

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Years of Service Recognition</p>	<p>ORIGINAL DATE: September 1, 2008</p> <p>REVISION DATE: March 19, 2024</p>
<p>AUTHOR: Human Resources Dept.</p>	<p>APPROVED BY:</p>	<p>DATE:</p>
<p>DEPARTMENT: All</p>	<p>APPROVED BY: <i>Executive HR Director</i></p>	<p>DATE:</p>
<p>DIVISION: All</p>	<p>REVIEWED BY: <i>EEO Director</i></p>	<p>DATE:</p>
<p>EEO REFERENCE #1225</p>	<p>PAGE NO: 1 OF 2</p>	<p>DATE:</p>

1.0 PURPOSE

To provide a uniform process when recognizing employees for their continuous years of employment with the Oneida Nation of Wisconsin.

2.0 DEFINITIONS:

- 2.1 Years of Service (YOS): continuous years of employment with the Oneida Nation of Wisconsin.
- 2.2 Years of Service list: a report created by the Human Resource Department (HRD) utilizing the HR systems.
- 2.3 General Manager Level: the highest level in the chain of command under the Business Committee.
- 2.4 Division Director Level: Director or Assistant General Manager level.
- 2.5 HR YOS Administrator – HR Employee assigned to administer the Years of Service Program

3.0 WORK STANDARDS/PROCEDURES:

- 3.1 Employees shall be recognized for Years of Service with the Oneida Nation.
- 3.2 The following milestones shall be criteria for recognition at the listed level of authority: supervisor level.
 - 3.2.1 3 – 14 years shall be recognized by immediate supervisor.
 - 3.2.2 15 – 20 years shall be recognized by division director level.
 - 3.2.3 21 – 24 years shall be recognized by the general manager level.
- 3.3 The following milestones shall be criteria for recognition at a duly called Oneida Business Committee (OBC) meeting in accordance with the Nation’s Years of Service program:
 - 3.3.1 25 years
 - 3.3.2 30 years
 - 3.3.3 35 years

- 3.3.4 40 years
- 3.3.5 45 years
- 3.3.6 50 years
- 3.4 The HR YOS Administrator, shall coordinate efforts with the appropriate supervisor, division director or general manager level.
- 3.5 YOS recipients will be recognized on a quarterly basis at an OBC meeting.
 - 3.5.1 The Executive HR Director, or designee, will recognize YOS recipients for each quarter.
 - 3.5.2 The Executive HR Director will introduce all YOS recipients and their supervisors who have chosen to attend.
 - 3.5.3 YOS recipients have the option to attend the OBC meeting to receive recognition from their supervisor (or designee) and will be presented with a YOS award which will be provided by the HR Department.
 - 3.5.3 HR YOS Administrator will coordinate the presentation with supervisor informing them of the upcoming recognition and requesting a response as to whether the supervisor and employee will be attending the award presentation.
 - 3.5.4 HR YOS Administrator will send a draft template to each supervisor consisting of employment history of the employee being recognized.
 - 3.5.4.1 This information is being included to assist the supervisor in their presentation.
 - 3.5.5 If employee chooses not to attend the YOS recognition, it is the responsibility of the employee's supervisor to pick up the Years of Service award from HRD .
- 3.6 Employees separated from the Nation, before their anniversary has been recognized, will remain eligible for recognition.
- 3.7 Recognitions and/or awards, in excess of what the Oneida Nation Years of Service program provides, shall not be funded through the departmental budget.