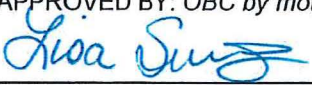
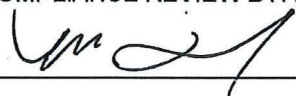
 <p><b>ONEIDA</b> ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p><b>TITLE:</b> Hiring and Negotiating Oneida Business Committee (OBC) Political Appointments</p>	<p><b>ORIGINATION DATE:</b> July 2006 <b>REVISION DATE:</b> August 31, 2017 <b>EFFECTIVE DATE:</b> After Last Signature</p>
<p><b>DIVISION:</b> Non-Divisional</p>	<p><b>APPROVED BY:</b> OBC by motion </p>	<p><b>DATE:</b> 8/31/17</p>
<p><b>DEPARTMENT:</b> Oneida Business Committee</p>	<p><b>COMPLIANCE REVIEW BY:</b> EEO Director </p>	<p><b>DATE:</b> August 31, 2017</p>
<p><b>AUTHOR:</b> Paula King-Dessart/ Jessica Wallenfang</p>		<p><b>DATE:</b></p>
<p>EEO Reference #: 70</p>	<p>PAGE NO: 1 of 4</p>	

## 1.0 PURPOSE

- 1.1 To set a standard for the hiring process of politically-appointed positions by an Oneida Business Committee Member.

## 2.0 DEFINITIONS

- 2.1 **HR Representative:** HRD employee responsible for job description development, posting and hiring processes.
- 2.2 **Political Appointment:** The process by which a person is appointed or designated for an office or position by an elected official.
- 2.3 **Job Descriptions:** A document defining duties and responsibilities for a position.
- 2.4 **OBC Member:** The person responsible or designated to directly oversee the work and performance of an employee. There may be more than one OBC Member in some cases.

## 3.0 WORK STANDARDS

- 3.1 Politically-appointed positions are hired to support elected officials during his or her term in office.
  - 3.1.1 When the elected official's term ends, the political appointment's term will end as well.

### Hiring/ Posting Process

- 3.2 Each OBC Member is authorized to hire one (1) full-time political appointee.
- 3.3 The Tribal Chair's Office is eligible for two (2) full-time positions with the option of hiring two (2) part-time (0 to 20 hours a week) employees to equal one full-time position.

- 3.4 Hiring additional political appointees will require approval by OBC action.
  - 3.4.1 All created and/or revised political appointed job descriptions must be approved by the OBC and documented through OBC minutes.
- 3.5 OBC Members have four (4) options to hire a political appointee:
  - 3.5.1 Choose a qualified individual;
  - 3.5.2 Choose qualified applicant from a pool of OBC approved applications on file at HRD;
  - 3.5.3 Use the Nation's posting process by contacting the HR Representative; or
  - 3.5.4 Choose not to hire a political appointee.
- 3.6 HRD will facilitate the hiring process to include testing, background checks and scheduling for orientation.

### **Salary and Wages**

- 3.6 OBC Members must work with the OBC Office Administrator to negotiate all salary or wage adjustments to ensure there are adequate funds within the OBC's budget.
- 3.7 Political Appointees must meet the qualifications and requirements of the appropriate job description to negotiate wages.
  - 3.7.1 If an applicant does not meet the qualifications and requirements of the job, he or she cannot negotiate wages and will be appointed at the minimum starting wage for the desired position.
    - 3.7.1.1 An applicant's failure to pass the pre-employment drug and alcohol test and/or background check shall automatically disqualify the applicant.
  - 3.7.2 Political Appointees are eligible for compensation increases, such as; salary or wage adjustments and bonuses.
    - 3.7.2.1 Salary or wage adjustments are permissible by an approved budget with the budget specific to the Political Appointee.
  - 3.7.3 Bonuses are permissible by an approved budget and standard operating procedure.

### **Transfers/Reassignments**

- 3.8 Political Appointees are eligible for transfers, promotions and job reassignments after one year of continuous service as a political appointee for the OBC.
  - 3.8.1 Status changes will be processed in the same manner as regular status employees.

## **4 PROCEDURES**

### **Selecting a Political Appointment - No Posting**

#### **OBC Member**



- 4.1 Submit request to post or appoint position in writing to the OBC Office Administrator.
- 4.2 Discuss wage negotiation with OBC Office Administrator and HR Representative.
- 4.3 Determine if the applicant or appointee meets the qualifications and requirements of education and experience for the selected job description.
- 4.4 May consider utilizing the Table of Equivalencies during this process.

#### OBC Office Administrator

- 4.5 Send applicant's or appointee's information to the HR Representative to process.
- 4.6 Gain OBC support regarding the flexibility to budget funds to accommodate wage offers.
- 4.7 Work with OBC Member to negotiate wage and starting date.
  - 4.7.1 Be aware of all Political Appointee's wage offers to ensure fairness and equity.

