

<b>ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE</b>	TITLE: Table of Equivalencies Tribal Work Standards	ORIGINATION DATE: 07/25/2008 REVISION DATE: 1/31/13 EFFECTIVE DATE: After last signature
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1 **PURPOSE:** To define how the Table of Equivalencies will be utilized in the screening and job reassignment processes.

2 **DEFINITIONS**

- 2.1 Table of Equivalencies (TOE): Table showing various combinations of education and experience that may be utilized instead of the education and experience required in the minimum qualifications section of the job description.
- 2.2 Formal Screening: Process for reviewing all applicants who have applied for a position.
- 2.3 Formal Screening Committee: Consists of the Supervisor, Area Manager at his/her option, a Personnel Commission Member and an HR Representative.
- 2.4 General Tribal Council (GTC): The Governing Body of the Oneida Tribe of Indians of Wisconsin and consists of those Tribal members who are age 21 years of age or older.
- 2.5 HR Representative (HRR): An employee from HRD or those designated by the HR Manager to perform HR functions.
- 2.6 Job Reassignment Process: Moving an employee from one position to another. May be employee or supervisor initiated and in the best interest of the operating unit.
- 2.7 Informal Screening: Process for screening applicants who have applied for a transfer or job reassignment.
- 2.8 Informal Screening Committee: Consists of the Supervisor, Area Manager and HRR.
- 2.9 Personnel Commission (PC): A body of community members and employees appointed by the Chairperson of the Business Committee to represent the interests of the Community in personnel matters.
- 2.10 Supervisor: Employee responsible for hiring, training, scheduling, evaluation of performance, mentoring, coaching employees.

3 **WORK STANDARDS**

- 3.1 The TOE was created to comply with GTC directives to consider applicants with a combination of education and experience.
- 3.2 Positions which require a license or certification by Federal, State or Tribal laws to perform the jobs are exempt from the Screening Committee completing the TOE form. Such positions

- include, but are not limited to, teachers, doctors, nurses, attorneys, etc.
- 3.3 The Screening Committee will determine, by majority vote, if a combination of education and experience, will be utilized in the Screening Process.
- 3.3.1 Previously approved TOE forms will be brought forward for consideration by the Screening Committee.
- 3.4 The Screening Committee will review, may revise and approve the TOE.
- 3.4.1 The majority vote of the Screening Committee will determine if a specific combination of education and experience will be utilized.
- 3.4.2 The Screening Committee may use an equivalent combination of education and experience such as, but not limited to:
- 3.4.2.1 Higher education with less experience. Example: Position requires an Associates Degree with two (2) years of experience. The supervisor may use the Bachelor's Degree with no experience as an equivalent.
- 3.4.2.2 Less education with higher experience. Example: Position requires a Bachelors Degree with one (1) year of experience. The supervisor may use an Associate's Degree with three (3) years of experience as an equivalent.
- 3.4.2.3 Relevant certifications. Example: Supervisory certification in lieu of supervisory experience.
- 3.5 During the Job Reassignments Process, the Supervisor and HRR complete the TOE.
- 3.5.1 The PC does not have the authority to revise an approved and completed TOE.
- 3.6 The TOE, for each position, shall be kept on file in HRD.

#### 4 REFERENCES

- 4.1 HR Table of Equivalency Form
- 4.2 General Tribal Council Minutes on January 8, 1990
- 4.3 General Tribal Council Meeting on July 30, 1998
- 4.4 General Tribal Council Meeting on August 8, 1994
- 4.5 BC Resolution 5-12-93J
- 4.6 Personnel Policies and Procedures Section III B
- 4.7 Screening Work Standards