

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 17

2. General Information:

Session: Open Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:



Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Submission of HRD 2ND Quarter Report for FY'17

1) Save a copy of this form for your records.

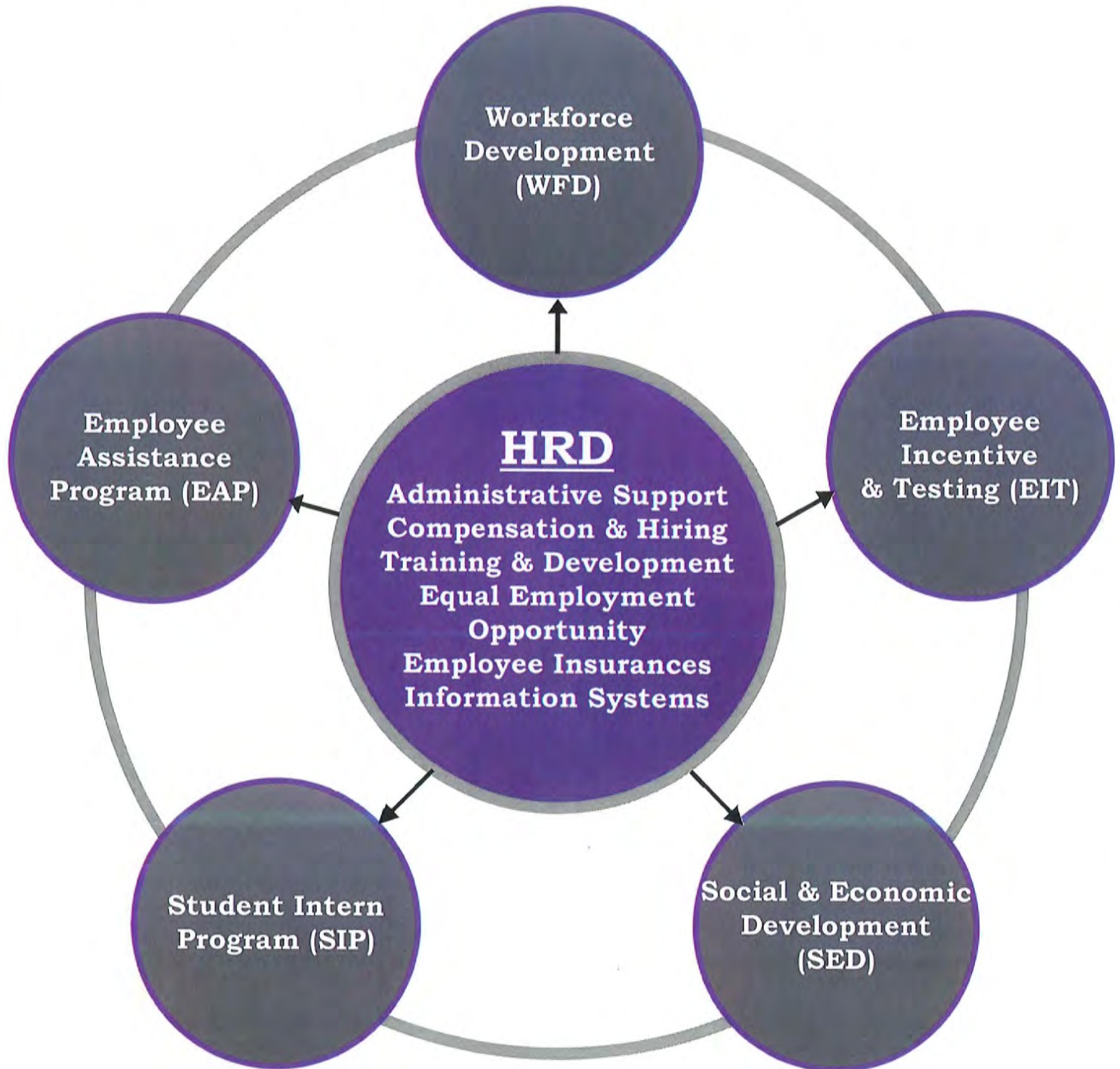
2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org



Human Resources Department (HRD)

2nd Quarter Report Jan-Mar, 2017





Geraldine R. Danforth
HRD Area Manager

HRD 2nd QUARTER REPORT January - March, FY'17

ADMINISTRATION

- **DONATION OF HOURS.** Currently, we have 40 employees with donated hours. Total hours are at 827.28 hours – 6 Exempt and 34 Non-exempt Employees.
- **EXEMPT STATUS CHANGES.** The Department of Labor has revamped the federal overtime laws and placed on hold pending an appeal. There are no updates at this time.
- **Budget:** HRD submitted the following budget for FY' 17:

Department	Budget Amount	Funding Source	Spending YTD	Variance
Human Resources	\$2,355,685	Indirect Cost	\$1,040,752	\$1,314,933
Employee Assistance	202,468	Tribal Contribution	75,633	126,835
Workforce Development	256,345	Grant 79% & TC	117,504	138,841
Student Intern Program	410,909	Tribal Contribution	10,620	400,289
Employee Incentive & Testing	17,641	Tribal Contribution	3,551	14,090

The Employee Incentive and Testing budget is used to recognize employees who have 25, 30, 35, and 40 years of service or more with a Years of Service gift. The Human Resources Department decreased the budget by \$276,392 from FY'14. To date we have given out 54 blankets for YOS and 4 blankets for Retirement with 25 years of service or more. The Student Intern Program budget will roll out the new program for five college graduates to be hired as limited term employees with the Tribe for two years. Supervisors are required to complete a job description for us to post and attract college graduates looking to gain employment in their field of study.

EMPLOYEES: Human Resources Dept. has 33 employees, Workforce Development has 3 employees and EAP has 2 employees. Three positions were eliminated in the budget process. The EAP will be hiring a college graduate from Retail to gain the necessary hours to practice as a counselor.

