



**Little River Band of Ottawa Indians**

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

**Resolution # 03-1001-322**

*Amendment of Government Operations Personnel Manual to Clarify Drafting Errors and to Lengthen Time for Grievance Review and Response*

WHEREAS, the status of the *Gaá Čhing Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council requested a review and amendment of the 1998 *Personnel Manual* to clarify the amendments that had taken place between its adoption and today, and to request clarification of the position of 'Tribal Manager' as present in that document; and

WHEREAS, the Tribal Council was presented the *Government Operations Personnel Manual (Personnel Manual)* which incorporated the amendments adopted by the Tribal Council between 1998 and the present, and clarified application of the position 'Tribal Manager' as well as other minor changes which was re-authorized by the Tribal Council on August 8, 2002; and

WHEREAS, the Tribal Council has authorized engagement of a consultant to conduct a complete review of the Tribe's employment policies and processes and to submit a new Personnel Manual and Human Resources Procedures; and

WHEREAS, the Tribal Council has determined that there are errors in the re-authorized Personnel Manual which require amendment by the Tribal Council prior to the completion of the review of the Tribe's employment policies and processes; and

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians hereby amends Sections 8.4 and 8.6 of the *Government Operations Personnel Manual* as follows.

**8.4. Representation.** The employee may elect to have legal counsel, at his/her own expense, ~~at the hearing before the Tribal Court during the grievance process.~~

...

**8.6. Settlement of Grievance.** Any and all grievances resolved at any step of the grievance procedure as contained in this policy will not be final and binding on the Tribe, the employee and any and all employees involved in the particular grievance until agreed to by the aggrieved party or decided finally by the ~~Tribal Court~~ *Ogema*.

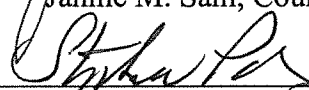
IT IS FURTHER RESOLVED THAT the Tribal Council hereby amends "Chapter VIII. Grievance Procedure" to change references to a three day response period to a grievance to a ten day response period to a grievance as set forth in section 8.3(a) and (b).

#### **CERTIFICATE OF ADOPTION**

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 9 FOR, 0 AGAINST, 0 ABSTAINING, and 0 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on October 1, 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

## Kathleen Block

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**From:** Janine Sam  
**Sent:** Thursday, October 02, 2003 4:18 PM  
**To:** Tina Vaquera  
**Cc:** Joanne House; Kathleen Block  
**Subject:** FW: Payroll notice

Tina,  
I signed the execution form for the Resolution indicating that I wanted you to notify personnel of this change via email. However, upon review, I believe Jo Anne's suggestion is more appropriate. Please execute as indicated below, print this email and attach it to your copy of the resolution as your authorization to proceed with this notification process. Thank you, Janine

Kathleen, Please do the same for our copy, attach this email to the execution form we have on record. Thanks, Janine

-----Original Message-----

**From:** Joanne House  
**Sent:** Thursday, October 02, 2003 12:20 PM  
**To:** Janine Sam  
**Subject:** Payroll notice

**Janine,**

Please authorize the following notice, printed on colored paper, to be placed in the payroll checks of Tribal employees for the payroll date of October 8.

Jo Anne

### NOTICE

The Tribal Council adopted resolution # 03-1001-3\_\_ which amended the *Government Operations Personnel Manual*.

**8.4. Representation.** The employee may elect to have legal counsel, at his/her own expense, ~~at the hearing before the Tribal Court~~ during the grievance process. ...

**8.6. Settlement of Grievance.** Any and all grievances resolved at any step of the grievance procedure as contained in this policy will not be final and binding on the Tribe, the employee and any and all employees involved in the particular grievance until agreed to by the aggrieved party or decided finally by the ~~Tribal Court~~ Ogema.

Chapter VIII. Grievance Procedure was amended to change references to a three day response period to a grievance to a ten day response period to a grievance as set forth in section 8.3(a) and (b).

If you wish to receive an updated Personnel Manual, please stop by the Human Resource Department to pick one up. The updated Personnel Manuals should be available after October 15<sup>th</sup>.