303

Phone: (920) 496-7900  
<http://hrd.oneidanation.org>



**Mailing Address:**  
P.O. Box 365  
Oneida, WI 54155-0365

Fax: (920) 496-7911  
Job Line: 1-800-236-7050

**MEMORANDUM**

**TO:** All Employees

**FROM:** Z. Ronald Skenandore  
Human Resources Manager

**DATE:** October 23, 1992

**SUBJ:** Approved GED Policy

Attach is the GED Policy for the Oneida Tribe of Indians of Wisconsin, which was approved by the Oneida Business Committee on Wednesday, October 21, 1992. Also attached is the implementation procedures for current employees who do not have their GED/HSED.

Please read, comply, and insert in your policies and procedures book. If you have any questions contact Barbara J. Schuman 869-4489.

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**MEMORANDUM**

**TO:** Oneida Business Committee  
**FROM:** Z. Ronald Skenandore  
Human Resources Manager  
**DATE:** October 19, 1992  
**SUBJ:** GED Policy

The Human Resources Department has revised the attached GED Policy for the Oneida Tribe of Indians of Wisconsin in accordance with the recommended changes from the Business Committee. I respectfully request your approval of the attached Policy and also the approval of the implementation section for our current employee who need to obtain their GED:

1. Those employees currently working for the Tribe, whose anniversary date has expired and have not made an effort to obtain their GED will be given one month grace period (from date of Business Committee approval) to enroll in the GED classes. Once they have enrolled and taken the initial assessment, they will be granted an extension of one year to obtain their GED.
2. If the employee does not comply with the stated condition that employees will be laid off from their position until he/she furnishes the Human Resources Department with the documentation that they have complied with the requirement.

Your review, consideration and approval is greatly appreciated.

## C.1 GED POLICY

The Oneida Tribe is a firm advocate of Education. All job descriptions that do not require additional training or education will allow perspective employees to obtain their High School Diploma, HSED, or GED within one year of employment or be laid off from employment unless the following conditions are met:

1. Newly hired employees will have their probationary period of three months to enroll and actively participate, with a good faith effort, in an approved GED/HSED program.
2. ***Good faith effort is determined as:***
  - (1.) Employee will have registered with Goal Lab at least three (3) months prior to employment anniversary date;
  - (2.) Employee will have taken the initial assessment to determine skill level;
  - (3.) Employee is currently attending classes a minimum of three (3) times per week.
3. Employees who have made a good faith effort to obtain their High School Diploma, HSED, or GED will be granted an extension. The extension period will be determined by the Human Resources Manager/designee with consultation from appropriate department/agencies.
4. ***Good faith effort in reference to supervisors/managers is determined as:***
  - (1.) Supervisors will allow up to five (5) hours a week to attend classes.
  - (2.) Supervisors will keep employee on one shift so employees will have the opportunity to attend HSED/GED classes as scheduled.
5. Employees who transfer or obtain tribal employment (without a break in service) in another department/program will adhere to the one year GED time limit from previous position.
6. Employees will make every attempt to schedule their classes outside their working hours. Management shall assist Employee's who hold a position in the Tribe that requires shift changes. These employee's will be allowed up to five (5) hours of work time until they receive their GED/HSED.
7. If the employee does not comply with the stated conditions, that employee will be laid off from their position until he/she furnishes the Human Resources Department with documentation that they have complied with the requirement.
8. An employee will be granted an extension if employee submits documentation that all GED classes are filled, and when the first opening is available. Employee will keep immediate supervisor abreast of the situation.
9. Perspective employee's age fifty (50) and over are exempt from this requirement. Employee's who reach age 50 while employed will no longer be required to meet this requirement.