



SHINGLE SPRINGS BAND OF MIWOK INDIANS

Shingle Springs Rancheria, (Verona) Tract, California
5281 Honpie Road, Placerville CA 95667
P.O. Box 1340, Shingle Springs CA 95682
(530) 676-8010 office; (530) 676-8033 fax

RESOLUTION 2015-11

SUBJECT: AMENDMENT TO THE TRAINING AND DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES MANUAL.

WHEREAS, the Shingle Springs Band of Miwok Indians (the “Tribe”) is a federally recognized Indian tribe eligible for the special programs and services provided by the United States to Indians because of their status as Indians and is recognized as possessing powers of self-government; and

WHEREAS, the Shingle Springs Tribal Council is the duly-elected governing body of the Tribe and is authorized to act on behalf of the Tribe; and

WHEREAS, the Tribe currently operates the Training and Development Department under approved policies and procedures which describe the operation of all of its programs; and

WHEREAS, the Tribal Council and the Training and Development Department agree that it is beneficial to increase funding opportunities for higher education for the Tribal Membership; and

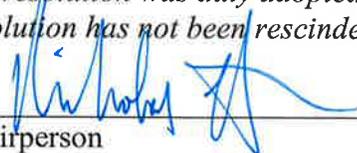
WHEREAS, the Tribal Council has reviewed the following amendment to “Training and Development Department Policies and Procedures Manual” and has determined that it is consistent with the Tribe’s goals in operating the Training and Development Department.

NOW THEREFORE, BE IT RESOLVED, that the Tribal Council hereby approves the attached amended “Training and Development Department Policies and Procedures Manual” as a Policy of the Tribe, and authorizes the Chairman or his designee to execute any and all documents and agreements necessary as may be required to give effect to the transactions, herein contemplated, and to take such other actions as may hereby be necessary and appropriate to carry out the obligations there under.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

CERTIFICATION

As a duly-elected official of the Shingle Springs Band of Miwok Indians, I do hereby certify that, at a meeting duly called, noticed, and convened on the 29th day of January, 2015 at which time a quorum of 7 was present, this resolution was duly adopted by a vote of 7 FOR, 0 AGAINST, 0 ABSTAINED, and said resolution has not been rescinded or amended in any form.



Chairperson

1/29/15

Date

ATTEST:



Secretary

1-29-15

Date



SHINGLE SPRINGS BAND OF MIWOK INDIANS

Shingle Springs Rancheria, (Verona) Tract, California

5281 Honpie Road, Placerville CA 95667

P.O. Box 1340, Shingle Springs CA 95682

(530) 676-8010 Office; (530) 676-8033 Fax

TRAINING AND DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES MANUAL

TABLE OF CONTENTS

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE(S)</u>
I	DEPARTMENT OVERVIEW	2-3
II	APPLICATION AND ASSESSMENT	4
III	CAREER PLANNING PROGRAM	5
IV	CAREER TRAINING PROGRAM	6-7
V	GED PROGRAM	8-9
VI	ADULT OCCUPATIONAL TRAINING PROGRAM	10-12
VII	HIGHER EDUCATION PROGRAM	13-17
VIII	CERTIFICATION	18

SECTION I
DEPARTMENT OVERVIEW

(A) PURPOSE.

The Shingle Springs Band of Miwok Indians (“Tribe”) created the Training and Development Department for the purpose of improving Tribal Member career and educational success. The Training and Development Department accomplishes this by offering different “Programs” which support educational and career success. Programs available may change from time to time as data from Tribal demographic surveys is collected indicating Tribal Member needs.

(B) ELIGIBILITY.

All Training and Development Department Programs are for Tribal Members. Some Programs may from time to time be open to additional attendees, such as Tribal employees, Tribal Member family members or the greater community. Collectively all those participating in Training and Development Department Programs are referred to as “Participants.” Tribal Administration reserves the authority to limit participation in any particular Program to Tribal Members only.

