

 ONEIDA NATION STANDARD OPERATING PROCEDURE	TITLE: Premium Pay Tribal Work Standards	ORIGINATION DATE: 11-22-2013 REVISION DATE: 10-29-2021 EFFECTIVE DATE: After last signature
AUTHOR: HRD	APPROVED BY: <i>Compensation and Benefits Director</i> 	DATE: 11/8/21
DEPARTMENT: All	APPROVED BY: <i>Title & Signature</i>	DATE
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EEO REFERENCE NUMBER: 1240	COMPLIANCE REVIEW BY: <i>EEO</i> 	DATE: 11/8/21
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1.0 PURPOSE

1.1 To establish how premium pay will occur for those non-exempt employees who are working during times of the year that are strong in tradition. To provide an incentive for their dedication and hard work in continuing to provide outstanding customer service.

2.0 DEFINITIONS

- 2.1 **Non-Exempt (Hourly) Position:** A position paid for work performed by the hour and is eligible for overtime when the employee works over 40 hours within a workweek.
- 2.2 **Premium Pay:** An additional rate of pay to employees during hours listed within this work standard.

3.0 WORK STANDARDS / PROCEDURES

- 3.1 The Oneida Nation provides premium pay of \$5 per hour to those **non-exempt/hourly** employees who work the following days and hours:
 - 3.1.1 **Christmas Eve Day from 12:00 am to 11:59 pm**, for employees who work more than four (4) hours, are eligible for up to four (4) hours of premium pay.
 - 3.1.2 **Christmas Day from 12am to 11:59 pm.**
 - 3.1.3 **New Year's Eve Day from 5pm to 11:59 pm.**
 - 3.1.4 **Easter Sunday from 12 am to 11:59 pm.**
 - 3.1.5 **Oneida Pow-wow Weekend from Friday 5:00 pm through Sunday 11:59 pm.**

- 3.2 The premium pay rates will be reviewed on an annual basis by Human Resources Department and impacted areas.
- 3.3 Management is responsible to ensure premium pay is budgeted in their department budget through the Tribal budgeting process.
- 3.4 Areas may establish their own Premium Pay SOP that identifies additional premiums days outside of the days identified in this SOP.
 - 3.4.1 If areas establish their own Premium Pay SOP, they must:
 - 3.4.1.1 Utilize the same premium pay rate established within this SOP.
 - 3.4.1.2 Identify the additional days based upon business needs (e.g. Packer Home Games; Superbowl, EAA, etc.).
 - 3.4.1.3 Identify the process in which additional days will be determined (e.g. Annual review by Senior Management Team).
 - 3.4.1.4 Submit SOP to HRD for review.

4.0 PROCEDURE