

**REDDING RANCHERIA
TRIBAL GOVERNMENT POLICIES**

Chapter TP 3-500

Personnel Committee

June 16, 2009

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Personnel Committee

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SECTION 1: PURPOSE

The purpose of this policy is to establish the Redding Rancheria Personnel Committee.

SECTION 2: BACKGROUND AND INTENT

Tribal Council has authorized the establishment of the Redding Rancheria Personnel Committee. This committee is established to assist the Tribal Council in carrying out its responsibilities to provide quality services to the Tribal Membership and to develop, maintain and protect the assets and interests of the Tribe. The primary role of this committee is to advise the Human Resources Department and the Tribal Council on recruitment and hiring of employees for the Redding Rancheria Tribal Organization.

The Redding Rancheria Personnel Committee serves in an advisory capacity to the Human Resources Program and the Tribal Council on efforts and initiatives to recruit and hire a quality workforce. The Redding Rancheria Tribe recognizes the value of including Tribal elders in the hiring process, because they can bring wisdom, knowledge and cultural expertise to the task of selecting the right person for the position. A particular focus of their work is to ensure that Tribal Members have opportunities to serve in Tribal positions for which they are qualified.

SECTION 3: DEFINITIONS (Reserved)

SECTION 4: DELEGATED AUTHORITY (Reserved)

SECTION 5: AUTHORIZED PROGRAMS AND SERVICES (Reserved)

SECTION 6: COMMITTEE PURPOSE AND SCOPE

Individuals from the Personnel Committee participate in the final interview process for all full time employees. They serve as members of the interview panel to:

- (a) Review and evaluate applications of those individuals who have been selected for interviews.
- (b) Participate in the interview process by asking questions and scoring responses.
- (c) Review the scores of all persons interviewed to determine the recommendation of the individual to be hired.
- (d) Sign the recommendation notice for review and approval by the Chief Executive Officer.

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The Personnel Committee shall also undertake any other duties and responsibilities as developed and approved by the Tribal Council.

SECTION 7: COMMITTEE MEMBERSHIP

The Personnel Committee is drawn from the pool of all Redding Rancheria Tribal Member elders (fifty years of age or older). Active committee members are those who are willing to individually serve on hiring panels for Tribal positions.

Personnel Committee members are recruited to serve on hiring panels by the Human Resource Department. The term of office is unspecified; members may remain on the committee as long as they are willing to participate actively on hiring panels.

SECTION 8: QUORUM

Depending upon the scope and authority of the position being filled and the availability of Tribal Member elders, one or two individuals may participate in the interview process.

SECTION 9: VACANCIES (Reserved)

SECTION 10: MEETINGS

Meetings of the committee as a whole are not held. Individual members serve on hiring panels whenever full time Tribal positions are being filled.

SECTION 11: ASSIGNMENT OF LEAD STAFF

The Senior Director of Human Resources shall operate as lead staff to the committee and shall carry out those duties as set forth in the section 12 of the Advisory Committee Authorization and Organization Policy.

SECTION 12: COMPENSATION

Unless otherwise provided by the Tribal Council, the compensation of committee members for participating in the interview process shall be at the regular Tribal Council rate.

SECTION 13: SEVERABILITY

If a court of competent jurisdiction finds any provision of this policy to be invalid or illegal under applicable Tribal and/or federal law, such provision shall be severed from this policy and the remainder of this policy shall remain in full force and effect.

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Legislative History:

Originally Adopted by Tribal Council Resolution #036-05-14-08, dated May 14, 2008.

Amended by Tribal Council Resolution #061 -06-16 -09 dated June 16, 2009.