(C) PROGRAMS.

The Training and Development Department administers several Programs. These Programs currently consist of:

1. Career Training Program
2. Career Planning Program
3. GED Program
4. Adult Occupational Training Program
5. Tribal Higher Education Program

(D) DEPARTMENT STAFF.

Training and Development Department staff shall include the Training and Development Director, Training and Development Department Coordinator(s) and Training and Development Assistant(s).

(E) BUDGET.

The Training and Development Department budget is approved annually by the Tribal Council. Modifications to the approved budget may only be approved by the Tribal Council.

(F) FORMS.

Forms or other documents needed to fully implement Training and Development Department Programs may be created and revised at the direction of the Tribal Council, or their designee, as necessary to fully implement the Program without need for amendment to these Policies and Procedures.

(G) FRAUD.

Any Participant found to be using false or misleading statements, omitting or misrepresenting facts or altering or forging documents to obtain eligibility, assistance or benefits will be immediately disqualified from all Training and Development Department Programs. Those suspected of the above actions will always be referred to Tribal Court.

(H) CONFIDENTIALITY.

Maintaining confidentiality is a requirement of being a Training and Development Department Program Participant. All Participants must sign a confidentiality statement and will be dismissed from the Training and Development Department Program for any confidentiality violation.

(I) SOVEREIGN IMMUNITY.

Nothing contained within these Policies and Procedures shall be construed as a waiver of the sovereign immunity of the Tribe.

(J) AMENDMENTS.

These Policies and Procedures, or any section herein, may be amended by a majority vote of the Tribal Council.

(K) SEVERABILITY.

If any provision, clause, sentence or paragraph of these Policies and Procedures is held to be invalid, the invalid portions shall not affect the remaining portions which shall remain in full force and effect.

SECTION II
APPLICATION AND ASSESSMENT

(A) APPLICATION REQUIREMENT.

All Participants in any Training and Development Department Program must fill out an appropriate application for the Program in which they are applying for.

(B) ASSESSMENT REQUIREMENT.

All Participants in any Training and Development Department Program must complete the appropriate assessment for the Program in which they are applying for if an assessment exists for that particular program. The assessment process will help Program staff determine Participant needs.

(C) RECORDS.

Information obtained in the application and assessment process will be kept confidential remaining in the Training and Development Department files. Documents or other types of information pertaining to the individual participant including their progress, participation or attendance in any Training and Development Department Program will not be released without express written permission from the participant. The Participants peers, employers, parents or other family members do not have access to Participant files.

SECTION III
CAREER TRAINING PROGRAM

(A) PURPOSE.

The purpose of the Career Training Program is to improve work skills by offering general training in areas including, but not limited to, communication skills, reading and writing skills, computer skills, professionalism, cultural sensitivity or other types of work readiness.

(B) ELIGIBILITY.

All Tribal Members are eligible for the Career Training Program whether they are employed or unemployed, work for the Tribe or work elsewhere. Additionally, Career Training Programs are often available to Tribal and Red Hawk Casino employees and family members of Tribal members.

(C) FACILITATION.

Career Training Programs are generally performed in the form of a presentation or workshop and usually lead by a facilitator. The facilitator may be an employee, a paid facilitator from an educational institution or relevant specialty or another individual.

(D) CERTIFICATE OF TRAINING.

Those who complete a Career Training Program will receive a Certificate of Training. Copies of Certificates of Training will be kept in the Training and Development Department so that they are easily accessible to those trained. When the individual trained is also an employee of the Tribe, a copy of their Certificate of Training will be sent to Human Resources to be added to their employee file.

SECTION IV
CAREER PLANNING PROGRAM

(A) PURPOSE.

The purpose of the Career Planning Program is to facilitate progression in a Participants career through support and planning assisted by Training and Development Department staff. This is accomplished by setting up a career plan.

(B) ELIGIBILITY.