JOB DESCRIPTION REQUIREMENTS: The process for determining experience and educational requirements on job descriptions will start to see changes. HR is going to review various positions to determine how employees can receive on the job training. At the end of the assessment phase, we will ask the Nation to consider taking a stance that we are a **“learning organization”** and train Tribal members to help them gain employment.

**Accrued Hours
2nd Quarter – FY 17**

The accruals for the first quarter show 58.86% or 1555 employees have accrued hours of 100 or fewer hours. Employees whose hours are at maximum of 280 hours are 1.78% or 47 employees.

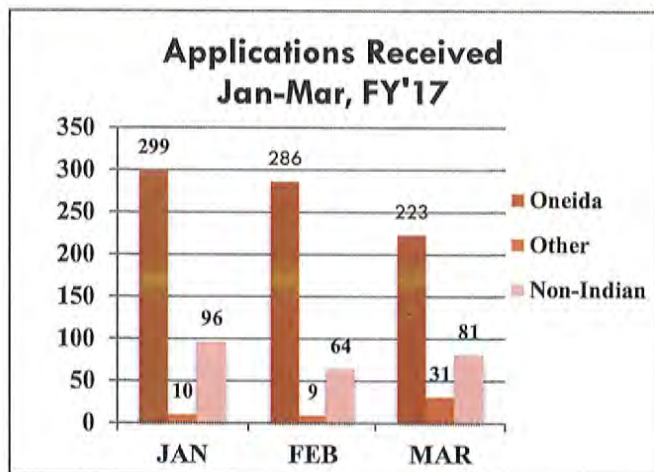
Month	09/14	09/15	09/16	10/16	3/17
Total Emps.	2608	2623	2639	2637	2648
Total Hours	260,572	263,529	264,422	265,535	267,725
Total Payout	\$5,271,854	\$5,412,394	\$5,793,148	\$5,864,113	\$5,977,519
No EE's at Max 280+ Hours	29	30	42	42	39
	\$202,833	\$261,496	\$331,728	\$318,928	\$389,700
No. EE's at 200 – 279 Hours	395	397	394	407	No longer Recording
	\$2,092,224	\$2,092,612	\$2,336,998	\$2,457,169	
Avg. Hours	99.91	100.47	100.2	100.7	102.62
Avg. Payout	\$2,021	\$2,063	\$2,195	\$2,220	\$2,257



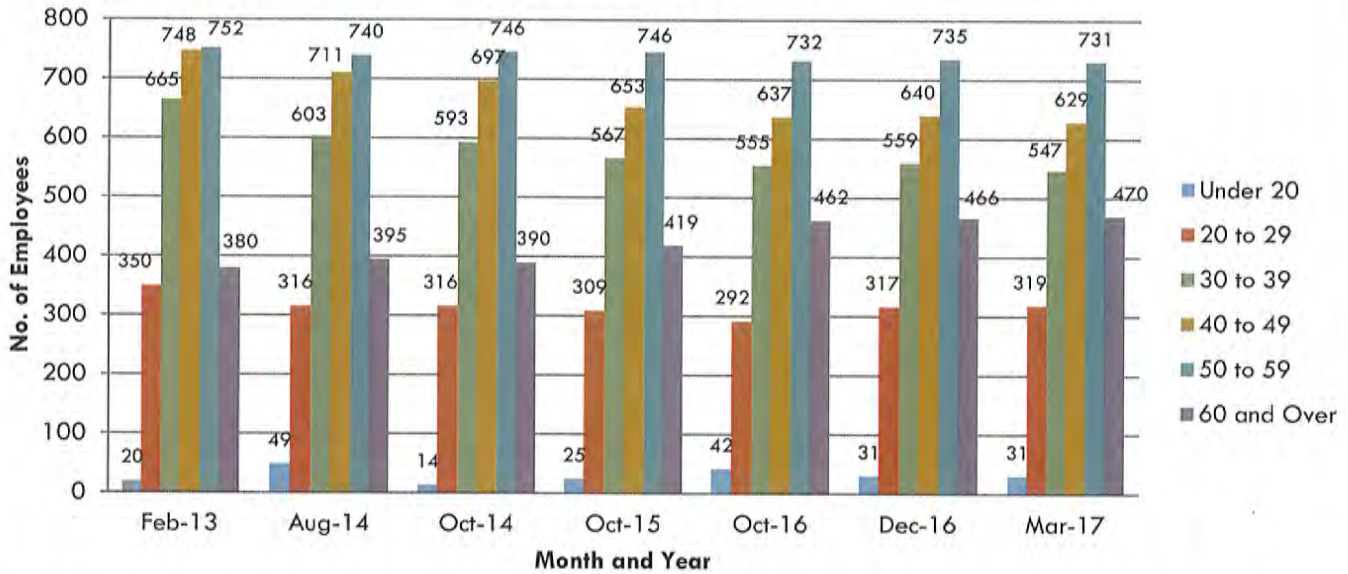
The sign is intended to attract more people to apply for employment with the Oneida Nation. The sign is placed on the front lawn of the Skenandoah Complex and another at Employee Services on Airport Drive. We will also be looking at other avenues for posting jobs such as Craig's list, Casino Careers, and a recruiting firm.



