

**Little Traverse Bay Bands of Odawa Indians
Tribal Council
7500 Odawa Circle
Harbor Springs MI 49740**

TRIBAL COUNCIL'S LEGISLATIVE DIRECTIVE # 063022-01
Amendment to Legislative Branch Operations Governmental Employee
Personnel Policies Handbook #110917-01 for *Job Descriptions and Posting*

In accordance with WOS 2015-019, Administrative Procedures Act, Tribal Council is authorized to use a "Legislative Directive" for operation of the Legislative Branch.

"Legislative Directive" means a directive issued by the Tribal Council that establishes basic internal rules of procedures, or guidelines for Tribal Council or Legislative employees and does not impact Tribal Citizens or entities out-side of the Legislative Branch.

Tribal Council has updated Legislative Branch Operations Governmental Employee Personnel Policies Handbook to amend the section on Posting of Job Descriptions.

Tribal Council through this Legislative Directive approves this Amendment to Legislative Branch Operations Governmental Employee Personnel Policies Handbook #110917-01:

Repeal:

SECTION II. EMPLOYMENT HIRING

J. Job Descriptions and Posting.

3. Posting requirements. The Human Resources Department shall post the position for seven (7) calendar days. Human Resources Department will publish the posting on the website, forward it to all Tribal Departments, Tribal Enterprises, and other media as applicable.

Replace:

SECTION II. EMPLOYMENT HIRING

J. Job Descriptions and Posting.

4. Posting requirements. The Human Resources Department shall post the position **for a minimum of** seven (7) calendar days. Human Resources Department will publish the posting on the website, forward it to all Tribal Departments, Tribal Enterprises, and other media as applicable.

This Legislative Directive becomes effective upon the date of posting to the Little Traverse Bay Bands of Odawa Indians website and will remain in effect until rescinded by a subsequent Legislative Action.

CERTIFICATION

As Tribal Council Legislative Leader and Tribal Council Secretary, we certify that this Legislative Directive was duly approved by the Tribal Council of the Little Traverse Bay Bands of Odawa Indians at a regular meeting of the Tribal Council held June 30, 2022 at which a quorum was present, by a vote of _6_ in favor, _0_ opposed, _0_ abstentions, _3_ absent as recorded by this certification as an official action on behalf of Little Traverse Bay Bands of Odawa Indians.

Date: 06/30/2022



Emily Proctor, Legislative Leader

Date: 06/30/2022



Marcella Reyes, Secretary