

HUMAN RESOURCE MANAGEMENT DEPARTMENT POLICIES AND PROCEDURES MANUAL

Section 13.0

PONCA TEMPORARY EMPLOYMENT POOL PROGRAM

A. PONCA TEMPORARY EMPLOYMENT POOL PROGRAM

The Ponca Tribe of Nebraska (PTN) has an interest in providing work opportunities, including temporary opportunities, to its membership. To that end a 'Temporary Pool' of member applicants will be established and maintained as the first option for short-term temporary assignments.

B. OBJECTIVES

The primary objective is to provide members of the Ponca Tribe of Nebraska, who are otherwise qualified for the position, with a temporary income source and practical work experience which will assist them with their personal and career development. It is hoped that this will allow them to gain additional work experience which may help prepare them for other positions, either within the Tribe or outside the Tribe.

C. PROCESS

1. The employee will be treated as full or part time temporary employee, and must fulfill all the job requirements as established for their position. All Ponca Temporary positions will have a pre-determined end date, not to exceed 5 working days, and the duration will not exceed that period unless extended by Tribal Council.
2. Ponca members who are interested in participating should complete a PTN Employment Application and indicate under 'Position Applying for' that they are interested in 'Temporary Office' and/or 'Temporary Labor' positions, and at which locations they would be willing to work. Due to the short lead time common for temporary position openings, the three month expiration date on the Employment Applications for this category of position will be extended to one calendar year.
3. A Department of Health and Human Services background check will be conducted on applicants, but no additional criminal / motor vehicle check will be required. Additionally, no drug screen will be required, although the employee must comply with all PTN policies, including the Drug Free Workplace policy. Due to the waiver of a criminal / motor vehicle background check, no employee in this category will be allowed to operate a GSA, Tribal vehicle, or a personal vehicle while on Tribal business.
4. A pool of interested member applications will be maintained by Human Resources. When opportunities for short-term temporary assignments become available, Human Resources will first look to that pool to see if there are any interested and qualified member applicants on file. If so, the members will be contacted in a random order to see if they are available for the assignment. If a member turns down the assignment for whatever reason, the next randomly selected member will be contacted, etc. If no pool members are able and available

to work the assignment; Human Resources will attempt to fill the assignment by other means outside this program.

D. DURATION

This program is specific to the 'Short-Term Temporary Employees', which is determined to be for assignments lasting for up to 5 working days.

E. ELIGIBILITY

Enrolled Ponca Tribe of Nebraska members are eligible to participate in the Ponca Temporary Employment Pool Program. Members must meet all qualifications as specified by the position description.

F. TEMPORARY EMPLOYEE DUTIES AND RESPONSIBILITIES

1. Employees are expected to fulfill all responsibilities and objectives as assigned.
2. Complete all required forms and provide requested reports or other information in a timely manner.
3. Follow the policies and procedures of the PTN and the instructions of assigned supervisor and/or director. This includes not driving any GSA or Tribe vehicles.
4. Perform work assignments to the best of ability and behave in a professional manner at all times.
5. Aid PTN in ensuring that the program provides a productive and meaningful experience, and communicate any problems or difficulties.

G. PONCA TRIBE OF NEBRASKA RESPONSIBILITIES

1. Provides temporary employee with Workers' Compensation and Liability Insurance as with any other employee.
2. Provides a brief orientation to the policies and procedures of PTN, as well as department specific objectives and programs.
3. Designate a supervisor to provide ongoing and regular guidance and support.
4. Provide appropriate physical arrangements including office space / work area and other appropriate equipment (e.g. computer, telephone).

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