*Administrative Staff at Skenandoah Complex
Left to Right: Megan White, Yasiman Metoxen,
Gina Gutierrez*

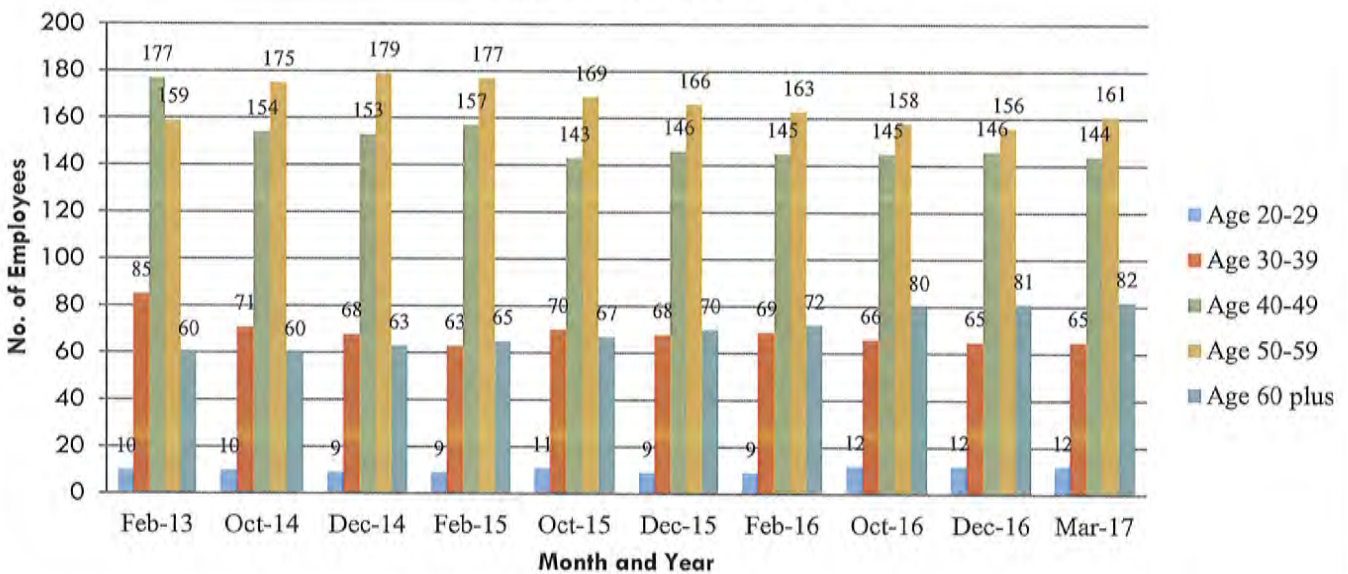


All Employees by Age Group 2nd Quarter 2017



This chart represents all 2727 employees of the Nation. The trend is steady for most age groups. The age group of 60 and over have gone from 380 in 2013 to 470 in 2017.

All Supervisors by Age Group 2nd Quarter 2017



Currently, there are 464 supervisors; in 2013 there were 491, decrease of 27 supervisors. Of the 464 supervisors, 34.70% of the supervisors are in the age group 50-59. Supervisors in the 60 plus age group are at 17.67% of the total supervisors, increase of 6 employees. Succession planning is needed to ensure the critical positions will have a replacement.

- **SUCCESSION PLANNING. PURPOSE:** A succession planning process helps prevent the loss of vital organizational history or knowledge due to retirements, vacancies, and/or resignations. The succession planning process will assess all employees. Human Resources is working on a Succession Plan to present to the OBC in the near future to address filling any critical positions that may become vacant as a result of an employee retirement. See age charts.

It is important to follow a succession planning process to ensure employees are recruited and properly developed so they have the competencies, skills, education, certifications/licenses, and experience necessary to fill vital positions. The HR management team will look at the following:

- Identifying critical positions which are instrumental to achieving strategic and operational goals.
- Anticipating gaps in those positions due to retirement and other factors.
- Defining the qualifications and competencies required to perform successfully in the position.
- Implementing focused strategies to attract and develop pools of qualified candidates who will be ready for emerging opportunities.
- Ensuring that support for the strategies and processes are in place to retain and fully engage employees.
- Align with the Tribe's Branding initiative.

EMPLOYEE INSURANCES

During the second quarter of FY17, the 1095C insurance statements were completed and mailed to employees on March 2nd, 2017. There were a total of 2,915 statements. The statements were filed electronically with the IRS on March 28th, 2017. The electronic submission was "Accepted with Errors". The errors are being assessed and a correction file will be sent to the IRS.

The 2017 Health Risk Assessments (HRA) premium adjustments and the 2017 Insurance Rates were updated during the second quarter of FY17.

The Employee Insurance Department provides benefit administration and employee assistance for: medical, dental, vision, disability, retirement plans, voluntary benefits, flex spending, orientation, and workers compensation.

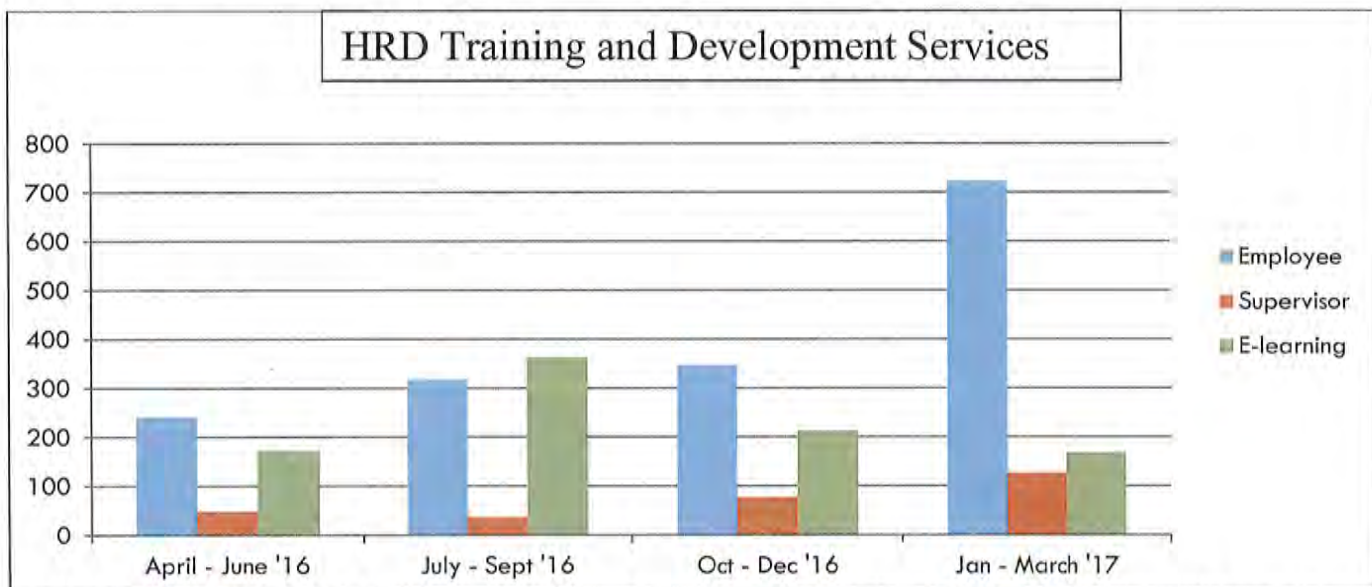
Insurance Requests Processed – Second Quarter FY17		
Type of Requests	# of Requests Processed	
	First Quarter	FY17
Leaves/Return to Work	175	325
Applications, Insurance Changes, Beneficiary, etc.	157	315
Disability	60	100
RAS Completions	58	227
Wellness Incentives	184	394
Note: This is not a complete listing of requests and does not take into account phone calls, walk-ins, emails, and other miscellaneous requests.		

