

Oneida Nation

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Oneida, WI 54155

BC Resolution # 09-28-22-D

Adoption of Standard Operating Procedure: Employment Cap and Labor Allocations Level – Budget and Finances Law, Chapter 121

- WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the Oneida Business Committee adopted the Budget and Finances Law, 1 O.C. 121 which guides the Nation in managing and budgeting; and
- WHEREAS,** the Budget and Finances Law provides direction regarding employment and labor allocations in 1 O.C. 121.9 which requires identification of an employment cap for budget development and the creation of a labor allocations list after adoption of the budget to assist in managing employment levels and making employment and programming decisions; and
- WHEREAS,** the Oneida Business Committee adopted resolution # BC- 05-25-22-A, Fiscal Year 2023 Budget Considerations and Calendar, which set the employment cap at 2200 FTEs and the financial employment cost at \$127 million; and
- WHEREAS,** the Budget and Finances Law requires the development of a Standard Operating Procedure (SOP) by the Treasurer, Chief Financial Officer (CFO) and Executive Managers that identifies how the labor allocations list will be managed within the fiscal year in the event the list must be amended; and
- WHEREAS,** the Executive Director of the Human Resources Department drafted an initial SOP for this purpose which was reviewed by the CFO and forwarded to the Oneida Business Committee for review and action in accordance with 1 O.C. 121.9-2(b); and
- WHEREAS,** the Oneida Business Committee requested the SOP be reviewed by the Chief Counsel and a revised SOP was presented at the August 16, 2022 Oneida Business Committee work session; and
- WHEREAS,** after discussion and further revision from discussion at the August 16th work session, the Oneida Business Committee directed the SOP be forwarded for adoption in accordance with the Budget and Finances Law; and

WHEREAS, the SOP was forwarded to the Executive Managers for review and comment by August 30, 2022, and based on those comments, additional revisions were made to clarify the SOP;

WHEREAS, the SOP was reviewed a final time by the Oneida Business Committee at the September 20, 2022 work session with all Direct Reports invited to attend and final revisions were made with a decision that the SOP be sent to the Oneida Business Committee agenda for adoption by resolution which contained implementation guidelines;

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NOW THEREFORE BE IT RESOLVED, in accordance with the Budget and Finances Law, 1 O.C. 121.9-2(b) the Oneida Business Committee adopts the *Standard Operating Procedure: Employment Cap and Labor Allocations Level – Budget and Finances Law, Chapter 121* for implementation in Fiscal Year 2023.

Implementation Guidance

BE IT FURTHER RESOLVED, the labor allocations list shall be developed upon adoption of the budget and presented within thirty (30) days after adoption of the budget at the next available Oneida Business Committee meeting as information.

Chief Financial Officer and Executive Director of Human Resources Department Actions

BE IT FURTHER RESOLVED, the Chief Financial Officer shall

1. identify by memo or development of a Standard Operating Procedure how the requests and documents required in sections 5.6, 9.3.3 and 9.4 can be requested and response timelines;
2. include the memo or Standard Operating Procedure on the Nation's SharePoint site and deliver to all Direct Reports; and
3. present the memo or Standard Operating Procedure to the Oneida Business Committee as information only at the November 23, 2022, Oneida Business Committee meeting.

BE IT FINALLY RESOLVED, the Executive Director of the Human Resources Department shall present a report with the initial labor allocations list that identifies Standard Operating Procedures and forms that have been amended or developed, when amendments or development will be completed, to comply with the Budget and Finances law and the *Standard Operating Procedure: Employment Cap and Labor Allocations Level – Budget and Finances Law, Chapter 121*.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 7 members were present at a meeting duly called, noticed and held on the 28th day of September, 2022; that the forgoing resolution was duly adopted at such meeting by a vote of 5 members for, 1 member against, and 0 members not voting*; and that said resolution has not been rescinded or amended in any way.



Lisa Liggins, Secretary
Oneida Business Committee

*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."