

## GIIZHA POLICIES

-Operated by White Earth Nation – Human Services Division – Maadaadizi Workforce Center – TERO

**Background & Authority** The governing body of the White Earth Reservation Tribal Council believes that it is extremely important to create training and employment opportunities for their own members and other Indians, and to attempt to eliminate employment discrimination against Indian people. White Earth Reservation enacted their Tribal Employment Rights Ordinance in 1984.

**Indian Preference & EEOC** Per Indian Preference policy the White Earth Reservation reserves the right to give employment preference to qualified persons in the following order:

- 1) Enrolled members of White Earth Reservation
- 2) Members of other Federally Recognized Tribes

**Veterans Preference** Government contractors are subject to Section 402 of the Veteran Era Veterans Readjustment Act of 1974, which requires that they take affirmative action to employ and advance qualified disabled veterans, and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance qualified handicapped individuals.

**Drug & Background Screening Requirements** The White Earth Tribal Council is the governing body of White Earth TERO and requires that all Giizha applicants must complete and pass Drug and Background screening **prior** to being placed into any and all temporary positions.

TERO staff will sign up qualified Giizha applicants to attend Orientation where they will complete pre-employment drug screening and all necessary paperwork, including; tax forms, direct deposit forms and/or Pay Card applications.

**Orientation is conducted at: White Earth Compliance Division, 779 E Jefferson Ave. Mahnomen MN**

Two forms of identification, including one valid photo id, must be brought to Orientation.

Giizha applicants who fail or refuse the required drug screening will not be eligible to work at any of the entities and will be placed on a 90-day Hold. After those 90 days the applicant is eligible to retest.

### **Worksite & Employer Expectations**

**Giizha Policies** Giizha employees cannot work more than 1040 total hours in the same temporary job or department within a calendar year. Giizha employees are encouraged to continually apply for permanent employment while working in any temporary position.

There is no guarantee that an offer of employment will be extended to any particular temporary employee, but working in the temporary position assists the Giizha employee in obtaining the knowledge, skills and abilities that make them more employable.

Temporary employees are not eligible for any employee benefits because they are not permanent employees of the business/entity. This includes not being eligible to receive overtime pay, health and retirement benefits, no paid holidays, no paid time off and no accrued leave. Giizha workers are paid on WERBC paydays regardless of their worksite.

If the temporary employee is hired into the position on a permanent basis, they would then become eligible for employment related benefits.

- **Giizha Temporary Employees:**

- can only work 8-hour shifts
- cannot work in the same temporary position or department for more than 1040 hours per calendar year
- cannot work double shifts or overtime
- cannot work in any cash-handling positions
- are not eligible for benefits, accrued leave/pto, holiday pay or paid time off
- must complete Pre-employment testing, Background screening and Orientation
- must adhere to these policies, as well as the policies, procedures and workplace expectations of any work site they are placed at
- must follow attendance policies of the department or position they are placed in which will be explained by the supervisor of that specific department
- strictly adhere to each company's confidentiality and social media policies
- must not use personal cell phones or post on social media while working unless cell phone use is required or approved for the work site and will be explained by the supervisor of that specific department
- strictly adhere to the break and lunch policy of the designated worksite which will be explained by the supervisor of that specific department
- must not consume any drugs, alcohol or mood-altering substances during or 8 hours prior to working, unless prescribed by a physician and used exactly as prescribed
- must cooperate with TERO and White Earth Drug Testing Unit staff when asked to provide a Pre-Employment or Random drug or alcohol test while on duty
- failure to report to an assigned worksite for work three consecutive days will result in loss of the temporary position and TERO will refer someone else to fill the position
- must maintain a professional and cooperative nature and attitude while on the worksites
- any and all forms of violence and threats including direct, third party, social media or implied will result in immediate termination from the temporary position
- any and all criminal activity including theft or transfer of movable property from the worksite will result in immediate termination from the temporary position
- accidents must be immediately reported to the Supervisor of that specific worksite
- failure to report any personal worksite accidents and/or failure to report for post-accident drug and alcohol testing will result in immediate termination from the temporary position
- are not allowed to transport any clients, client's children, family members, relatives or friends during the course of their shift (the only exception is for Transit Bus Drivers or CHR's who transport the public as a part of their normal job duties)
- must not bring any friend, family member, child or acquaintance with them to their designated worksite; this includes not having anyone wait in their personal vehicle while working

- personal matters should not be handled while on the worksite until breaktime and only in break areas-unless it is an emergency
- some worksites will only need a Giizha employee to work for 4 hours or less and in those instances break times may be omitted, which will be explained by the supervisor of that specific department
- do your best and don't be afraid to ask questions to learn more about the work you are performing, if you are unsure about something please don't hesitate to ask your supervisor or the individual who is designated to train you for assistance or information
- try to arrive to the worksite ten minutes before your shift starts to be fully prepared to start working at the designated time
- try to make yourself familiar with the office equipment and forms needed to perform the duties of your job
- ask questions about the preferred methods of answering and directing phone calls, visitors, mail and deliveries that are used in the department
- take notes so that you have a way to remember all of the information you are learning about the position and department you are working in
- **WERBC & SSC Employers-Departments-Supervisors:**
  - **will not place Giizha employees into a temporary position without prior authorization from TERO staff, to allow time for processing the necessary paperwork, which can take 2 to 3 business days**
  - **will submit timely and accurate copies of Giizha Employee timecards to the TERO Office to allow adequate time for payroll processing**
  - **will notify TERO when a Giizha Employee violates employer policy and or is asked to leave the temporary position for any reason**
  - **will maintain contact with the TERO office regarding the temporary employees' hours, timecards, job performance and when offers of permanent employment are made to the temporary employee**
  - Giizha employees are **required** to adhere to the Giizha policies, as well as the policies, procedures and workplace expectations of any work site they are placed in. The WERTC and Shooting Star Casino's each have separate Employee Handbooks which must be followed while the Giizha employee is working on site.
  - For specific questions on the policies and to obtain a manual for your designated worksite please call or visit the WERTC Human Resources Department in White Earth, MN at 218-983-3285 or the Shooting Star Casino Hotel & Event Center Human Resources Department in Mahanomen, MN at 218-936-2549.

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**Giizha Temporary Employee Signature**

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**Date**