



Little River Band of Ottawa Indians

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

Resolution # 04-0303-91

*Acceptance of Merit Increase Policy for the Tribal Government and Superseding All
Prior Merit Increase Policies*

WHEREAS, the status of the *Gaá Čhíng 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 Ogema has determined that bringing forward Human Resource Standard Operating Procedures regarding merit increase policies be in the best interests of the Tribe; and

WHEREAS, the Ogema has requested his management team to review the existing merit policy and the proposed draft policies submitted and make final recommendations; and

WHEREAS, the Ogema has determined that the draft *Merit Increase Policy* 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

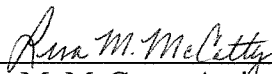
WHEREAS, the Ogema has reviewed the submission to the Tribal Council regarding the *Merit Increase Policy* of the Tribe and recommends its adoption;

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

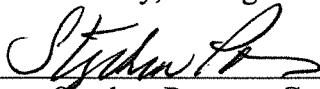
IT IS FURTHER RESOLVED THAT the Section 4.5 of the *Government Operation Personnel Manual* regarding salary adjustments based on merit increases is hereby superseded by adoption of this resolution.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 6 FOR, 2 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.



Lisa M. McCatty, Acting Council Recorder



Stephen Parsons, Council Speaker

Attest:

Distribution: Council Records
Tribal Ogema
Tribal Court



LITTLE RIVER BAND OF OTTAWA INDIANS

Merit Increase Policy SOP-600-01:HR-04

Purpose: To clearly identify the processes by which the Tribe shall issue merit increases to employees.

Policy: It is the policy of the Tribe to approve merit increases based in the work product of employees, improvement in skills, and other qualities identified in the Performance and Planning Review.

Steps:

A. Setting Merit Increase Levels

1. The Tribal Council, upon request and recommendation of the Ogema, shall set the approved merit increase percentage by resolution for the Fiscal Year.
2. The Tribal Council, upon request and recommendation of the Ogema, may amend the merit increase application date of July 1st of each Fiscal Year by adopting a resolution identifying amendments to this policy or by identifying a single year date change.

B. Approving Merit Increases

1. Merit increases are recommended by the supervisor of the employee in Performance and Planning Reviews conducted annually.
2. Merit increases must be approved by the Tribal Manager.
3. The Tribal Manager shall provide a list of approved merit increases to the Payroll Clerk, and to supervisors, for amendments to wage/salary payroll.
4. Approved merit increases are affective on July 1 of the fiscal year, or upon a later date if the date is changed by resolution of the Tribal Council.

C. Percentage of Merit Increase Formula

1. The results of Performance and Planning Reviews shall be utilized to calculate the merit increase based on the formula set out below.
 - a. Exceptional employee, receives score between 100 - 95%, authorized to receive full approved merit increase percentage.
 - b. Employee exceeds expected criteria, receives score between 94 – 85%, authorized to receive 75% of the approved merit increase percentage.
 - c. Employee meets expected criteria, receives score between 84 – 65%, authorized to receive 50% of approved merit increase percentage.
 - d. Employee meets marginal expectations and can be put on disciplinary probation for 30 days, receives a score between 64 – 50%, authorized to receive 25% of approved merit increase percentage if not placed on

disciplinary probation, may receive 25% of approved merit increase at the conclusion of the disciplinary probation if approved.

- e. Employee performs unsatisfactorily, receives a score between 49% and 0, is placed on disciplinary probation for 60 days and is not authorized to receive a merit increase.

D. Ineligible Employees

1. Employees at the top of the wage/salary approved Level shall not be eligible for merit increases, regardless of score on Performance and Planning Review.
2. Employees with less than 90 days of employment with the Tribe shall not be eligible for merit increases, regardless of score on Performance and Planning Review.

E. Employees with Less than One Year of Employment

1. Employees who have been employed for less than one year with the Tribe are eligible to receive a prorated merit increase based on the number of complete months of employment.

Approved –

Ogema – February 24, 2004

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