MONTHLY INSURANCE COUNT – March 2017

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
401K / 401Roth	1,737		Medical – Single	853	2
LIF52	2,546		Medical - Limited Family	473	
Short Term Disability	2,093		Medical – Family	607	
Long Term Disability	2,069				
Delta Dental – Single	663	5	Vision - Single	788	2
Delta Dental- Limited Family	470		Vision - Limited Family	547	
Delta Dental - Family	629		Vision - Family	719	
Dental Associates – Single	141				
Dental Associates – Limited Family	69				
Dental Associates - Family	99				

The Employee Insurance Department consists of: Christina Blue Bird, Kimberly Schultz, Kristin Jorgenson and Josh Cottrell

TRAINING AND DEVELOPMENT

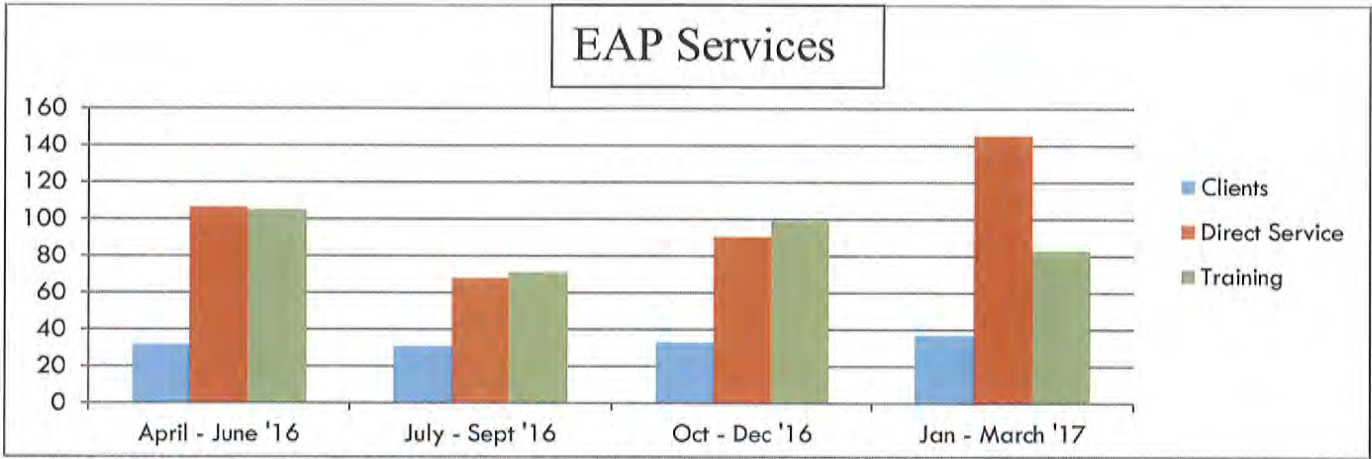


Supervisor training notes: Supervisor training is up due to former GSD Director requiring all supervisors in the Division take HRD Supervisory courses .

E-learning note: **2,976 courses** were taken by employees via e-learning in this quarter (4,871 in 2016). HRD, Gaming Safety and the Health Division are the highest utilizers of this learning format.

Special Training Request Assessments: Supervisors may request special training at any time. Senior Trainers assess the request and determine if training is the right solution to the core reason for the special request. There have been requests from the following Divisions: Gaming (4), Retail, Development, and Governmental Services. NOTE: HRD T&D works with Gaming T&D on Gaming Requests.

Annual Customer Service Training for Health Division was delivered in January and February – total of 313 trained.