All Tribal Members who are currently employed, whether by the Tribe or elsewhere, are eligible for the Career Planning Program.

(C) FACILITATION.

Career Planning will be facilitated by a staff member of the Training and Development Program, generally the Coordinator(s).

(D) GOAL SETTING.

The Participant, with the help of the Coordinator, will identify goals for their career. This step is very much tailored for individuals to coincide with what they would like to do. Goals may include moving up in a current line of work, moving to a different line of work or excelling in a current position.

(E) PLANNING.

The Participant, with the help of the Coordinator, will identify steps to obtaining their identified career goals. Some plans may be relatively simple while others will have many steps. The identified goals of the individual will determine the complexity of the plan. Changes in an established plan may be made from time to time upon discussion with the Coordinator. Changes in career plans do not supersede any established policies of the Tribe where funds have been obligated for completion of a task.

(F) COMPONENTS.

Components of a Participants plan may include, but is not limited to, participation in the Career Training Program, Higher Education Program, GED Program or other Programs of the Tribe or elsewhere as they may become available.

(G) PARTICIPANT RESPONSIBILITIES.

It is the responsibility of the Participant to take an active role in their success. Training and Development Department staff will assist the Participant in completion of the steps necessary to obtain goals however they will not complete the steps for them. It is also the responsibility of the Participant to have realistic expectations as to the duration of time and effort necessary to complete goals. All good things take time and effort.

(H) CAREER PLANNING PROGRAM RESPONSIBILITIES.

The Career Planning Program is responsible for providing support and assistance to Participants. This includes, but is not limited to, researching training and educational opportunities for the Participant, encouraging the Participant along the way and making referrals to Tribal or outside resources for the benefit of the Participant. This does not include advocating on behalf of a Participant in their employment within the Tribe or elsewhere. The Career Planning Program does not get involved with Participant disciplinary action as it applies to their being an employee or a Member of the Tribe.

SECTION V
GED PROGRAM

(A) PURPOSE.

The purpose of the GED Program is to improve Tribal Member career success. According to the U.S. Department of Education, National Center for Education Statistics, people who have a high school diploma or GED earn 24% more than people who do not. (*The Condition of Education 2013 (NCES 2013-037), Annual Earnings of Young Adults, 2013.*) The Tribe wishes to assist Tribal Members in securing gainful employment by earning their GED. This is accomplished by preparing Participants to take their GED exams.

(B) ELIGIBILITY.

Any Tribal Member who is at least nineteen years old, does not already have a GED or high school diploma and who is not able to attend high school, is eligible for the GED Program. Tribal Members who are at least seventeen years and ten months old may be eligible to attend the Tribal GED class upon special recommendation from the Tribal Wellness Board. Additionally, Tribal employees are currently eligible to attend as the Tribe requires all Tribal employees to have a GED or high school diploma.

(C) COURSE DESCRIPTION.

General academic classes are offered in several subject areas including, but not limited to, math, English writing, reading, social studies and typing. Academic classes available are subject to change based on GED requirements as they change from time to time. The class is designed to offer group or one-on-one instruction in a small-group environment and includes computer learning. Modes of instruction may change dependent on the needs of the program or the students.

(D) FACILITATION.

The GED Program will contract with outside educational organizations to facilitate the GED class. Organizations contracted with and instructors may change based on community need.

(E) PARTICIPANT RESPONSIBILITIES.

It is the responsibility of the participant to take an active role in their success. Attendance to and participation in class is necessary to successfully complete the program. Not attending or fully participating in class will reduce the likelihood that a Participant will pass their GED exam. Ultimately, success in obtaining a GED is directly proportionate to the amount of effort the Participant puts into preparing for their exam.

(F) ASSISTANCE FROM STAFF.

For Participants who actively attend and participate in GED class, Training and Development Department staff can assist in the following with obtaining documentation from educational institutions attended to determine current needs and scheduling of and transportation to exams.

