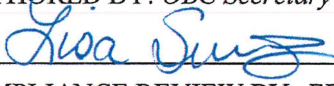

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE:</p> <p>Stipends for Oneida Business Committee - Elect during Transition</p>	<p>ORIGINATION DATE: 06/14/2017 REVISION DATE: 07/27/2017 EFFECTIVE DATE: Upon OBC approval</p>
<p><i>DIVISION:</i> Non-Divisional</p>		
<p><i>DEPARTMENT:</i> Oneida Business Committee</p>	<p>APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC Meeting Minutes</p>	<p>DATE: 7/12/2017</p>
<p><i>AUTHORED BY:</i> Lisa Summers, Secretary</p>	<p>AUTHORED BY: <i>OBC Secretary</i> </p>	<p>DATE: 7/27/2017</p>
<p>Page No: 1 of 3 EEO Reference #: 690</p>	<p>COMPLIANCE REVIEW BY: <i>EEO Director</i> </p>	<p>DATE: 7/27/17</p>

1.0 PURPOSE

To create a standardized process to issue stipends to Oneida Business Committee - Elect individuals during a transition period which occurs prior to taking the Oath of Office.

2.0 DEFINITIONS

- 2.1 Business Committee Support Office (BCSO): means the office whose staff is responsible for carrying out administrative duties in support of the Oneida Business Committee.
- 2.2. Business Day: means Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays, weekends, ½ days.
- 2.3 Oneida Business Committee (OBC) - Elect: means the individuals who have been elected to the OBC, who have not yet taken their Oath of Office, and who are not an incumbent to an OBC position.
- 2.4 Transition: means the two (2) to four (4) week period there is an outgoing OBC (ending their term) and incoming OBC (beginning their term).
- 2.5 Transition Team: means the staff members of the OBC and BCSO who organize and administer the Transition.

3.0 PROCEDURES

Stipend Eligibility

- 3.1 The following individuals are eligible for stipends during Transition:
 - 3.1.1 OBC - Elect, who are not employed by the Oneida Nation
- 3.2 The following individuals are ineligible for stipends during Transition:
 - 3.2.1 Political Appointees of the OBC - Elect
 - 3.2.2 Members of the outgoing OBC who have been re-elected to a new term on the OBC, regardless of the position.
 - 3.2.3 OBC - Elect, who are employed by the Oneida Nation

Stipend Rate

- 3.3 Stipend Rate will be calculated hourly and will correspond to the position of the OBC - Elect as follows:
 - 3.3.1 Chair: \$ 29.06/hour
 - 3.3.2 Vice-Chair: \$ 28.50/hour
 - 3.3.3 Secretary: \$ 27.94/hour
 - 3.3.4 Treasurer: \$ 27.94/hour
 - 3.3.5 Councilmember: \$ 26.26/hour
- 3.4 The hourly rate shall be adjusted when there is an approved adjustment in accordance with applicable Nation law or policy.
- 3.5 Income Tax Withholding is the responsibility of the OBC - Elect. Contact the Accounting Department for additional information.

Notifying HRD of the OBC Elect

- 3.6 The BCSO will review the tentative results¹ of the General Election to determine the OBC - Elect within two business days of the posting.
- 3.7 The BCSO will forward the names of the OBC - Elect to HRD within two business days.

Receiving a Stipend

- 3.8 Stipends are only available for Transition Activities as approved by the Transition Team.
 - 3.8.1 A schedule of Transition Activities will be provided to the OBC - Elect not less than two weeks prior to the first activity.
- 3.9 BCSO will collect stipend payment information from the OBC - Elect.
 - 3.9.1 This information may include payment preference (check or direct deposit), direct deposit information, mailing address, etc.
- 3.10 OBC - Elect must sign in at the beginning of each Transition Activity.
 - 3.10.1 Attendance will be monitored on an hourly basis by the Transition Team.
- 3.11 OBC - Elect must sign out at the end of each Transition Activity.

Stipend Processing

- 3.12 At the end of each week, the BCSO will calculate the stipend amount of the OBC - Elect.
- 3.13 The BCSO will follow the A/P Check Request procedure to request a stipend for the OBC - Elect.

4.0 RECORDS

- 4.1 Transition Activity Sign In/Out
- 4.2 A/P Check Request Form

5.0 REFERENCES

- 6.1 Election Law

¹ § 102.11-1 Election Law - The tentative results of an election shall be announced and posted by the Election Board within twenty-four (24) hours after the closing of the polls.

TRANSITION ACTIVITY SIGN IN/OUT

Activity: _____

Date: _____

Time: _____

Location: _____

<u>Name</u>	<u>Time In</u>	<u>Time Out</u>