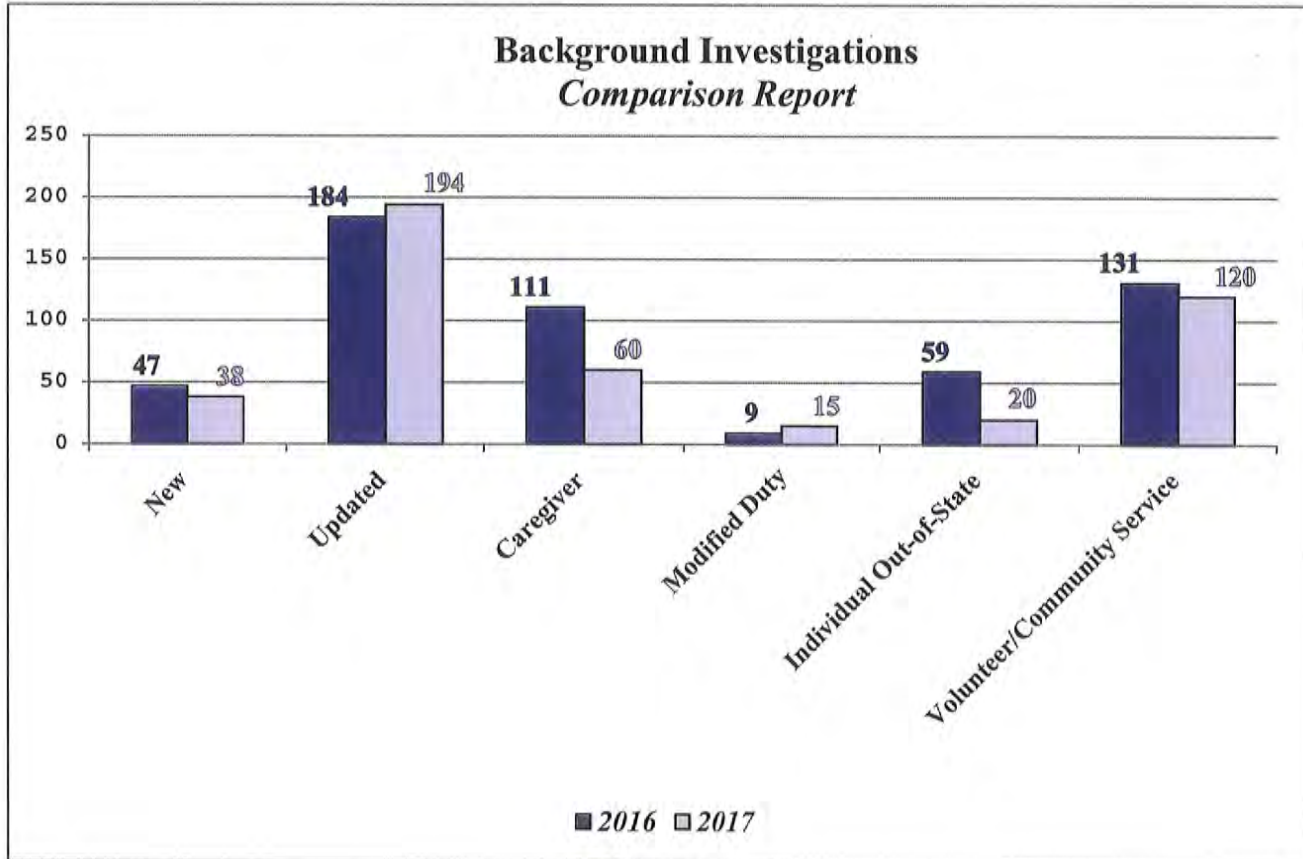


EAP Training includes: Book Clubs, Brown Bag lunch topics, Grief Circle.

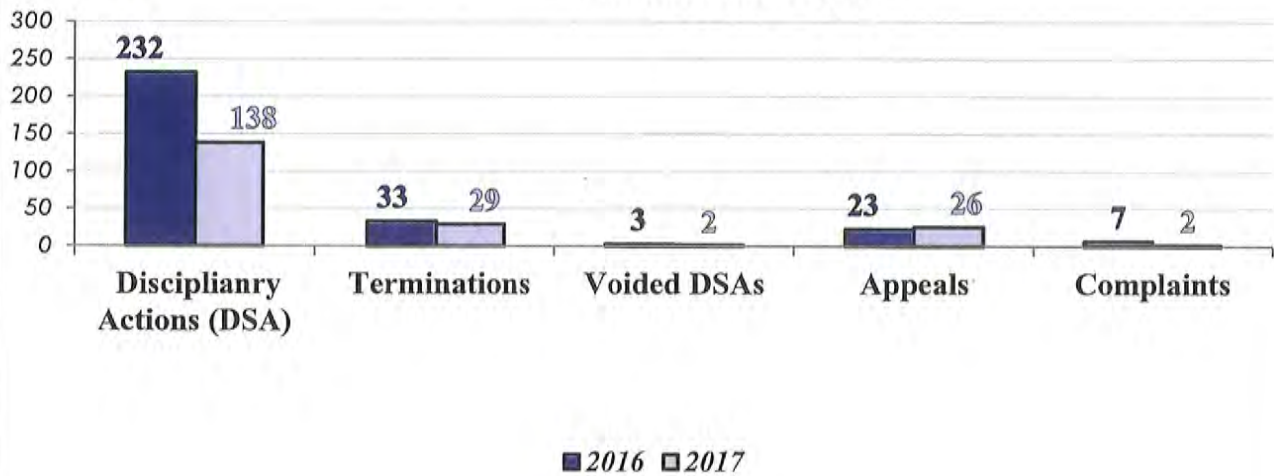
* DAFWP Return to Work Agreements First violation – 3, Second violations – 0.

Robert Fresen, EAP Counselor Retired as of December 30, 2016. Crystal House has been hired as new EAP Counselor

