



**RESOLUTION OF THE GOVERNING BODY
OF THE
THREE AFFILIATED TRIBES
OF THE
FORT BERTHOLD INDIAN RESERVATION**

A Resolution Entitled: "Approval of Administrative Procedures for Employee Severance Pay & Celebrations"

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act and having adopted a Constitution and By-Laws pursuant to said Act; and

WHEREAS, The Constitution of the Three Affiliated Tribes generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and

WHEREAS, Article III of the Constitution of the Three Affiliated Tribes provides that the Tribal Business Council is the governing body of the Tribes; and

WHEREAS, Article IV, Section 5(l) of the Constitution of the Three Affiliated Tribes provides the Tribal Business Council authority to adopt resolutions regulating the procedure of the Tribal Council and other Tribal Agencies and Tribal Officials of the Reservation.

WHEREAS, The Tribal Business Council has determined that an Administrative Policy is desirable to honor tribal employees with long continuous service to the Three Affiliated Tribes.

THEREFORE BE IT RESOLVED, that the Tribal Business Council of the Three Affiliated Tribes hereby approves the Administrative Procedures for Employee Severance Pay & Celebrations to honor tribal employees with years of service to the Three Affiliated Tribes.




CERTIFICATION

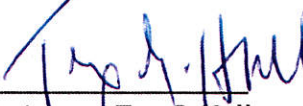
I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Indian Reservation hereby certify that the tribal Business Council is composed of seven (7) members of whom five (5) constitute a quorum, 6 were present at a Regular Meeting thereof duly called, noticed, convened and held on the 10th day of July, 2014, that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 6 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

Chairman Voting. Not Voting.

Dated this 10th day of July, 2014.



Executive Secretary, V. Judy Brugh
Tribal Business Council
Three Affiliated Tribes

ATTEST:


Chairman, Tex G. Hall
Tribal Business Council
Three Affiliated Tribes



**MANDAN, HIDATSA & ARIKARA NATION
HUMAN RESOURCE DEPARTMENT**

*Three Affiliated Tribes * Fort Berthold Indian Reservation*
404 Frontage Road * New Town, North Dakota 58763-9402
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ADMINISTRATIVE POLICY – HUMAN RESOURCES Name: Administrative Procedures for Employee Severance Pay & Celebrations	Corresponding Requirements:
Prepared By: Kandice Sanchez, Acting Human Resource Director	Revision #: 0 Revision Date:
Approved By: Signature:	Effective Date:

1.0 Purpose

It is recognized that celebrations honoring Employee’s Years of Service are a valid means of employee recognition and add value to the Three Affiliated Tribes/MHA Nation. At the same time, TAT/MHA Nation employees are accountable to the people of MHA Nation for the appropriate use of their work time. The following procedures below will apply to all celebrations for Years of Service held during work hours.

2.0 Procedures

- 2.1. Supervisory approval is required in all cases prior to employee celebrations during work hours. *(At least two week notice is required).*
- 2.2. Each department head or manager may allow employees to attend a MHA Nation employee celebration held during work hours; **PROVIDED**, the department, program, and center maintains adequate staffing to conduct the function of the respective department, program, and center.
- 2.3. Employees who have received prior approval to attend employee celebrations held during work hours may use a total of no more than two (2) hours of work time for the purpose of travel to and from, and attendance at the celebration. Any additional time will be charged to annual leave, or to compensatory time, if applicable. No reimbursement for travel expenses incurred due to attendance at a severance celebration will be allowed.
- 2.4. It is permissible, subject to availability of funds, to use MHA Nation funds to purchase a celebration cake, flowers, refreshments, plaque, certificate, or other monetary gift for the retiree in recognition of the employee’s career of public service. The total MHA Nation’s expenditure for years of service celebration cannot exceed the limits set in Section 4 of this policy. The Human Resource Department, Finance Department, AND Department Director/Manager/Supervisor will be responsible for providing funds for years of service events. MHA Nation funds may not be used for any additional

purchases in connection with years of service celebrations. No funds may be solicited or received from contractors, vendors or customers for such celebrations. Solicitation of funds from employees for such celebration is permissible as long as it complies with any of the MHA Nation's Policies and Procedures approved.

It is not permissible to have more than one separation celebration for one employee utilizing MHA Nation funds.

3.0 Minimum Eligibility

- 3.1 Employees must be appointed or have been employed with TAT/MHA Nation for a minimum of at least one year.

4.0 Severance Pay for Years of Service

- 4.1 For employees for first *10* years of service to be paid \$5,000.00, (\$1,000 for first five years up to *10* years), a celebration cake, refreshments and a certificate of appreciation will be provided. Total amount of MHA Nations funding not to exceed **\$5,000.00**.
- 4.2 For employees with *more than 10* years of service, a celebration cake, refreshments and a plaque of appreciation will be provided. Total amount of MHA Nations funding \$1,000.00 for each full continuous year of service.
- 4.3 The venue for the celebration even will be determined based upon the exiting employee's work location and availability. The Human Resource Department, working in conjunction with the respective Department Head, will be responsible for the coordination of the event.
- 4.4 Severance Pay will only be paid once per employee in a lifetime.

5.0 Changes to Policy/Procedures

- 5.1 Deviations from this procedure must be documented by completing a revision to this policy passed by the Tribal Business Council