SECTION VI
ADULT OCCUPATIONAL TRAINING PROGRAM

(A) PURPOSE.

The Adult Occupational Training Program is intended to assist Tribal Member who are age eighteen (18) or over (“Adults”) in acquiring job skills while they are concurrently enrolled in the Tribe’s GED Program. This section describes how Adults will have the opportunity to work while they obtain their GED.

(B) ELIGIBILITY.

1. Must be an enrolled member of the Shingle Springs Band of Miwok Indians; and
2. Must be enrolled in the Tribe’s GED Program; and
3. Must be at least 18 years of age (if younger, they would qualify for the Youth Internship Program instead.)

(C) SCHEDULED BREAKS.

During scheduled breaks in GED classes (summer vacation, holiday breaks, etc.) Adults may continue to work as they are still considered Full-Time Students during these scheduled breaks.

(D) DOCUMENTATION REQUIRED.

Adults must present all of the following:

1. Tribal enrollment card; and
2. Photo ID; and
3. Written verification that they are enrolled in the Tribe’s GED Program.

(E) WORK TO BE PERFORMED.

Adults will be assigned work by Training and Development Director, or his or her designee, which may be in any department or office location of the Tribe. Adults do not choose what type of work they do or which department or office site they work at. Location of and type of work may be consistent or may change daily based on which departments and/or office locations require extra workers at any particular time. Adults are to sign in with Training and Development staff daily regarding their work assignment and location and sign out at the end of their shift.

(F) APPLICATION PROCESS.

Candidates for the Adult Occupational Training Program will:

1. Fill out an Adult Occupational Training Program Application and turn it in to the Training and Development Department; and
2. Schedule a time to take a career questionnaire.

(G) CAREER QUESTIONNAIRES.

All Adult Occupational Training Program candidates will complete a mandatory career questionnaire. There are no wrong answers to questions in the career questionnaire. No candidate will be denied admittance to the Adult Occupational Training Program based on their career questionnaire. Information in the career questionnaire will form the basis for which Training and Development staff will assign work.

(H) HOURS PER WEEK.

Adults may work as little as one (1) hour per week and may work up to forty (40) hours per week depending on their GED Program attendance and the amount of work available. In no circumstance may an Adult work over forty (40) hours per week.

(I) LENGTH OF TRAINING.

Training may last at minimum one (1) day in duration (for a special event) and may last indefinitely as long as the Adult continues to be enrolled and actively participating in the Tribal GED Program. Any non-compliance with GED Program participation, including being late to or missing classes will result in the Adult losing their privilege to work.

(J) PAYMENT.

All Adult Interns will receive hourly pay equivalent to California State minimum wage. There will be no exceptions and Adults are not eligible to receive raises. In this way, Adults will be motivated to take steps necessary to become a regular employees where they could earn more.

(K) CLOTHING.

A one (1) time clothing purchase may be provided upon request to provide Adults with professional work attire. A Training and Development Department staff member will accompany the Adult to the store, approve the clothing to be purchased to ensure it is appropriate for work and purchase the clothing on the Training and Development Department credit card. Total cost of clothing may not exceed \$200.00.

(L) BUDGETING.

Adults will be paid out of the Tribe's Training and Development budget.

(M) REMOVAL.

Adults may at times misbehave or fail to do their work. Certain actions or lack of actions may necessitate that an Adult be processed out of the Adult Occupational Training Program. Those participating in the Adult Occupational Training Program are not employees and as such are not entitled to progressive disciplinary action prior to removal.

(N) INDEPENDENT CONTRACTOR.

Adult Interns will work as independent contractors and will not be considered employees of the Tribe eligible for benefits.

SECTION VII
HIGHER EDUCATION PROGRAM

(A) PURPOSE.

The Higher Education Program is set forth to promote higher education within our Tribal community in order to break the cycle of limited education and to encourage Tribal Members to become self-sufficient and successful. This Higher Education Program Policy (“Policy”) describes guidelines for which Tribal Members participating in higher education (“Students”) may receive funding for their education through the Tribe.