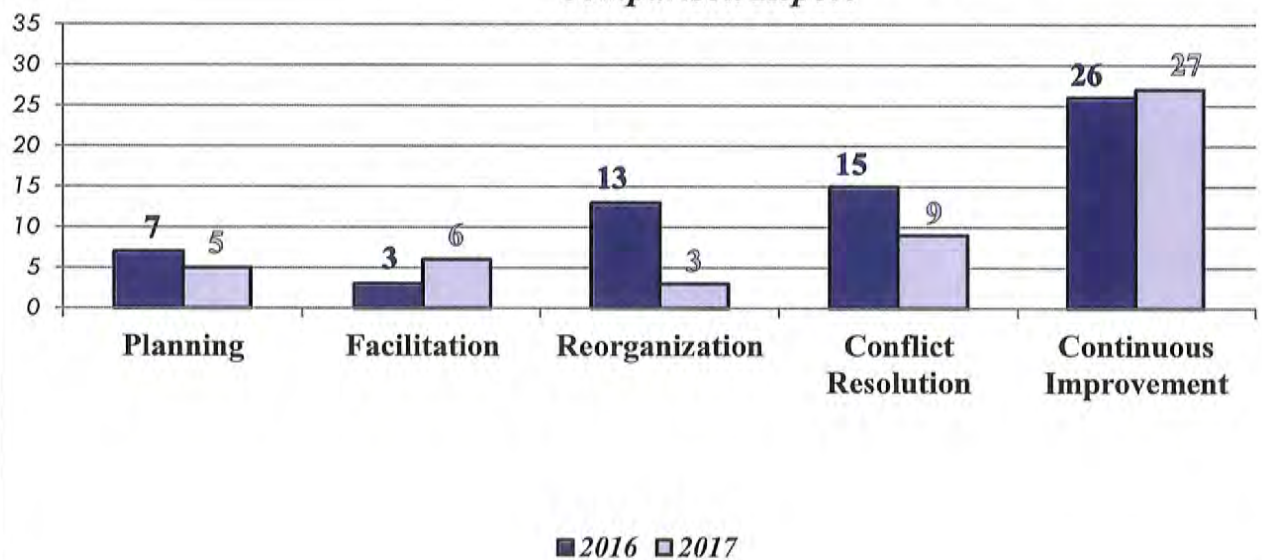
EQUAL EMPLOYMENT OPPORTUNITY (EEO) DEPARTMENT



Equal Employment Opportunity (EEO) Comparison Report

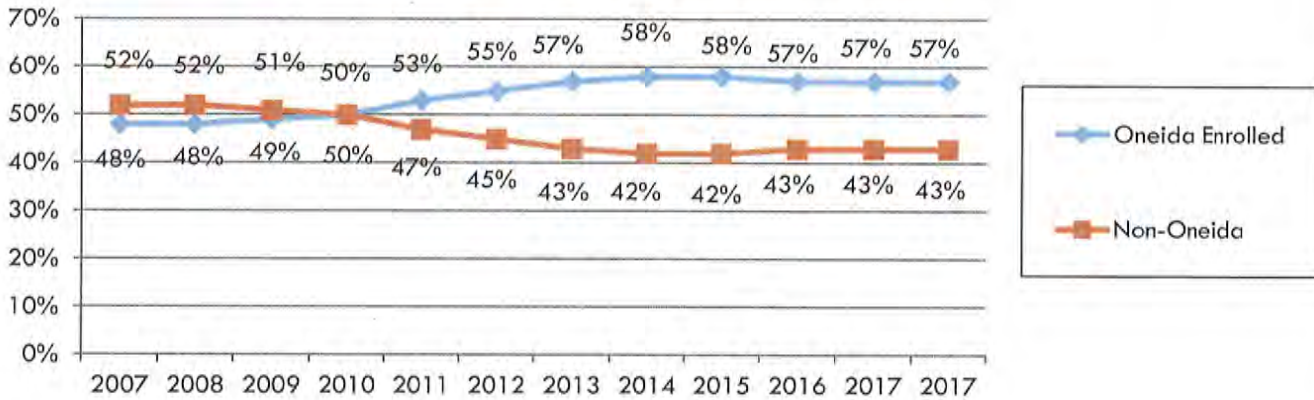


Continuous Improvement Mediation (CIMS) Comparison Report

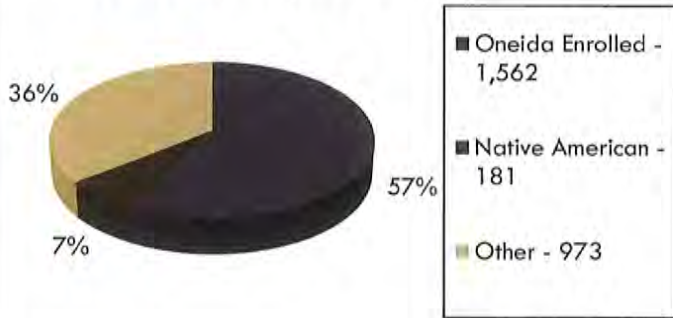


COMPENSATION, HIRING AND WORKFORCE DEVELOPMENT

Ethnicity Report 2007 through 2017



Ethnicity Report - March 2016

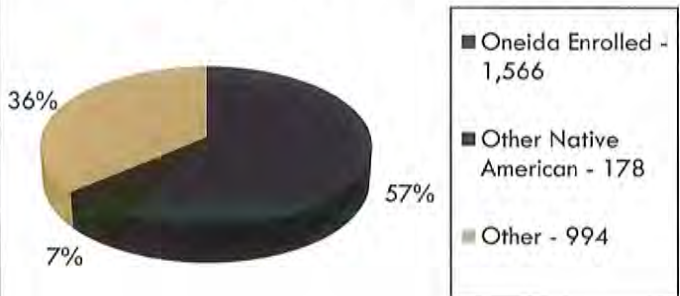


The Ethnicity report has percentages are the same afor Native Americans in Dec 2016 in comparison with December 2015

