



Little River Band of Ottawa Indians

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

Resolution # 04-0303-93

*Acceptance of Performance and Planning Review Policy for the Tribal Government and
Superseding All Prior Performance Review Policies*

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 a consulting firm to provide revised personnel policies which have been submitted and reviewed; 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 employee performance evaluation 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 performance evaluation 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 *Performance and Planning Review Policy* for the Tribal government for immediate implementation.

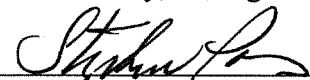
IT IS FURTHER RESOLVED THAT the Section 3.6 of the *Government Operation Personnel Manual* are hereby superseded by adoption of this resolution.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 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 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

Performance and Planning Review Policy SOP-600-01:HR-05

Purpose: To clearly identify the processes by which the Tribe evaluates its employees on an annual basis.

Policy: It is the policy of the Tribe to evaluate the work product and employment related activities and actions on an annual basis. This evaluation is intended to provide a reference point for supervisors in regards to their employees, and for employees in regards to supervisor expectations. Performance and Planning Reviews are intended to provide guidance for the supervisor and employee to allow for continued growth and improvement in job related skills and education.

Steps:

A. Performance and Planning Reviews

1. *Forms.* There are three approved Performance and Planning Review forms. The appropriate form to be utilized shall be identified upon approval of a job description and shall be noted in the job description file. It may or may not be noted on the job description.
 - a. *Non-Exempt Employee Performance and Planning Review.*
 - b. *Professional/Technical Employee Performance and Planning Review.*
 - c. *Management/Supervisory Employee Performance and Planning Review.*
2. *Responsibility to Complete Forms.* A supervisor of an employee is responsible for completing and submitting a Performance and Planning Review in a timely manner. Deadlines shall be posted on an annual basis. Failure to submit a Performance and Planning Review shall result in disciplinary action, up to and including termination. A supervisor that fails to submit a Performance and Planning Review shall have any approved merit increase held until submission of the document, shall not be eligible for a retro-active application of an approved merit increase. The merit increase will be applicable on the date of submission of the Performance and Planning Review.

B. Deadlines

1. *Annual Review.* The annual review on each employee required to receive an annual review under this policy shall be conducted on or before June 1st to allow for a July 1st merit increase application.
2. *Notice of Annual Performance and Planning Reviews.* Supervisors of employees shall be notified of the date that Performance and Planning Reviews shall be submitted.

3. *Training.* The Human Resource Department shall conduct one training session for supervisors of employees who have not conducted a review under this policy, or for supervisors wishing to have a refresher training session on the purpose of the Performance and Planning Review.
4. *Availability of Review Documents.* The Human Resource Department shall forward to each supervisor of employees the appropriate evaluation, with a memo identifying the deadlines for submission and date of training session.
5. *Filing.* Performance and Planning Reviews shall be filed with the Human Resource Department.

C. Review with Employees

1. Supervisors of employees shall review the Performance and Planning Review with the employee.
2. The employee shall be able to review the document, allowed to make additional comments in the space provided, and shall sign the document. Failure to sign the document shall subject the employee to disciplinary action, up to and including termination.

Approved –

Ogema – February 24, 2004

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