(B) HIGHER EDUCATION.

“Higher Education” is study beyond the level of secondary education. Institutions of higher education include, but are not limited to, colleges and universities and professional, vocational and trade schools or training programs.

(C) STUDENT REQUIREMENTS FOR FUNDING.

1. Must be an enrolled member of the Shingle Springs Band of Miwok Indians; and
2. Must submit a Free Application for Federal Student Aid (“FAFSA”) unless they can demonstrate that they are ineligible to receive federal aid due to income or type of schooling requested does not meet FAFSA criteria; and
3. Must have maintained a minimum 2.0 GPA or the equivalent during the previous semester (unless this is the student’s first semester) or, if the program does not give out letter grades, pass all classes with satisfactory marks.

(D) PROGRAM BUDGET.

The Higher Education Funding Program has a limited annual budget and will provide education funding to students until the total budget has been expended for the current year. Students may apply for funding at any time however, funding depends on the availability of funds in the program budget at any given time.

(E) FUNDING LEVEL ONE -\$5,000.

Funding level one is for eligible individuals who are:

1. Attending a two year college; or
2. Are a freshman or sophomore attending a four-year college; or
3. Are in the first 24 months of a vocational program, professional school, trade school or apprenticeship; or
4. Individuals who, having already earned a doctorate which the Tribe paid for in whole or part, still wish to enroll in other classes.

(F) FUNDING LEVEL TWO -\$10,000.

Funding level two is for eligible individuals who have:

1. Already received an AA/AS Degree and are pursuing a higher level degree; or
2. Are a junior or a senior attending a four-year college (note: second year sophomores who have not completed their lower division requirements to become a junior are still under funding level one); or
3. Are in months 25-48 of a vocational program, professional school, trade school or apprenticeship.

(G) FUNDING LEVEL THREE -\$15,000.

Funding level three is for eligible individuals who have:

1. Already received an BA/BS Degree and are pursuing a Masters or Doctorate Degree; or
2. Are in months 49 or beyond of a vocational program, professional school, trade school or apprenticeship.

(H) ELIGIBLE COSTS.

Eligible costs include, but are not limited to, the following:

1. Tuition, class, testing and all other fees required
2. Required books, hardware and software
3. Other supplies as required in the class description or syllabus
4. Semester parking passes

(I) INELIGIBLE COSTS.

Ineligible costs include, but are not limited to, the following:

1. Living expenses (rent, utilities, childcare, etc.)
2. Transportation expenses (mileage, gas, vehicle maintenance, bus passes, etc.)
3. Payment for previous educational costs
4. Student loan payments

(J) STUDENT COMPUTERS.

A computer may be given to Students once every three (3) years when the Student signs a Computer Agreement. The computer is the Students to keep. The cost of computer hardware and software provided will be applied to the yearly maximum per individual.

(K) RESPONSIBILITY TO COMPLETE SCHOOL.

By accepting funding, the Student agrees that they will complete the classes for which the Tribe has paid for with a passing grade. If the Student does not complete class with a passing grade, they will be responsible for reimbursing the Tribe for any tuition, books, supplies or other education-related costs provided by the Tribe for the specific class not passed. Grade documentation such as a transcript or letter from the school must be received no later than 60 days after the end of classes.

(L) MEDICAL HARDSHIP EXEMPTION FOR NON-COMPLETION.

In the event that a Student does not complete courses which the Tribe has paid for due to medical situation, a Medical Hardship Exemption for Non-Completion must be obtained to excuse the Student from reimbursing associated school costs. The Medical Hardship Exemption for Non-Completion must be signed by a medical doctor and certifies that the Student was unable to attend classes due to a medical reason.

(M) RESPONSIBILITY TO GIVE BACK TO THE COMMUNITY.