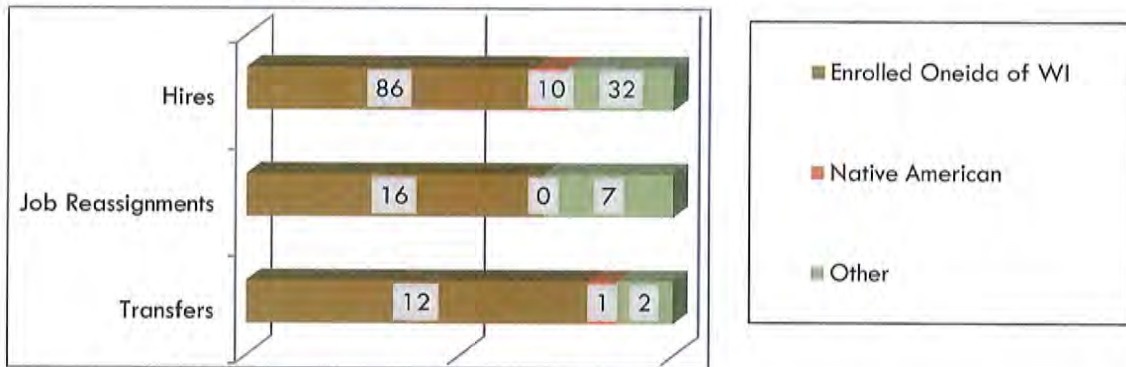
	2016	2017	Difference
Enrolled Oneida	1,562	1566	+4
Native American	181	178	-3
Other	973	994	+21

Increase in Number of Employees. There were 2,716 employees in March 2016 and 2,738 employees in March 2017. This is an increase of 22 employees in comparison to the previous year.

Ethnicity Report - March 2017



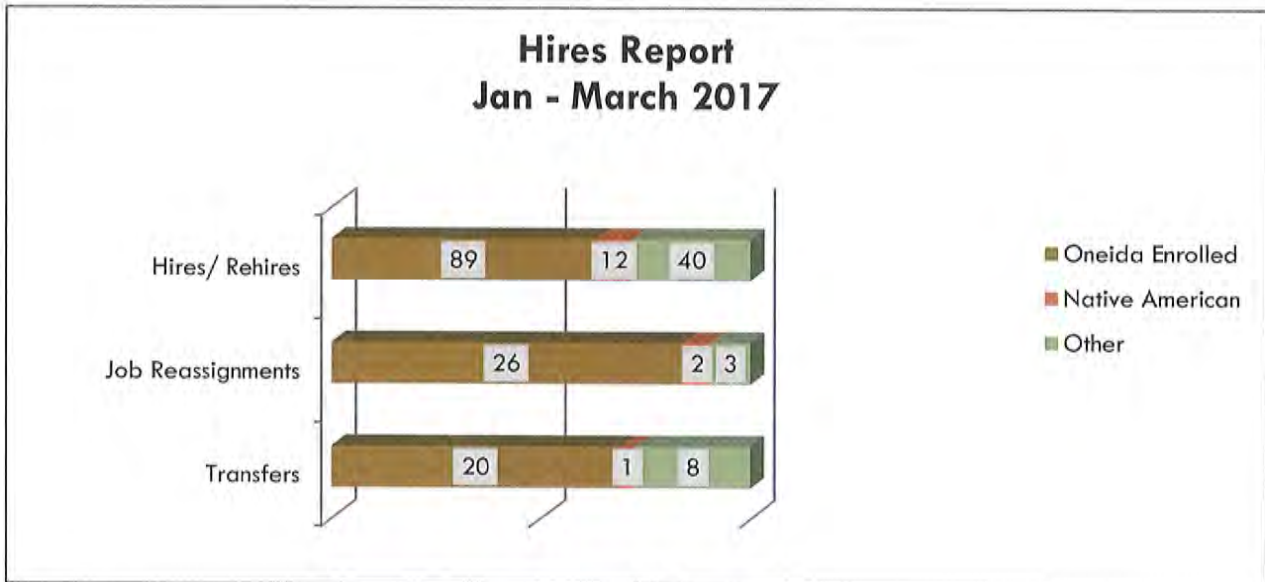
Hires Report Jan - Mar 2016



For January - March 2016

- 67% of all hires were filled with enrolled Oneida Tribal members.
- 70% of all job reassignments were filled with enrolled Oneida Tribal members.
- 80% of all transfers were filled with enrolled Oneida Tribal members.

Hires Report Jan - March 2017



For Jan - March 2017

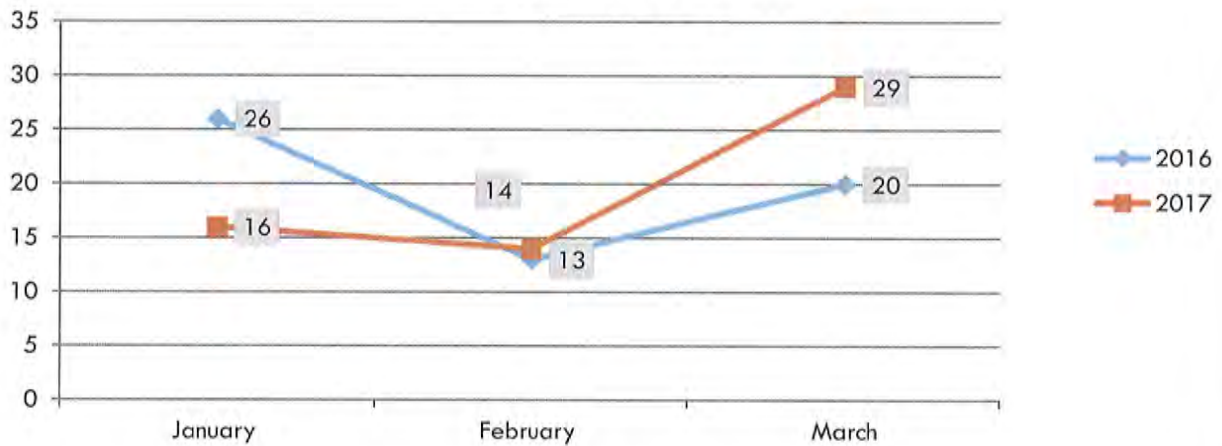
- 66% of all hires were filled with enrolled Oneida Tribal members.
- 80% of all job reassignments were filled with enrolled Oneida Tribal members.
- 78% of all transfers were filled with enrolled Oneida Tribal members.

