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

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 results[1] 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: _____

Name	Time In	Time Out