

CLASS ID: HR016OKLAH

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Monday – Friday, 9:00 a.m. –
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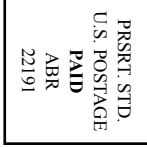
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 3702 Pender Dr., Suite 300
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Detailed and fair personnel policies and procedures are key to building employee loyalty and satisfaction.

Assessing and Revising Personnel Policies and Procedures for the Tribal Organization

November 16-18, 2009 • Oklahoma City, OK

Your tribal organization's established personnel policies and procedures should serve as a guide in the following circumstances. Do they?

- > Two employees have been discussing their pay, and the lower-paid employee wishes to discuss this with you.
- > An employee has a drinking problem and has been missing work with no excuse. His hours must be documented accordingly.
- > An employee has exhausted all of his sick leave this year, but now that his wife is ill, he requests time off to care for her.
- > A job applicant appears to be a good match for the position, but her brother is a council member.

Improve employee relations. Fair and consistent guidelines set expectations for employers and employees.



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Assessing and Revising Personnel Policies and Procedures

for the Tribal Organization

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A personnel policy manual defines the employer-employee relationship, which sets employer expectations, limits employer liability and minimizes inconsistent decision making in the workplace. Comprehensive personnel policies provide employees with fair and consistent guidelines for performing their duties. They also alleviate confusion about issues such as employee conduct, reporting procedures and employee assistance programs. Effective policies and procedures enable employees to fully understand tribal expectations and operating systems, aid in compliance with applicable federal and state regulations and decrease or eliminate conflicts between managers and employees.

With a practical approach, this course will provide you with the key information that you need to develop or revise your organization's personnel policies and procedures. You'll learn what every policies and procedures



descriptions, wage and salary plans, promotion and demotion procedures, discipline and grievance guidelines and more. You'll learn common terminology/definitions and review the finer points of drafting and editing an employee manual or handbook. Don't forget to bring your current personnel policy manual and supporting documents for an assessment and consultation.

During this class, our expert instructor Richard McGee* will guide you through the development of position descriptions, wage and salary plans, promotion and demotion procedures, discipline and grievance guidelines and more. You'll learn common terminology/definitions and review the finer points of drafting and editing an employee manual or handbook. Don't forget to bring your current personnel policy manual and supporting documents for an assessment and consultation.

**Instructor subject to change.*

This class is perfect for human resources directors, department managers, council members and casino managers.

manual must include, plus examine how employment laws apply to your organization's policies. Through hands-on exercises, you'll determine where your organization is in the manual process and develop an action plan for drafting or revising your policies and procedures.

During this class, our expert instructor Richard McGee* will guide you through the development of position descriptions, wage and salary plans, promotion and demotion procedures, discipline and grievance guidelines and more. You'll learn common terminology/definitions and review the finer points of drafting and editing an employee manual or handbook. Don't forget to bring your current personnel policy manual and supporting documents for an assessment and consultation.

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TOPICS INCLUDE

Introduction

- › Overview of human resources management
 - › Planning and development activities:
 - » Define "policies"
 - » Define "procedures"
 - › Labeling — Does your organization refer to its handbook as a "policies and procedures" or an "employee handbook?"
 - › Organizational structure
- ### Developing Personnel Policies and Procedures
- › Crafting personnel policies and procedures
 - › Personnel policy checklist:
 - » At-will vs. for cause

Instructor Richard McGee has represented employers in litigation matters, conducted employment-related investigations and revised employee handbooks. He is the author of the recently released *A Guide to Tribal Employment*.

- » Indian preference
- » Sexual harassment
- » Drug/alcohol testing
- » Compensation classification — exempt vs. non-exempt
- » Nepotism
- › Developing an employee manual

Practical Considerations

- › The drafting process
- › Editing tips
- › Formatting options
- › Sample formats

Position Management

- › Classifying positions
- › Job analysis and specifications
- › Developing position qualifications
- › Auditing positions

At-Will vs. For Cause

Indian Preference

- › Tribal and Indian preference
- › P.L. 93-638 7(b)
- › Tribal right to exercise preferences
- › Title VII of the Civil Rights Act of 1964
- › Tribal employment rights ordinance

Recruitment and Selection

- › Typical staffing process
- › Applicant evaluation process
- › Conducting interviews
- › Nepotism

Sexual Harassment

- › How is it defined?
- › Liability of employer and employee
- › Investigating claims of harassment

Drug- and Alcohol-Free Workplace

- › Statement of policy
- › Organizational responsibility
- › Sample policies and procedures

Compensation Issues

- › Benefits of a good compensation program
- › Developing a program
- › Fringe benefits
- › Incentives

Wage and Hour Administration

- › Compensation and overtime

Exemptions

- › Leave and benefits
- › Family and Medical Leave Act (FMLA)
- › Fair Labor Standards Act

Performance Standards and Evaluations

- › Informal feedback
- › Establishing performance standards
- › Formal appraisals
- › Performance reviews

Employee Development

- › Providing meaningful developmental activities
- › Individual development plans
- › Teamwork

Employee Relations

- › Promotion/demotion
- › Employee conduct and discipline
- › National Labor Relations Act
- › Grievance

Topics subject to change.



Get your HR Certification and upgrade your credentials. This class is one of the requirements to earn your Indian Country Human Resources Certification.

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