

HRD Newsletter

October 2024

Friendly reminder

Friendly Reminder:

ALL E-Learning activities/training are assigned, tracked, and should be completed in **My Oneida - Growth**. Employees should NOT use the old eLearning system. The old system is now meant for External Learners who are non-employees ONLY.

Supervisors: Are Your Performance Evaluations Outdated?

Reach out to HRD_Training@oneidanation.org to schedule an Evaluating Employee Performance Workshop with one of the Senior Training & Development Specialists. Workshops would focus on:

- Key components in preparing the evaluation tool
- Brainstorming characteristics for evaluating employee performance
- Competency definitions & connections
- Defining scores (How to earn a 5, 4, or 3)
- Best practices for conducting effective performance evaluations

New on the Horizon

Badging!

- Badges for the Programs side will be moving to Skenandoah for the new year.

January 2025!

Contact Information

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Green Bay, WI 54303

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Fax: 920-496-7400

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ONEIDA

HUMAN RESOURCES

Vision (Kahletsyalusla)

We aspire to be the model for excellence and leadership

Mission (Ka?tshatst^sla)

Strengthen the Oneida Nation's Workforce by delivering progressive HR solutions and collaborative leadership

Values (Kalihwiyo')

Responsiveness

Collaboration

Integrity

Respect

Priorities (Kanolukhwasla)

DEVELOPMENT

Strengthen employee capability

Drive personal and professional growth

Cultivate an environment for growth and development

PROCESS IMPROVEMENT

Improve customer satisfaction

Achieve efficiencies and increase effectiveness

PEOPLE & CULTURE

Empower employees

Restore and rebuild trust

HR has a culture of inclusivity, respect and accountability



HIRING

Hiring & Recruitment Highlights!

The Hiring & Recruitment areas would like to share information that affects employees and supervisors on their journey with the hiring process.

My Oneida (GHR): With the implementation with the new system, we are learning daily on the capabilities of the system, which may come with changes along the way. This may cause some pain points for our customers but also for Hiring, so we feel your pain! We will be communicating out segments to help us all learn.

Requisitions (formerly known as Requests to Post)

Creating Requisitions: The person that will be conducting the interview is called the Hiring Manager. They should be selected as the Hiring Manager in the system and is the one who enters in the requisition in the system.

Hiring Manager



Requisition Approvals: Once a requisition is submitted, it will go through a two-level approval process. The first approval comes from the Hiring Manager. Even though the Hiring submits the requisition, they still need to approve it. The next level approver is the person in the chain of command directly above the Hiring Manager. The next level approver currently receives notification in GHR in the My Notification section (red dot in the bell icon under name). We currently working on setting up an email notification.

Hiring Approvals: The initial implementation of the hiring process included a final approval step which involved sending an email to the hiring supervisor to remind them to complete the approval in the system. However, as approvals are now being done multiple times during the new GHR process, we have removed this final approval. We are working on removing the automatic email notification as well. Therefore, if you receive an email requesting this (example below), please disregard it as no further hire approval is required.

From: LHOCK@oneidanation.org

Sent: Wednesday, September 25, 2024 4:49 PM

To:

Subject: Hire Resource Request requires your review and approval

The Action to Hire Jalivia Horkman has been initiated by Human Resources.

This action requires your review and approval.

You can review this request in your inbasket (work unit 157122).

Thank you for your patience as we work through the new GHR system together!



My Oneida

Global Human Resources

*** Status Update ***

The project team is continuing to build, customize and configure the My Oneida-GHR software. We are finding efficiencies within the system and are reassessing our processes to better leverage the software.

Currently we are working on the following phases:

1. **Talent Acquisition & Transition Management**— These modules went live in June 2024. The hiring staff and managers are already seeing efficiencies within their processes. Configuration of this system will be ongoing with more processes and workflows being added to the system. Continued patience to the hiring team is requested while we continue to learn and develop this software.
2. **Workforce Management (WFM)**— The WFM team is continuing to work on the configuration and set up of the new time & attendance and scheduling software. This software will be used by the entire organization and is an ambitious undertaking in a short time-frame. This module will go live in September 2024.
3. **GHR Payroll**—The Payroll module is currently on hold pending executive level decisions.