Job Postings by Division for January, February and March 2016				
FY15	Jan	Feb	March	TOTAL
Gaming	8	2	6	31
Comprehensive Health	1	3	3	12
Development	1	1	2	3
Land Management	0	0	0	0
Environmental, Health & Safety	1	1	0	0
Internal Services	5	3	2	6
Enterprise	0	0	1	4
Finance	2	0	2	0
Non-Divisional	2	1	2	13
Governmental Services	6	2	2	13
Total	26	13	20	59

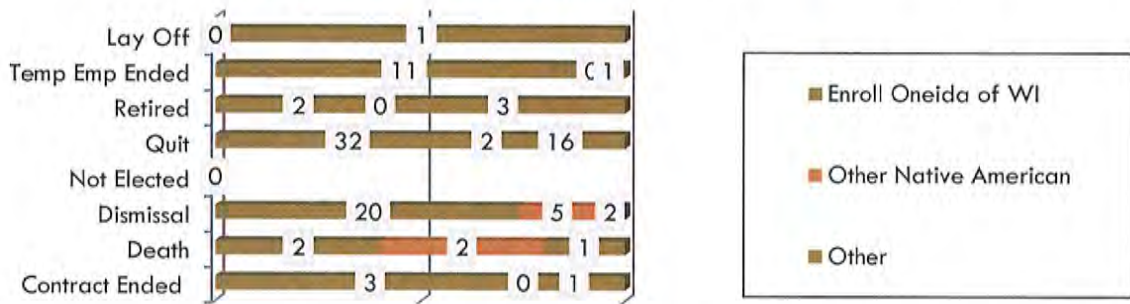
Job Postings by Division for January, February and March 2017				
	Jan	Feb	March	TOTAL
Gaming	3	5	8	16
Comprehensive Health	2	1	7	10
Development	2	0	0	2
Land Management	0	0	0	0
Environmental Health & Safety	0	0	0	0
Internal Services	0	2	2	4
Enterprise	1	3	3	7
Finance	0	0	0	0
Non-Divisional	0	2	3	5
Governmental Services	8	1	6	15
Total	16	14	29	59

There were a total of 59 jobs posted in January through March of both FY2016 and FY2017.

Comparison of Job Postings for 2nd Quarter Jan - March 2017

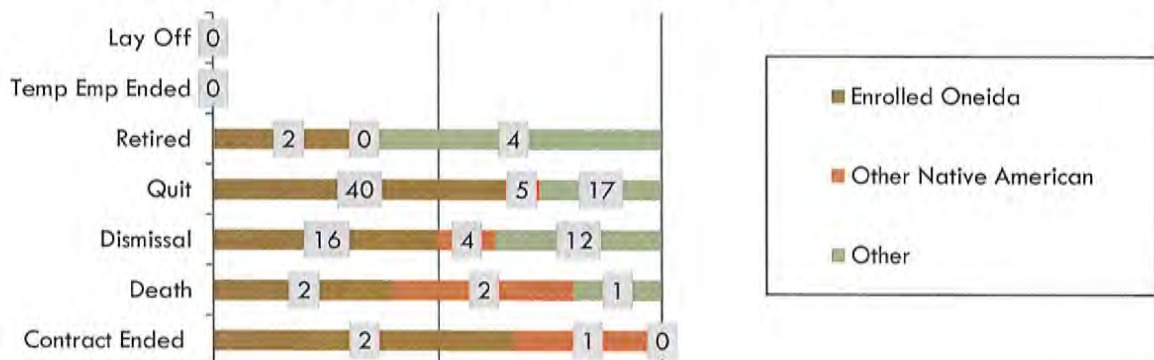


Employee Separation Report for Jan - March 2016 by Ethnicity - 104 Separations



There were a total of 108 employee separations for the period of January through March 2017 in comparison to 104 employee separations for January through March 2016.

Employee Separations Report for Jan - Mar 2017 by Ethnicity - 108 Total Separation



FY2017 Compensation Plan Update:

Upon the approval of the FY2017 budget by General Tribal Council on Monday, March 27th, the FY2017 Compensation Plan implementation began. Employee reports were updated and sent to each Division Director level for review prior to implantation. Upon receiving the reports, HR Hiring and Compensation staff began completing Master Maintenance Forms for employees to receive one of the following retroactive back to October 1, 2017:

- 1) Adjustment within the position’s determined grade based upon years of experience.
 - 2) If the employee wasn’t eligible for an adjustment based upon years of service, the employee was given a 40 cents an hour increase if the employee had at least one year of service.
 - 3) Employees who were below the minimum of the grade were brought up to the minimum of their position’s determined grade.
 - 4) Employees over the maximum of their position’s grade were paid out in the form of a lump sum.
- The new minimum wage of \$10.10/hour was implemented and also the FY2017 Wage Chart was implemented. All Program and Other Enterprise employee entries have been completed during the month of April.

Post Graduate Program and Summer Student Intern Program

Both Programs are being worked upon. Twenty-five (25) supervisors replied with their interest in the Summer Student Intern Program. The Student Intern Flyer will be going out soon as well as the job posting.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS

The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist and Vicki Cornelius-Records Technician.

We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management, complete verification of employment and unemployment requests and oversee the Human Resources personnel files (OnBase).

Participated with the Post Graduate and Learning Organization Team meetings; Developed and entered levels for SEOTS and Comprehensive Health Division; Developed codes and internal process for tracking conflict of interest data; Assisted with Benefits Infinium processes and attended Cyber Training.

Functions	Jan	Feb	Mar	Total
*HR/Payroll Entry Transactions	558	720	450	1728
Employee Self-Service Entries	61	36	36	133
Employment Verifications	215	232	213	660
Unemployment Requests	36	20	43	99

*February transaction volume due to Comprehensive Health Division level changes.