By accepting funding, the Student agrees that they will give back to the community within one (1) year of receiving assistance. This can be accomplished in one of the following ways:

1. Employment with the Tribe; or
2. Serving on a Board or Committee of the Tribe; or
3. Volunteering at the Tribe's Annual Big Time, Annual Meeting or other approved event or ceremony; or
4. If unable to travel to the Shingle Springs Rancheria, volunteer to perform a service useful to the Tribe via phone or email.

(N) PROFESSIONAL SCHOOLING.

The Tribe has a particular interest in encouraging its members to obtain professional degrees that can benefit the entire tribal community. The Tribal Council shall have to the authority to dedicate funding which exceeds regular higher education funding limits of \$15,000 for schooling for those professions which they deem to be most necessary in benefitting the Tribe. Such funding shall be limited to one (1) instance per individual.

1. Requirements.

The following rules shall apply to Students accepted into a Masters or Doctorate Degree program in a profession that will be more necessary in benefitting the Tribe as determined by the Tribal Council.

- (i) The Tribe will pay all eligible costs to attend the Masters or Doctorate Degree program.

- (ii) Upon graduating from the Masters or Doctorate Degree program, the Student must work full-time in the profession for which the Tribe funded schooling for five (5) consecutive years. If the Student fails to complete this requirement he/she must reimburse the Tribe for the money paid towards the Students education which is in excess of the amount that all students are able to receive under regular higher education funding limits.
- (iii) The Tribe will pay for exam fees necessary to obtaining certification or licensure, as well as the cost of any prep classes for those exams.

2. Agreement.

- (i) Each student receiving funding that exceeds regular higher education funding limits shall enter into an agreement with the Tribe to abide by the above requirements.

(O) CAREER STUDENTS.

The Tribe will only fund one (1) Doctorate Degree for each eligible Tribal Member. Those having already obtained a Doctorate paid for by the Tribe may only be funded at Funding Level One for from that point forward.

(P) VENDOR PAYMENTS.

All payments must be made directly to the vendor (school). Under no circumstances will payments be made to a Student or their parent/guardian.

(Q) REIMBURSEMENTS.

Reimbursements may be made for educational costs for eligible expenses. It is recommended to communicate with the Training and Development Department prior to ensure a cost is eligible for reimbursement.

(R) SCHOOL REQUIREMENTS.

Schools must be accredited. Documentation that may be required includes, but is not limited to, regional or federal accreditation information, etc.

(S) RESPONSIBILITY TO OBTAIN RECEIPT.

It is the Students responsibility to obtain a receipt for education paid for by the Tribe. Training and Development will always request receipts from the school, however, in the event that the school does not provide a receipt to the Tribe as requested the student may need to contact the school.

(T) PROCESSING TIME.

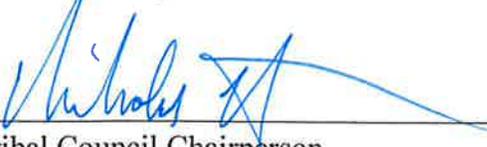
It may take up to seven (7) business days to process payment once all paperwork is received. For requests that include the purchase of electronics such as computers it may take up to fifteen (15) business days to obtain the item.

(U) NO SUBSTITUTIONS.

Absolutely nothing may be funded in lieu of Higher Education as specified in this section.

SECTION VIII
CERTIFICATION

As a duly-elected official of the Shingle Springs Band of Miwok Indians, I do hereby certify that, at a meeting duly called, noticed, and convened on the 29th day of January, 2015 at which time a quorum of 7 was present, this policy was duly adopted by a vote of 7 FOR, 0 AGAINST, 0 ABSTAINED, and said policy has not been rescinded or amended in any form.

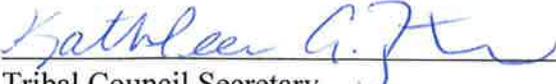


Tribal Council Chairperson

1-29-2015

Date

ATTEST:



Tribal Council Secretary

1-29-2015

Date