93%



**Employee
usage of
My Oneida-
GHR up
39% this
quarter!
Keep up the
great work!**

90%

What is Coming Up?

- **New Training** — As we begin implementing more products within the My Oneida system, continued team training will be required. In addition, we look forward to releasing more online employee and supervisor centered trainings that will be essential to understanding and using the new My Oneida-GHR and WFM functions!
- **Position Monitoring**—The next module will be Position Monitoring. This module will assist us in managing staffing costs with the hiring process. We expect to kick off the Position Monitoring build in summer of 2024.

8/18

**My Oneida-GHR
Modules
Completed**

Every Child Matters



September 30th

Wearing an orange shirt to honor and remember the children who attended Indian Residential Schools





EQUAL EMPLOYMENT OPPORTUNITY (EEO) DEPARTMENT

EEO DEPARTMENT CONTACT INFORMATION

Rita Reiter – EEO Officer
RREITER@oneidnation.org
Work-920-490-3646
Cell - 920-562-5516

Lavina Cornelius – Background Investigator
LCORNEL5@oneidnation.org
Work - 920-490-3665

Matthew J. Denny Sr. – EEO Director
MDENNY@oneidnation.org
Work - 920-490-3647
Cell - 920-562-5517

Employees may be away from their desk, in a meeting, or out of cell phone range. If there is no answer, please leave a message, send an email, or send a text message to their cell phone. They will respond as soon as possible.



Introducing Sarah Capelle

Executive Assistant

Sarah has worked with the Oneida Nation beginning at Central Accounting in 1995 with the bulk of her employment being with Gaming for 23 years. In July, Sarah was hired as the Executive Assistant to the Human Resource Director.

Sarah's new role in assisting Human Resources; she is working with the new GHR system and working closely with executive, managerial & Human Resource staff on promoting effective communication. She likes to learn and is excited for the new challenges ahead.

Sarah has 6 children; Kiarra, James, Jacob, Lea, Keith, & Ivy. Most of her free time is spent with her family and enjoying the outdoors.

You can reach Sarah at 920.490.3645 or sanderso@oneidanation.org



Years of Service - July 2024

Five Years

VANDENHEUVEL, AMBER N
BORMAN, PENELOPE G
POTVIN, LORIE S
SANTIAGO, DEBRA C

Twenty Years

SKENANDORE, RAEANN
SKENANDORE, MITCHEL R
METOXEN, LYNN M
GAUTHIER DANFORTH, JULIE D
SCHNEIDER, MICHELLE A
BORCHERT, WESLEY P

Ten Years

MOORE, CRYSTAL J
CADOTTE, RHONDA A
HIRTH, CATHERINE H
JORGENSEN-DANN, KRISTIN R
WHEELLOCK, WHITNEY A
WHITE, KALENE M

Thirty Years

SMITH, DONNA J
MARTIN, MICHAEL F
SILVA, CAROL L
RASMUSSEN, JACY A
ANDERSON, JENNIFER J

Fifteen Years

SUMMERS, REGINA R
EHLERS, JOHN H

Thirty Five Years

THOMAS, MAXINE

*Thank
you!*

Years of Service - August 2024

Five Years

DREW, ADAM J
DOXTATER, KAMEY A
WILSON, JAMESON J
CANNON, MISTY D
GEIDEL, JESSLYN L
STEVENS, AMY J
YANG, MAI
HERNANDEZ, YESENIA
SIEGEL, CHARLES S
PLUDEMAN, KATHLEEN A
ARTMAN, CARL J

