

Chapter 24. Tribal Government Human Resources Department

15.2401 PURPOSE

The purpose of this Statute is hereby enacted to establish the Human Resources Department within the Little Traverse Bay Bands of Odawa Indians government that is responsible for providing equal and fair employment practices directly to Office of the Prosecutor, Election Board, Executive, Legislative, and Judicial Branches of government personnel.

(Source: WOS 2015-007, April 8, 2015, Section 1)

15.2402 DEFINITIONS

- A.** “**Cultural**” means cultural aspects of the Odawa history, spirituality, traditions, arts and crafts, values and mannerisms.
- B.** “**Department**” means Human Resources Department.
- C.** “**Director**” means the position responsible for direction and oversight of benefits, Human Resources Information System (HRIS), data analytics and communication in support of strategic initiatives and tactical operational goals.
- D.** “**LTBB or Tribe**” means the Little Traverse Bay Bands of Odawa Indians.

(Source: WOS 2015-007, April 8, 2015, Section II)

15.2403 CREATION OF THE DEPARTMENT

- A.** Pursuant to Article VII (D) (22) of the Tribal Constitution the Tribal Council shall have the power to: “Approve the creation or dissolution of Executive divisions or departments to promote and protect the peace, health, safety, education, and general welfare, including but not limited to cultural and natural resources, of the Little Traverse Bay Bands of Odawa Indians and its members.”
- B.** The Tribal Council hereby approves the creation of the Human Resources Department within the Executive Branch of government.

(Source: WOS 2015-007, April 8, 2015, Section III)

15.2404 APPROPRIATIONS AUTHORIZED

A. The Executive shall present Tribal Council with a budget necessary to implement this statute.

B. The Department Director shall prepare and provide an annual budget for submission, and any supplemental funding requests in accordance with the *LTBB Budget Formulation Process*.

1. The Director shall be responsible for operating within the annually appropriated budget for the Department.

(Source: WOS 2015-007, April 8, 2015, Section IV)

15.2405 INTERNAL ORGANIZATION

A. The Department shall begin operations with currently employed LTBB staff as designated by the Executive.

B. The Department shall consist of a Department Director and other personnel as necessary for the execution of its mission, performance of its mandated functions, and to achieve its annual goals and objectives.

C. The Department Director shall be paid compensation commensurate with his or her skills, education, experience, responsibilities and within the standards of compensation established by LTBB.

D. The Director shall be responsible for the development and implementation of the mandates within this Statute.

(Source: WOS 2015-007, April 8, 2015, Section V)

15.2406 DUTIES

A. The Director shall ensure the development of a Policies and Procedures Manual that is clear and easily understood. The Manual shall provide a standard method for employer-employee relationships; setting expectations to limit employer liability, and create consistent decision making in the workplace for the tribal government. The Manual shall also contain:

1. All provisions of employment; and
2. Standard administrative forms.

B. The Director shall ensure that assistance to all governmental branches, Prosecutor's Office and Election Board is provided in the hiring, performance management, disciplinary action, and termination of employees' processes.

C. The Director shall ensure employees' skills and training needs are assessed in order to coordinate government-wide Professional Development Trainings that include Odawa Culture for employees.

D. The Director and staff may work with the Education Department to survey Tribal Citizens to determine education, experience and skills for outreach and to promote employment opportunities and.

E. The Department shall assistance in the development of career plans for employees.

F. The Director shall ensure the development and establishment of a database of Tribal Citizen Candidate applications and resumes for future employment opportunities.

G. The Department shall create a mentoring program for succession planning.

(Source: WOS 2015-007, April 8, 2015, Section VI)

15.2407 QUARTERLY REPORTS

The Director shall provide a written quarterly report to the Executive that shall contain the number of employees, employee turn-over rate including voluntary and involuntary terminations, number of Tribal Citizens, number of other Natives and non-Natives employed; number of Tribal Citizens, Other Natives and non-Natives employed in exempt and non-exempt positions, number

of grievances and outcomes, and any other relevant information. The report shall be forwarded to Tribal Council in an Executive Oversight Quarterly Report.

(Source: WOS 2015-007, April 8, 2015, Section VII)

15.2408 SEVERABILITY

If any section, subsection, paragraph, sentence, phrase or portion of this Statute is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

(Source: WOS 2015-007, April 8, 2015, Section VIII)

15.2409 EFFECTIVE DATE

Effective upon signature of the Executive or 30 days from Tribal Council approval whichever comes first or if the Executive vetoes the legislation, then upon Tribal Council override of the veto.

(Source: WOS 2015-007, April 8, 2015, Section IX)