

 <p>ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Oneida Enrolled Tribal Member Positions – GM and Top Management</p>	<p>ORIGINATION DATE: 12/30/2021 REVISION DATE: 5/6/22 EFFECTIVE DATE: After last signature</p>
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<p>DIVISION: Non-Divisional</p>	<p>APPROVED BY: <i>Title & Signature</i></p>	<p>DATE:</p>
<p>EEO REFERENCE NUMBER: 4368</p>	<p>COMPLIANCE REVIEW BY: <i>EEO</i> Matthew J. Denny Sr. <small>Digitally signed by Matthew J. Denny Sr. Date: 2022.05.12 12:47:49 -05'00'</small></p>	<p>DATE:</p>
<p>PAGE NO: 1 of 2</p>	<p>APPROVED BY: <i>Executive Human Resources</i> <i>Director</i> Todd VanDen Heuvel <small>Date: 2022.05.11 15:10:45 -05'00'</small></p>	<p>DATE:</p>

1.0 PURPOSE

- 1.1 To define the criteria used to determine which Top Administrative positions within the Oneida Nation structure that shall be held by an Oneida Enrolled Tribal Member.

2.0 DEFINITIONS

- 2.1 Key decision-making responsibilities: those positions that have the authority to make decisions on the following:
 - 2.1.1 Policies and procedures development or interpretation or
 - 2.1.2 Staffing levels or
 - 2.1.3 Financially binding the organization with a verbal or written agreement.
- 2.2 HRR – Human Resource Representative
- 2.3 Top administrative positions: General Manager, their direct reports and management level direct reports to the Oneida Business Committee.

3.0 WORK STANDARDS / PROCEDURES

- 3.1 A “Grandfathered” provision.
 - 3.1.1 Employees in positions designated as Oneida only who are not Oneida Enrolled Tribal Member will maintain those positions. When the employee vacates the position, said position will be posted with Oneida Enrolled Tribal Member requirement listed as a Minimum Qualification.
 - 3.1.2 Where applicable, supervisors who oversee positions which are designated as Oneida only but have a grandfathered employee should make efforts to ensure succession planning occurs for at least one current employee and should coordinate cross training.
- 3.2 Posting positions
 - 3.2.1 All positions will be posted for a minimum of seven (7) days.

4.0 PROCEDURE

Human Resources Department

- 4.1 Will designate and approve positions open to Oneida Enrolled Tribal Member using Top administrative position definition listed in this work standard.
- 4.2 Will record the “Oneida only” designation in the HRD software and add same designation to the job description under Minimum Qualifications.
- 4.3 HRR will provide the Executive Human Resource Director or designee with a copy of each job description for review of accuracy of designation prior to posting.
- 4.4 Approve or deny proposed designation based upon feedback from supervisor.

5.0 REFERENCES

- 5.1 GTC directive 01-08-90: motion passed from Debbie Powless to have all general Managers and all Top Administrative positions be held by Enrolled Tribal Members.
- 5.2 OBC Resolution 07-26-00B: Persons who serve as a member of the Oneida Business Committee are also required to be members of the Oneida Nation or are eligible for enrollment on the tribe to ensure that elected or important non-elected positions that participate directly in representing the tribal government are held by tribal members.
- 5.3 BC Resolution 10-10-09B
- 5.4 GTC Meeting 05-23-11