#### HRD Representative

- 4.8 Perform all required testing, checks, and paperwork. This includes, but is not limited to:
  - 4.8.1 Skills Testing
  - 4.8.2 Background Check
  - 4.8.3 Driver's License
  - 4.8.4 Pre-Employment Drug Testing
  - 4.8.5 New Hire paperwork
- 4.9 Notify the OBC Office Administrator and OBC Member whether the applicant meets the qualifications and requirements of the position.
- 4.10 Work with the OBC Office Administrator and OBC Member in offering employment.
- 4.11 If applicant does not meet all requirements, HRD Representative and OBC Member may select a different applicant or hire at the minimum starting wage.
- 4.12 Notify applicant of approved wage and starting date.

### **Selecting a Political Appointment - By Posting**

#### OBC Office Administrator

- 4.13 Complete and approve the *Request to Post* Form and send to HR Representative.
- 4.14 Assist the OBC Member with the hiring process upon request. This may include:
  - 4.14.1 Develop and/or prepare interview questions.
  - 4.14.2 Attend Screening.
  - 4.14.3 Attend interviews.

**4.14.4** Choose an applicant.

**4.14.5** Decide if second interviews are necessary.

#### HR Representative

- 4.15** Schedule and attend a meeting with the OBC Member and OBC Office Administrator to review Request to Post Form and decide number of days for posting.
- 4.16** Post the job description for seven (7) calendar days.
- 4.17** Complete all applicable verifications and testing as the applications are received.
- 4.18** Notify the OBC Office Administrator of any applicants who have applied within (2) two days after the position has closed.
- 4.19** Complete the Employment Screening Form from the qualifications and requirements as listed on the job description.
- 4.20** Ask the OBC Member if the Table of Equivalencies will be utilized.
  - 4.20.1** If yes, add the criteria to the appropriate form.
- 4.21** Determine if applicants meet the qualifications and requirements.
- 4.22** Schedule and facilitate Screening Process.
- 4.23** Develop or review existing interview questions.
- 4.24** Schedule and confirm interview date and time with applicants, OBC Member, and OBC Office Administrator.
- 4.25** Conduct interviews.
- 4.26** OBC Member, second interviews may be held.

#### OBC Member

- 4.27** Coordinate the negotiations with the OBC Office Administrator to ensure proper documents, procedures, and options are clear and the available funds are within the budget guidelines.
  - 4.27.1** When agreeing upon negotiations, consider other political appointment wages to ensure wage equity.
- 4.28** The OBC Member will send an e-mail to the HR Representative or the OBC Office Administrator about the wage negotiations.

#### HR Representative

- 4.29** Contact the selected applicant and offer or negotiate a wage or salary which is conditional based upon meeting the requirements of the job.
  - 4.29.1** If applicant declines, notify the OBC Member.
  - 4.29.2** Allow OBC Member to choose another applicant.
- 4.30** If applicant accepts, contact the OBC Member regarding the applicant's acceptance of the position with or without conditions and a start date.
- 4.31** Schedule and notify Political Appointee of mandatory New Employee Orientation dates.
- 4.32** Forward all new hire paperwork to the Human Resource Information Systems Department for processing.

## **5.0 REFERENCES**

- 5.1** Request to Post Form (HRD)
- 5.2** Employment Screening Form (HRD)
- 5.3** Table of Equivalencies (HRD)



## **XI. NEW BUSINESS**

*(July 26, 2017, regular meeting)*

### **A. Approve revised OBC SOP entitled Hiring and Negotiating Oneida Business Committee (OBC) Political Appointments (5:26:03)**

Sponsor: Tehassi Hill, Councilman

Motion by Jennifer Webster to approve the addition of section 3.3 "The Tribal Chair's Office is eligible for two (2) full-time positions with the option of the Tribal Chair hiring two (2) part-time (0-20 hours a week) employees to equal one full-time positions," back into OBC SOP entitled Hiring and Negotiating Oneida Business Committee (OBC) Political Appointments, seconded by Trish King. Motion carried unanimously:

*Councilwoman Jennifer Webster departs at 3:42 p.m. before voting occurs on July 26, 2017.*

Ayes: Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers

Not Present: Melinda J. Danforth, Fawn Billie, Jennifer Webster

Motion by David Jordan to recess at 4:45 p.m. on July 26, 2017, seconded by Fawn Billie. Motion carried unanimously: (6:47:59)

Ayes: Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers

Not Present: Melinda J. Danforth, Fawn Billie, Jennifer Webster

*Meeting called to order by Vice-Chairwoman Melinda J. Danforth at 2:54 p.m. on July 27, 2017  
Chairwoman Tina Danforth, Secretary Lisa Summers, and Councilman David Jordan not present.*

*(July 27, 2017, reconvened regular meeting)*

### **B. Schedule special Business Committee meeting for purpose of administering oaths of office for remaining elected officials<sup>1</sup>**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to approve scheduling a special Business Committee meeting for the purpose of administering oaths of office for remaining elected officials on August 17, 2017, at 5:00 p.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Jennifer Webster

Not Present: Tina Danforth, David Jordan, Lisa Summers

Motion by David Jordan to recess at 12:04 p.m. until 1:30 p.m. on July 26, 2017, seconded by Brandon Stevens. Motion carried unanimously: (3:32:52)

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Not Present: Melinda J. Danforth

*Meeting called to order by Vice-Chairwoman Melinda J. Danforth at 1:30 p.m. on July 26, 2017.  
Chairwoman Tina Danforth not present.*

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<sup>1</sup> Audio inadvertently did not record during this item.