



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

# Oneida Tribe of Indians of Wisconsin

## BUSINESS COMMITTEE



UGWA DEMOLUM YATEHE  
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

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### BC Resolution # \_\_\_\_\_

#### *Emergency Amendments to the Oneida Personnel Policies and Procedures Regarding Job Duties and Reassignments*

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5 WHEREAS, the Oneida General Tribal Council is the duly recognized governing body of the  
6 Oneida Tribe of Indians of Wisconsin, and  
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8 WHEREAS, the General Tribal Council has been delegated the authority of Article IV, Section  
9 I of the Oneida Tribal Constitution, and  
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11 WHEREAS, the Oneida Business Committee may be delegated duties and responsibilities by  
12 the Oneida General Tribal Council and is at all times subject to the review powers  
13 of the Oneida General Tribal Council, and  
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15 WHEREAS, the Tribal Treasurer has identified cash flow and revenue concerns in reviewing  
16 prior budgets and in developing the Fiscal Year 2015 budget and budget  
17 projections for future fiscal year; and  
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19 WHEREAS, the Oneida Business Committee has identified that some of the budget constraints  
20 could be addressed through cost containment actions which include placing a cap  
21 on the total number of employees and prohibiting hiring new employees as  
22 identified in the *Continuing Budget Resolution for Fiscal Year 2015*; and  
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24 WHEREAS, the Oneida Business Committee has also identified that this type of cost  
25 controlling measure is effective only if the organization is allowed to effectively  
26 and efficiently utilize the entire employee base; and  
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28 WHEREAS, the Oneida Business Committee has determined that amendments to the Oneida  
29 Personnel Policies and Procedures are necessary in order to allow management to  
30 properly utilize and allocate the knowledge, skills, and abilities of existing  
31 personnel; and  
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33 WHEREAS, the Oneida Business Committee has identified that these amendments are  
34 necessary in order to meet the immediate budgetary needs of the Tribe as a  
35 measure to reduce short and long term payroll and benefit costs, manage cash  
36 flow, and maintain programming;  
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38 NOW THEREFORE BE IT RESOLVED that the Oneida Business Committee adopts the  
39 following emergency amendments to the Personnel Policies and Procedures.

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41 **Job Duties and Assignments**  
42

- 43 1. Direct Reports are allowed to approve job description modifications for the purposes of  
44 consolidating and/or transferring employees for more efficient and effective use of  
45 existing personnel, and such actions may take place crossing divisions and operations  
46 within the organization.
- 47 2. Direct Reports, for purposes of this resolution, are defined as Gaming General Manager,  
48 Chief Financial Officer, Chief Counsel, Chief of Police, Legislative Affairs Director,  
49 Comprehensive Health Division Director, Development Division Director (and as interim  
50 assignment for Housing Operations), Environmental Health Division Director (and as  
51 interim Land Management Division Director), Governmental Services Division Director,  
52 HRD Area Manager, Internal Audit Director, Internal Services Division Director,  
53 Medical Director, Records Management Director, and Retail Profits Area Manager. This  
54 shall also delegate authority to the director of Trust and Enrollment departments, the  
55 Gaming Commission Executive Director and the Tribal School Principals.
- 56 3. Amendments to job duties and assignments authorized by this emergency action shall be  
57 reasonably related to the duties in the job description as defined in section 5 below.
- 58 4. The Human Resource Department shall take all necessary steps to assist in making  
59 amendments to job duties and assignments that increase the efficiencies and effective  
60 allocation of employee's knowledge, skills and abilities, including proactively identifying  
61 where such efficiencies can be gained.
- 62 5. The language – "other duties as assigned" – appearing in job descriptions shall be  
63 interpreted as – "other duties as reasonably related to the duties in the job description and  
64 shall not be limited to assignment of duties within a program, business unit, or division of  
65 the Tribe and may take place crossing divisions and operations of the organization."
- 66 6. Amended job duties and assignments shall not result in an increase in compensation, even  
67 where those amended job duties and assignments are made permanent.
- 68 7. Amended job duties and assignments may be permanent.
- 69 8. Amended job duties and assignments shall not be considered an adverse employment  
70 action per this resolution and supersedes any prior policies, interpretations, opinions and  
71 similar actions.

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73 NOWTHEREFORE BE IT FURTHER RESOLVED that failure to accept job duties and  
74 assignments may result in disciplinary action.

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76 NOW THEREFORE BE IT FURTHER RESOLVED that these amendments shall go into effect  
77 on October 1, 2015 and shall be effective for six months.

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79 NOW THEREFORE BE IT FINALLY RESOLVED that the Human Resources Department  
80 shall develop, if necessary, Standard Operating Procedures that assist the Division Directors,  
81 Gaming General Manager, Chief Financial Officer and Chief Counsel in carrying out the intent  
82 of this resolution and emergency amendments.

83 NOW THEREFORE BE IT FINALLY RESOLVED THAT employees of boards, committees  
84 and commissions shall be included in this emergency amendment and shall be managed by the  
85 Human Resources Department Area Manager. Provided that, Trust and Enrollments, Gaming  
86 Commission administration and Tribal School shall be as delegated earlier in this resolution.