Twenty Five Years

MEHOJAH, MARJORIE
HANSEN, LORI A

Thirty Years

WEBSTER, JEFFREY S
REDHAIL, ROY A
GULLICKSON, DENIS
MARTIROSYAN, MARINA S

Ten Years

LAMBERT, RICHARD L
SCHUYLER, LINDA J
PERO, GARY L

Thirty Five Years

KOLITSCH, BARBARA A
JOURDAN, MICHAEL L
WILLIAMSON, SARAH
OSTERBERG, ANTOINETTE

Fifteen Years

ROSNER, JENNIFER L
TORRES, CAROL J

Forty Years

SKENANDORE, THERESA M

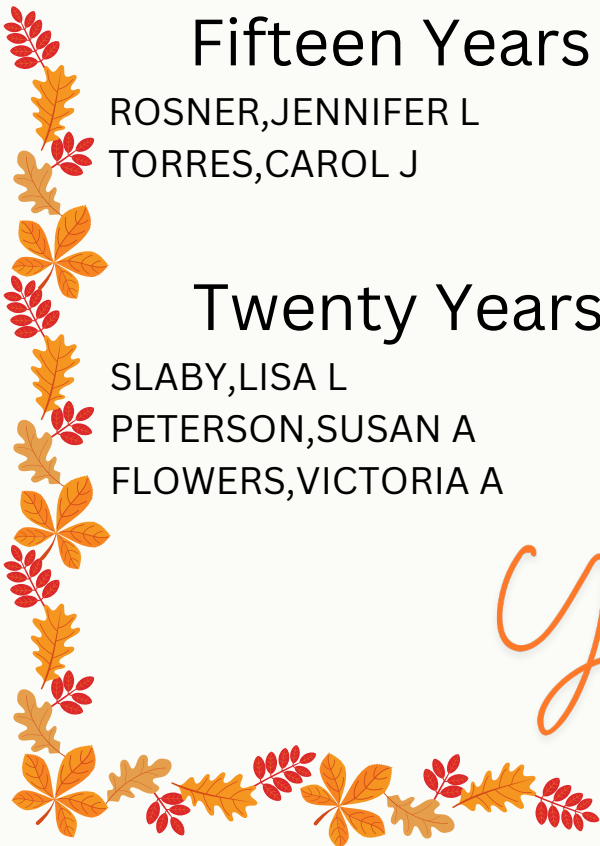
Twenty Years

SLABY, LISA L
PETERSON, SUSAN A
FLOWERS, VICTORIA A

Forty Five Years

VANWYCHEN, TERRY A

You're a good worker!



Years of Service - Sept 2024

Five Years

STRENN,HOLLY M
LAROQUE,EMILYANNE
SALINAS-CANO,JR,OSCAR A
PASKIEWICZ,JOEY M
SCHACHTNER,GLENN S
DANFORTH,TRICIA M

Ten Years

WHITE,YVONNE R

Fifteen Year

JOHNSON,WESLEY C

Twenty Years

SKENANDORE,BRENDA L
PLATT,TINA M
MONTGOMERY,MARY M
VANLAANEN,VICKI K

Twenty Five Years

HENEY,MARY R
TISCH,SCOTT A
KING-THOMAS,CHRISTINE I
SKENANDORE,JR,REGINALD R
DOXTATOR,MONICA L
REITER-SUMMERS,KIMBERLY J

Thirty Years

BECKER,LAURIE J
RICHMOND,COREY J

*Thank you for your
dedication to our
organization!*



Risk Management Department
920-490-3514
Fax 920-490-3590
Email: RiskMgmt@oneidanation.org

Shekoli (Hello),

DENTAL BENEFIT CHANGE FOR DENTAL ASSOCIATES-CAREPLUS PLAN MEMBERS ONLY

Effective January 1, 2025, the Dental Associates-CarePlus Dental plan will be DISCONTINUED.

- If you currently have an appt. and it's before 12/31/24, you should keep your appt.
- If you need to make a new appt., it must take place on or before 12/31/24.

