



**Little River Band of Ottawa Indians**

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

**Resolution # 04-0303-88**

*Acceptance of Wage/Salary Policy for the Tribal Government and Superseding All Prior Wage/Salary Scales*

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 is authorized under Article IV, Section 7(j) to take legislative actions consistent with delegated powers; and

WHEREAS, the Tribal Council adopted resolution # 03-0423-105 which contained three directives:

- a. authorization to engage consultant to conduct a comprehensive review and revision of the Tribe's employment practices, processes, documents and salary structure;
- b. freezing the status of all current employees during the review and allowing exceptions to be requested by the Ogema and approved by the Tribal Council; and
- c. prohibiting new hires during the review and allowing exceptions to be requested by the Ogema and approved by the Tribal Council; and

WHEREAS, the Tribal Council engaged Alliance Resources, Inc., to conduct a wage/salary study, make recommendations regarding wages and salaries, to develop a proposed personnel handbook and a Human Resource manual; and

WHEREAS, the Tribal Council and Ogema have received drafts of all three documents and reviewed those documents; and

WHEREAS, the Tribal Council has requested the Ogema, as a result of the review of the proposal, to submit final documents for approval by the Tribal Council; and

WHEREAS, the Ogema has requested his management team to review the information and make final recommendations; and

WHEREAS, the Ogema has determined that the wage/salary policies of the Tribe should be brought forward for approval and that this action will not unduly hinder or interfere with the comprehensive revisions being conducted by the management team; and

WHEREAS, the Ogema has reviewed the submission to the Tribal Council regarding the wage/salary policies of the Tribe and recommends its adoption;

NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians does hereby accept the attached *Wage/Salary Policy* for the Tribal government for immediate implementation.

IT IS FURTHER RESOLVED THAT the Section 4.4 and Appendix "Competitive Wage Schedule of the Personnel Policy Manual" are hereby superseded by adoption of this resolution.

IT IS FINALLY RESOLVED THAT all new positions that have been posted shall be reviewed to verify that the position is within the Wage/Salary Structure of the Tribe and new job descriptions approved if necessary prior to interviewing or hiring an applicant. All individuals that have applied for posted positions shall be included with a new posting in the event the job description is revised to meet the *Wage/Salary Policy*.

**CERTIFICATE OF ADOPTION**

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 7 FOR, 1 AGAINST, 0 ABSTAINING, and 1 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on March 3, 2004, at the Little River Band's Dome Room in Manistee, Michigan, with a quorum being present for such vote.

  
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Lisa M. McCatty, Acting Council Recorder

  
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Stephen Parsons, Council Speaker

Attest:

Distribution: Council Records  
Tribal Ogema  
Tribal Court



## LITTLE RIVER BAND OF OTTAWA INDIANS

### Wage/Salary Policy SOP-600-01:HR-02

**Purpose:** To clearly identify the structures utilized by the Tribal government for current and new employees.

**Policy:** It is the policy of the Tribe to manage the employment compensation levels in a clear and consistent manner that sets wage/salary levels consistent with the local employment in the area, the job positions qualifications, and allows for the qualifications of the employee to be taken into consideration.

**Steps:**

#### A. Wage/Salary Levels

1. *Non-Exempt Employee.* The Wage/Salary Grid of the Tribe is as follows for those positions identified as non-exempt positions.
  - a. Level 1 \$7.50 - \$12.68
  - b. Level 2 \$10.01 - \$15.34
  - c. Level 3 \$12.11 - \$18.56
  - d. Level 4 \$14.19 - \$22.93
2. *Exempt Employee.* The Wage/Salary Grid of the Tribe is as follows for positions identified as exempt positions.
  - a. Level 4 \$29,515 - \$47,694
  - b. Level 5 \$35,714 - \$57,699
  - c. Level 6 \$43,347 - \$69,826
  - d. Level 7 \$50,606 - \$86,216
  - e. Level 8 Salary negotiation – Professional levels under contract. Contracts are approved by resolutions and salaries are negotiated through the contract.
  - f. Level 0 Tribal Council, Ogema, Tribal Judges, other elected officials of the government; these salaries are set by resolution.
3. *Level 4 – Exempt/Non-Exempt.* Level 4 is split into both exempt and non-exempt positions, which will be determined during development of the job description.

#### B. Wage/Salary Resources

1. New employment position wage/salary assignment shall be based on –
  - a. Knowledge and certification;
  - b. Skills and abilities;
  - c. Duties and responsibilities;
  - d. Physical demands; and
  - e. Working environment.

2. Where a new position is created that is not within currently existing positions, there are two resources to be utilized to identify the wage/salary level for the position.
  - a. local employment levels through "Compensation Data 2004."
  - b. If the position does not exist within this resource, the internet site
  - c. salary.com – shall be utilized to determine the wage/salary level for the position.
3. In all instances, except those job descriptions approved with this Wage/Salary Policy, the back-up material utilized to determine the wage/salary level shall be maintained with the job description on file.

C. New Employee – Salary Negotiation Range

1. The Human Resource Department, in consultation with Directors, may negotiate a pay rate for a new employee which is no higher than 75% of the range in the approved Level.
2. The Director must identify the reasons, in writing, for negotiation of a salary other than the beginning rate in the approved Level for a new employee.
3. The negotiated pay rate must be approved by the Tribal Manager prior to authorization to employ the applicant at the negotiated pay rate.

D. Top of Scale

1. *Top of Scale.* An employee that receives wage/salary increases during their employment with the Tribe based on merit increases. When an employee reaches the highest wage/salary in their approved Level, no further merit increases will be allowed.
2. *COLA Application.* Employees that have reached the highest wage/salary in their approved Level are eligible to receive COLA increases.

E. Longevity Bonus

1. *Longevity Bonus.* Upon reaching the top of the wage/salary in the approved Level, the Tribal Manager may recommend a longevity bonus to be issued in lieu of a merit increase. A longevity bonus may be issued only after reaching the top of the wage/salary in the approved Level, cannot be issued within the first year of reaching that wage/salary, and must be approved by the Ogema prior to authorization.
2. *Amount of Bonus.* The amount of a longevity bonus is set by resolution of the Tribal Council upon recommendation of the Ogema.
3. *Application.* Employees eligible to receive the longevity bonus will be receive the bonus subject to the percentages identified in the *Performance and Planning Review Policy*.

Approved –

Ogema – February 24, 2004

Tribal Council Resolution # 04-0302-88