

**JAN 23 2015**

**ONEIDA HUMAN  
RESOURCES DEPT.**

<p><b>ONEIDA TRIBE OF WISCONSIN</b></p>	<p><b>TITLE:</b> Disciplinary Process for Direct Reports to the Business Committee</p>	<p>Date: 10-16-14 Revision Date: 10/29/14 Effective Date:</p>
<p><b>DIVISION:</b> Non-Divisional</p>	<p>APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC Meeting Minutes</p>	<p>DATE:</p>
<p><b>DEPARTMENT:</b> Oneida Business Committee</p>	<p>APPROVED BY: <i>[Signature]</i></p>	<p>DATE: 1/21/15</p>
<p><b>AUTHOR:</b> Melinda J. Danforth</p>	<p>AUTHORED BY: <i>[Signature]</i></p>	<p>DATE: 1/21/15</p>
<p>PAGE NO: 1 of 4  PRD #1266 Assigned by PRO</p>	<p>REVIEWED BY: <i>Compliance Review Team</i>  <i>[Signature]</i></p>	<p>DATE:  1/23/15</p>

**1.0 PURPOSE**

To create a standardized process for processing a disciplinary action for employees who are direct reports to the Oneida Business Committee (OBC) as defined in OBC resolution #10-22-14-B

These procedures are in alignment with the Oneida Personnel Policies and Procedures.

**2.0 DEFINITIONS**

2.1 Direct Reports: An Employee of the Oneida Tribe who reports directly to the Business Committee as defined in OBC resolution 10-22-14-B.

2.2 Officers: Shall mean the Oneida Business Committee Chairperson, Vice Chairperson, Treasurer, and Secretary.

2.3 Work Day: Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays and weekends.

**3.0 WORK STANDARDS**

3.1 Disciplinary actions may be warranted to employees upon completion of an investigated complaint, documented poor performance, and/or policy or department standards violations.

3.1.1 Evidence of warranted disciplinary action must be included in disciplinary paperwork.

3.2 All disciplinary actions must be approved by a majority of the Officers prior to any action taken.

3.2.1 All suspensions and terminations must be mutually-determined by calling the Human Resources Department, Equal Employment Office.

## **PROCEDURES**

- 3.3 An Officer(s) shall meet with the employee to explain the reason for the issued discipline and share evidence warranting discipline.
- 3.4 Complete Disciplinary Action Form from Intranet\Frequently Used Forms\HRD\Supervisor Forms\Disciplinary Action Form.
  - 3.4.1 Follow all instructions on Disciplinary Action Form.

## **4.0 RECORDS**

- 4.1 All disciplinary paperwork shall be filed at the Human Resources Department.

## **5.0 REFERENCES**

- 5.1 Personnel Policies & Procedures, Section V.D
- 5.2 Resolution 10-22-14-B
- 5.3 SOP: Complaint Process for Direct Reports of the Business Committee
- 5.4 Disciplinary Action Form (HRD)

Motion by Melinda J. Danforth to defer this request to the Business Committee strategic direction that deals with Reorg and that this should be completed by the end of the third quarter, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

### **XIII. New Business**

#### **A. Approve Gaming Facilities compliance inspections**

Sponsor: Troy Parr, Asst. Div. Dir./Development

Motion by Melinda J. Danforth to approve the gaming facilities compliance inspections for the Grand Casino, IMAC, Mason St Casino, Packerland One Stop Casino, Hwy 54 One Stop Casino and Oneida Travel Center, seconded by Trish King. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

#### **B. Approve capital expenditure exception for Pit Table Lifecycle**

Sponsor: Louise Cornelius, Gaming General Manager

Motion by Jennifer Webster to approve the exception to the continuing resolution BC-09-24-14-A for the Pit Table Lifecycle capital expenditure, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

#### **C. Approve Complaint Process for Direct Reports to the Business Committee SOP**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Trish King to adopt the Business Committee Standard Operating Procedure titled Complaint Process for Direct Reports to the Business Committee and to direct the Tribal Secretary's Office to communicate this information to the Business Committee's Direct Reports and Human Resources Department, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

#### **D. Approve Discipline Process for Direct Reports to the Business Committee SOP**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adopt the Business Committee Standard Operating Procedure titled Discipline Process for Direct Reports to the Business Committee and to direct the Tribal Secretary's Office to communicate this information to the Business Committee's Direct Reports and Human Resources Department, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

#### **E. Community Reserve Fund Allocation**

Sponsor: Trish King, Tribal Treasurer

Motion by Jennifer Webster to approve the Community Reserve Fund Allocation, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

Amendment to the main motion by Tehassi Hill for the report submitted by the Treasurer be amended to identify the unbudgeted Packer Contract obligation of \$150,000.00 and the positive variance of \$703,448.00 in the report be corrected to \$853,448.00, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

### **XIV. Travel**