



Little River Band of Ottawa Indians

375 River Street
Manistee, MI 49660
(231) 723-8288

Resolution # 03-0115-5

*Requesting Review and Report Regarding Employment Files and Requesting Regulations
Be Drafted Clarifying Application of Background Investigations*

WHEREAS, the Tribal Council has received reports from the Tribal Ogema, Director of Operations, and Human Resource Department over the past year, whether as part of monthly reports or requested information; and

WHEREAS, the Tribal Council has received a Compliance Audit report which identifies issues involving the employment files of the Tribe; and

WHEREAS, the Tribal Council has received a proposed revision to the Personnel Manual which has not been completely reviewed by the Tribal Council; and

WHEREAS, the Tribal Council finds that it is important to maintain accurate employment files for each employee; and

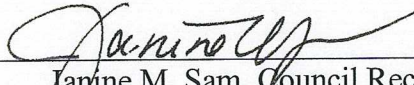
WHEREAS, the Tribal Council finds that background checks are an important aspect of the employment process that requires clear application regarding the extent of a background check based on the employment position which requires amendment of the current regulations on the *Government Operations Personnel Manual*;

Now therefore it is resolved that the Tribal Council hereby directs the Tribal Ogema and Human Resource Department to conduct a review of all personnel records and to take such actions as may be necessary to ensure that all employees have the appropriate documentation in each file.

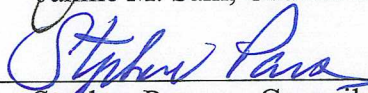
Now therefore it is resolved that the Tribal Council requests the Tribal Ogema and the Human Resource Department to draft regulations that clarify the use and application of employment background investigations to be submitted to the Tribal Council for approval which shall supersede the current policies within 90 days of the date of the adoption of this resolution.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 8 FOR, 0 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on January 15, 2003, at the Little River Band's Community Center in Manistee, Michigan, with a quorum being present for such vote.



Janine M. Sam, Council Recorder



Stephen Parsons, Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Tribal Court
Legal Department