

**POLICY AND PROCEDURES FOR
HIRING OF SPECIFIC INDIVIDUALS WITH THE LEGISLATIVE OFFICE**

SECTION I. PURPOSE

The Little Traverse Bay Bands of Odawa Indians Tribal Council hereby establishes a standard method for the hiring of specific individuals within the Legislative Office. This policy shall override any previous policy or procedure that is in direct conflict of this policy, including applicable sections of the Legislative Branch Operations Governmental Employee Personnel Policies Handbook.

SECTION II. HIRING OF SPECIFIC INDIVIDUALS


This Policy shall apply to the following Legislative Branch employees:

1. Senior Financial Analyst
2. Legislative Office Manager
3. Legislative Services Attorney
4. General Counsel
5. Office of Citizens Legal Assistance Attorney
6. Tribal Historic Preservation Officer
7. Other positions as designated by Tribal Council motion

**SECTION III. NATIVE PREFERENCE, REVIEW OF QUALIFICATIONS
FOR ELIGIBILITY and INTERVIEW PROCESS**

A. In accordance with *Indian Preference in Tribal Employment Statute*, WOS 2002-04, Tribal Council shall receive and review all of the Little Traverse Bay Bands of Odawa Indians candidates' cover letters and resumes, first. If any of the Little Traverse Bay Bands of Odawa Indian applicants are determined as qualified for the position, then Tribal Council shall set up an interview and interview the applicant. If Tribal Council offers the position to the Little Traverse Bay Bands of Odawa Indian applicant(s), and the offer is accepted, then no other applicants will be considered.

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B. If none of the LTBB Tribal applicants are determined to be qualified for the position, then Tribal Council will receive and review all other federally recognized North American Indian applicant's cover letter and resume. If any of the other federally recognized North American Indian applicants are determined as qualified for the position, then Tribal Council shall set up an interview and interview the applicant(s). If Tribal Council offers the position to the other federally recognized North American Indian applicant, and the offer is accepted, then no other applicants will be considered. If none of the other federally recognized members of North American Indian applicants are determined to be qualified, then Tribal Council will receive and review all other applicants.

C. If none of the applicants are determined qualified or after an interview no offer was extended or no acceptance was received, Tribal Council may decide to repost the position.

D. Review of Qualifications.

1. Tribal Council will review the required Education and Experience as set forth in the job description at a Tribal Council Work Session where the candidates are assigned a number for the purposes of confidentiality or at a Tribal Council Regularly Scheduled meeting or a Special meeting in closed session.
2. Tribal Council will compare the Education and Experience requirement against the applicant's resume and cover letter, and make a determination on whether or not the applicant is qualified for the position based on Education and Experience.

E. Interview Process.

1. The Legislative Office shall set up the interviews for the qualified applicants.
2. The interviews will be held either at a Regularly Scheduled Tribal Council

meeting or at a Special Meeting, in closed session.

3. Sample questions will be prepared by Human Resources and the Legislative staff along with the Legislative Leader. The questions will be based on the qualifications listed in the job description that set forth the qualifications and skills that the candidate must possess. The questions will be sent out to Tribal Council for input and suggestions.

4. The final set of questions will be asked by Tribal Council to each of the candidates during the interview. Tribal Councilors will have the ability to ask follow up questions or questions for clarification.

F. After the interview, Tribal Council will assess whether or not the candidate possesses the qualifications and skill as set forth in the job description.

G. Second Interview. Tribal Council may request a second interview of the candidate to follow up with additional questions, or to discuss matters that were raised by the information contained in the background check.

SECTION IV. BACKGROUND CHECK

A. Tribal Council may request an applicants to undergo a personal, employment, driving, education, criminal and credit history background check as it applies to a particular position. Additionally, a check of past employment references may be conducted.

B. Applicants or Employees that falsified information, provided invalid information or have questionable or concerning information found in the background check may be denied employment or terminated within 60 days of the discovery of a discrepancy. (Not applicable to sealed court documents, dismissed court cases or expunged records.)

SECTION V. SELECTION PROCESS

If there are more than one qualified candidate, the following process will be used to select Policy and Procedures for Hiring of Specific Individuals with the Legislative Office -approved 01/19/17

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