WHY?

1. Member Feedback: Over the past year, we have received an increased number of concerned members regarding the availability of appointments and unsatisfactory service experience at local in-network providers, through Dental Associates-CarePlus.

2. Increase in Premium: The Dental Associates-CarePlus renewal calls for an increase that puts the premium for the Dental Associates-CarePlus plan within pennies of the other plan offered, resulting in drastically limited savings for members.

NOW WHAT?

1. The Delta Dental option (PPO and Premier Networks) is available to employees with in-network coverage levels.

- Providers that had been in-network with CarePlus are also in network with Delta Dental. If you are happy with your current dental provider, you can be assured, that as of this writing, they are in network. You can find other in-network providers at www.deltadentalwi.com and click on "Find a Dental Provider."
- The Oneida Nation Health Center is also an in-network provider in Delta Dental's Premier Network.
- No Action Required: Employees who have Dental Associates will auto enroll into the Delta Dental Plan, effective January 1, 2025, unless you opt out of the Delta Dental plan. During open enrollment, remove the coverage for 2025 (Note: By opting out, you will not have dental coverage through Oneida).

2. Voluntary Supplemental Dental Coverage is available at Dental Associates. They offer supplemental dental coverage through CarePlus Dental Plans for individuals and families who choose to continue using Dental Associates for their dental care and are looking for enhanced coverage. To learn more about supplemental coverage options, visit www.careplusdentalplans.com. Hover over "Individuals" and select "Shop for My Plan" for their individual dental plan offerings. If you prefer to speak to a representative at CarePlus, call 1-800-318-7007 to discuss your specific situation. NOTE: This insurance is unrelated to the Oneida Nation's benefit package. The Nation will not be processing applications or payroll deductions for premiums. Any questions or inquiries should be directed to Dental Associate or CarePlus.

Should you have any questions about the change, please contact Employee Insurance Department at (920) 490-3650.

Yaw^ko (Thank you)
909 Packerland Drive • Oneida, WI 54303



DENTAL PLAN

Preventive care is an important part of your dental health because not only does it impact your smile but regular cleanings can help to manage other health problems throughout your body such as heart disease and diabetes. The plan offers comprehensive coverage for preventive and routine dental care in addition to the major restorative procedures you might need.

Please refer to the Delta Dental Group Benefit plan handbook for a thorough explanation of dental benefits including any limitations or exclusions.

Administered by: Delta Dental
www.deltadentalwi.com



Deductible: Individual \$25/Family: \$75

Annual Benefit Maximum Per Person: \$2,000

Dependent Eligibility: To Age 26

Preventive and diagnostic services

Exams/Cleanings/X-Rays 80%

Fluoride and sealants/space maintainers

Basic Services

Emergency treatments

Fillings (Amalgam or Composite) 80%

Endodontics & periodontics

Extractions

Major services

Crowns, inlays, onlays 65%

Bridges & dentures

Orthodontic Benefits (to Age 26) 50%

Lifetime Benefit Maximum \$2,000

Evidence Based Integrated Care Plan – provides additional cleaning(s) and/or fluoride treatments for people with certain medical conditions (See summary plan description for details).

PREMIUMS

EMPLOYEE WEEKLY AMOUNT

Single \$1.84

Limited Family \$3.68

Family \$4.89

**out-of-network providers do not offer network discounts and do not agree to network rates.*

Therefore, you could be balanced billed for amounts charged over what the plan allows. You may also be required to



