



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 2013-14

SUBJECT: APPROVAL OF THE SHINGLE SPRINGS BAND OF MIWOK INDIANS YOUTH INTERNSHIP PROGRAM.

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, in 2013 the Tribal Council has allocated additional funding in the Tribes Annual Budget to help develop and increase programs and services for Tribal youth; and

WHEREAS, Tribal youth have expressed an interest in gaining knowledge of different work settings and improving their job skills and work ethic through participation in their own tribal community; and

WHEREAS, Tribal Departments have expressed an interest in having youth interns for part time assistance; and

WHEREAS, the Tribal Council has determined that it is necessary to create a program which describes the policies, procedures and requirements for youth interns; and

WHEREAS, the Tribal Council has reviewed the attached Shingle Springs Band of Miwok Indians Youth Internship Program and has determined that it is consistent with the Tribe’s goals in creation of a Youth Internship Program.

NOW THEREFORE, BE IT RESOLVED that the Tribal Council hereby approves the attached “Shingle Springs Band of Miwok Indians Youth Internship Program” as a Program of the Tribe, and delegates the Chairman the authority 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 21 day of MARCH, 2013 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.

[Signature]

Chairperson

3 . 21 - 13

Date

ATTEST:

[Signature]

Secretary

3 - 21 - 13

Date



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YOUTH INTERNSHIP PROGRAM

I. PURPOSE.

The Shingle Springs Band of Miwok Indians ("Tribe's") Youth Internship Program ("Program") is intended to assist Tribal Member youth ("Interns") in acquiring job skills while they are full time students. This Youth Internship Program Policy ("Policy") describes how Interns will gain knowledge of different work settings, improve their work ethic and, through participation, learn which types of work best suits their skills and interests.

II. PARTICIPANT REQUIREMENTS.

Participant requirements are mandatory and are set forth to serve the best interests of the participant by not interfering with their studies.

1. Interns must be enrolled members of the Shingle Springs Band of Miwok Indians; and
2. Interns must be full-time students. A "Full-Time Student" is:
 - a. In high school; or
 - b. Attending college and taking at least twelve (12) units per spring/fall semester; or
 - c. Attending college and taking at least six (6) units per summer semester; or
 - d. Attending a technical or trade school for at least twelve (12) hours per week; or
 - e. Enrolled in the Tribe's GED Program and completing a total of 12 hours per week in a combination of instruction time and staff monitored study; and
3. Interns must maintain "C" grades or better, or if not receiving letter grades, maintaining "satisfactory" or "pass" marks in all courses taken; and
4. Interns must not owe a debt to the Tribe.

III. DOCUMENTATION REQUIRED.

Interns must present all of the following:

1. Tribal enrollment card; and
2. Photo ID; and
3. A copy of their school schedule; and
4. A copy of their most recent grades; and
5. Interns who are in high school must supply a work permit except during scheduled breaks such as summer break, etc.

VI. REQUEST FOR INTERN.

Department and Program Directors may request an Intern for a specific purpose by writing a brief request which must include:

1. A description of the work the Intern will do.
2. How many hours per week the Intern will work.
3. A description of where the Intern will be stationed.
4. How much this internship will cost the Tribe and how it will be budgeted.

The Tribal Administrator will review and approve or disapprove all requests.

IV. APPLICATION PROCESS.

Internship applicants will follow the following process:

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

V. CAREER QUESTIONNAIRES.

All Program participants will complete a mandatory career questionnaire. There are no wrong answers to questions in the career questionnaire. No applicant will be denied as a participant in the Program based on their career questionnaire. Information in the career questionnaire will form the basis for which Directors will select Interns.

VII. SELECTION OF INTERNS.

Department or Program Directors may choose Interns from those individuals who have been accepted into the Program. This ensures that only those Interns enrolled in school and receiving satisfactory grades may intern.

