

# Oneida Tribe of Indians of Wisconsin



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



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.

## BC Resolution 09-24-14-Q

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

- WHEREAS,** the Oneida General Tribal Council is the duly recognized governing body of the Oneida Tribe of Indians of Wisconsin, and
- WHEREAS,** the General Tribal Council has been delegated the authority of Article IV, Section I of the Oneida Tribal Constitution, and
- WHEREAS,** the Oneida Business Committee may be delegated duties and responsibilities by the Oneida General Tribal Council and is at all times subject to the review powers of the Oneida General Tribal Council, and
- WHEREAS,** the Tribal Treasurer has identified cash flow and revenue concerns in reviewing prior budgets and in developing the Fiscal Year 2015 budget and budget projections for future fiscal year; and
- WHEREAS,** the Oneida Business Committee has identified that some of the budget constraints could be addressed through cost containment actions which include placing a cap on the total number of employees and prohibiting hiring new employees as identified in the *Continuing Budget Resolution for Fiscal Year 2015*; and
- WHEREAS,** the Oneida Business Committee has also identified that this type of cost controlling measure is effective only if the organization is allowed to effectively and efficiently utilize the entire employee base; and
- WHEREAS,** the Oneida Business Committee has determined that amendments to the Oneida Personnel Policies and Procedures are necessary in order to allow management to properly utilize and allocate the knowledge, skills, and abilities of existing personnel; and
- WHEREAS,** the Oneida Business Committee has identified that these amendments are necessary in order to meet the immediate budgetary needs of the Tribe as a measure to reduce short and long term payroll and benefit costs, manage cash flow, and maintain programming;

**NOW THEREFORE BE IT RESOLVED** that the Oneida Business Committee adopts the following emergency amendments to the Personnel Policies and Procedures.

#### Job Duties and Assignments

1. Direct Reports are allowed to approve job description modifications for the purposes of consolidating and/or transferring employees for more efficient and effective use of existing personnel, and such actions may take place crossing divisions and operations within the organization.
2. Direct Reports, for purposes of this resolution, are defined as Gaming General Manager, Chief Financial Officer, Chief Counsel, Chief of Police, Legislative Affairs Director, Comprehensive Health Division Director, Development Division Director (and as interim assignment for Housing Operations), Environmental Health Division Director (and as interim Land Management Division Director), Governmental Services Division Director, HRD Area Manager, Internal Audit Director, Internal Services Division Director, Medical Director, Records Management Director, and Retail Profits Area Manager. This shall also delegate authority to the director of Trust and Enrollment departments, the Gaming Commission Executive Director and the Tribal School Principals.
3. Amendments to job duties and assignments authorized by this emergency action shall be reasonably related to the duties in the job description as defined in section 5 below.
4. The Human Resource Department shall take all necessary steps to assist in making amendments to job duties and assignments that increase the efficiencies and effective allocation of employee's knowledge, skills and abilities, including proactively identifying where such efficiencies can be gained.

5. The language – “other duties as assigned” – appearing in job descriptions shall be interpreted as – “other duties as reasonably related to the duties in the job description and shall not be limited to assignment of duties within a program, business unit, or division of the Tribe and may take place crossing divisions and operations of the organization.”
6. Amended job duties and assignments shall not result in an increase in compensation, even where those amended job duties and assignments are made permanent.
7. Amended job duties and assignments may be permanent.
8. Amended job duties and assignments shall not be considered an adverse employment action per this resolution and supersedes any prior policies, interpretations, opinions and similar actions.

**NOW THEREFORE BE IT FURTHER RESOLVED** that failure to accept job duties and assignments may result in disciplinary action.

**NOW THEREFORE BE IT FURTHER RESOLVED** that these amendments shall go into effect on October 1, 2014 and shall be effective for six months.

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

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

#### **CERTIFICATION**

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 7 members were present at a meeting duly called, noticed and held on the 24<sup>th</sup> day of September, 2014; that the forgoing resolution was duly adopted at such meeting by a vote of 6 members for, 0 members against, and 0 members not voting; and that said resolution has not been rescinded or amended in any way.



Lisa Summers, Tribal Secretary  
Oneida Business Committee

\*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."