New Hires - Sept 2024

BECKER,KENNETH M	OFFICER-SECURITY
BIG MEDICINE,EMMITT C	CASHIER-SPORTS BETTING
BLACKOWL,BRIANNA E	DEALER/FLOOR PERSON-DUAL RATE
BLOHM,BROOK H	CASHIER-SPORTS BETTING
BOLSEN,JACQUELYN A	ASST-SENIOR ACCOUNTING
BONIFAS,TERESA L	CASHIER-CAGE
BRUNETTE,PENNY L	ASSOCIATE-RETAIL
CANNON,ISAAC L	MEMBER-DROP/COUNT TEAM
CLAUSEN,CONNIE JEAN D	TECH-PHARMACY
CORNELIUS-ADKINS,BILLIE J	ADVOCATE
CORNELIUS,JOSHUA J	DIR-CHILDCARE
CORNELIUS,MAE K	ASST-EXECUTIVE
DANFORTH,ELECIAH M	CUSTODIAN
DEBBOUT,ALEXANDER J	TEACHER-GENERAL ELEM
DELWICHE,MOLLY L	RN-SCHOOL NURSE
DOXTATOR-SILVA,ANTONIO J	DEALER/FLOOR PERSON-DUAL RATE
DOXTATOR,Sr,KENNETH R	CUSTODIAN-STATIONARY
ELIZONDO,KAIN M	DEALER/FLOOR PERSON-DUAL RATE
FISH,NAOMI	DEALER/FLOOR PERSON-DUAL RATE
GARCIA,LATOYA S	ASSOCIATE-RETAIL
GARCIA,MONSERAT M	CUSTODIAN
GRENIER,JEFFREY B	CASHIER-CAGE
HEEMSTRA,TADD M	OFFICER-SECURITY
HORKMAN,JALIVIA B	CUSTODIAN-ROVING
HUNTINGTON,SHEILA A	SPEC-TRAVEL
KANUGH,LEON G	CUSTODIAN
KAQUATOSH,JAIME R	CASHIER-BINGO
LESKOW,RONALD D	OFFICER-SECURITY
LUDWIG,DESIREE D	EDUCATOR-PARENT ONES
MALDONADO,ZANDRA Y	LPN
METOXEN,AVARY P	DEALER/FLOOR PERSON-DUAL RATE
METOXEN,Jr,ELIJAH G	ASSOCIATE-RETAIL
MILLER,BYRON L	CUSTODIAN
NESS,MICHAEL G	DEALER/FLOOR PERSON-DUAL RATE
NOLL,BRANDON R	TECH-GIS
PAMONICUTT,STACEY A	CASHIER-BINGO
PARKER,LADONNA M	DEALER/FLOOR PERSON-DUAL RATE
POWLESS-CROUCH,EDWARD G	DEALER/FLOOR PERSON-DUAL RATE
POWLESS,JUSTICE A	DEALER/FLOOR PERSON-DUAL RATE
POWLESS,MADISEN C	TEACHER-SOCIAL STUDIES
PYAWASIT,BRADLEY M	SPEC-VAULT
RASMUSSEN,MYKAYLA M	DEALER/FLOOR PERSON-DUAL RATE
SCHNEIDER,LINDA M	WORKER-BINGO
SCHROEDER,SANDRA L	OFFICER-SECURITY
SCHUMAN,TERESA J	SPEC-PURCHASED REFERRED CARE
SCRAY,JULIANA M	DEALER/FLOOR PERSON-DUAL RATE
SKENANDORE,CHANYA R	DEALER/FLOOR PERSON-DUAL RATE
SPRUCE,SAMANTHA R	CASHIER-CAGE
STEVENS,IV,ERNEST L	DEALER/FLOOR PERSON-DUAL RATE
STEVENS,SAMANTHA M	CUSTODIAN
TEREZ-BOYWID,CHRISTINA J	TEACHER
THOMPSON,JACINDA L	SPEC-PURCHASED REFERRED CARE
VAN BOXTEL,DANE W	DEALER/FLOOR PERSON-DUAL RATE
VANDENBLOOMER,TAMMY L	CUSTODIAN
VASQUEZ SILAS,JESSICA	OFFICER-SECURITY
WEBSTER,AMBER F	ASSOCIATE-RETAIL
WILLIAMS,KATRINA B	COORD-INTAKE