Through the career questionnaire, Directors will get an opportunity to review all current applicant packets and choose an applicant based on their information. No information regarding the applicant's name, gender, age, marital status, parenting status, disability or family affiliation within the Tribe will be available prior to making an offer. Information regarding the applicant's skills, special areas of interest, career and personal goals, as well as applicant's personal statements regarding community, family and contributing to the Tribe will be available to Directors prior to making an offer.

Applications will be reviewed in the above manner to promote fairness in opportunity among youth of all ages, genders, marital or parenting statuses, disabilities and family affiliations within the Tribe and to ensure that applicants are placed in an internship which will best suit them on their career path.

VIII. INTERNSHIP OFFER.

After reviewing all eligible applicants, Directors who have an approved Intern request may offer an internship to the approved applicant of their choosing. An applicant has five (5) business days to respond to the offer. If the applicant does not accept or respond, the Director may review all of the approved applications again and offer another applicant the internship.

IX. HOURS PER WEEK.

Interns may work as little as one (1) hour per week and may work up to twenty (20) hours per week. The Director may submit a request to the Tribal Administrator requesting that the Intern

work additional hours per week or fewer hours per week. In no circumstance may an Intern work over 30 hours per week.

X. LENGTH OF INTERNSHIP.

Internships may last at minimum one (1) month in duration and may last up to six (6) months maximum. The maximum internship length is set to ensure that other Interns also have the opportunity to experience an internship in a particular department or program. Interns may return to intern in a particular department after they have interned in a different department. No consecutive internships in the same department.

XI. PAYMENT.

All Interns will receive hourly pay equivalent to California State minimum wage. There will be no exceptions and Interns are not eligible to receive raises. In this way, Interns can feel free to Intern in the department they desire or move to a different Internship without differences in payment rates being a deterrent.

XII. BUDGETING.

Youth Interns, those who are between the ages of 14 and 24, will be paid out of the Tribe's designated youth budget. Those who are 25 years and older may not be paid out of the youth budget.

XIII. LIMITATIONS.

Due to Tribal and Federal laws, license, certification, school and safety requirements, some tasks cannot be performed by Interns. Examples of tasks Interns cannot perform include, but are not limited to, the following:

1. Minor Interns cannot operate certain types of equipment due to the risk of injury.
2. Those Interns under age 21 cannot work in gaming areas due to gaming laws.
3. Tribal rules applying to those eligible to work with children, elders, physically and mentally disabled individuals, and cash handling apply to Interns.
4. Some internships, such as a dental or medical internships, may require certain types of certifications in order to work directly with patients.
5. Some activities can only be performed by employees because they are covered by the Tribe's insurance where Interns are not.

XIV. GRADE MAINTENANCE.

Any participant whose grades fall below a "C," "Pass" or "Satisfactory" or who are not in good standing with their Tribal GED Program according to their teacher have one (1) month to bring all grades up to standards. If after one (1) month their grades are still substandard, they will be removed from their internship by the Training and Development Program.

XV. REMOVAL.

Interns may at times misbehave or fail to do their work. Many are young people who test their boundaries, are working on their maturity and are learning their work ethic. Although Directors will make an effort to be patient while these youth transition into a life which includes responsibility, certain actions or lack of actions may necessitate that a Participant be processed

out of a particular Internship. The Training and Development Department will make every effort to help place Interns in an internship which is most compatible for them however, at times, certain individuals are not ready to intern.

XVI. CONFIDENTIALITY.

Maintaining confidentiality is a requirement of all internships. All interns must sign a confidentiality statement and will be dismissed from the Program for any violation.

XVII. SOVEREIGN IMMUNITY.

Nothing contained within this Policy shall be construed as a waiver of the sovereign immunity of the Tribe.

XVIII. AMENDMENTS.

This Policy, or any section herein, may be amended by a majority vote of the Tribal Council.

XIX. SEVERABILITY.

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

XX. FORMS.

Forms or other documents needed to fully implement this Policy may be created and revised at the direction of the Tribal Chairperson, or his or her designee, as necessary to fully implement this Policy without need for amendment to this Policy.

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 21st day of March, 2013 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

3-21-13

Date

ATTEST:



Tribal Council Secretary

3-21-13

Date