



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 2016-38

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 desire to amend the policies in order to update the services provided; and

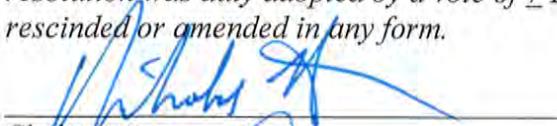
WHEREAS, the Tribal Council has reviewed the following amendment to “Training and Development Department Policies and Procedures Manual” and has determined that it is consistent with the Tribe’s goals in operating the Training and Development Department.

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

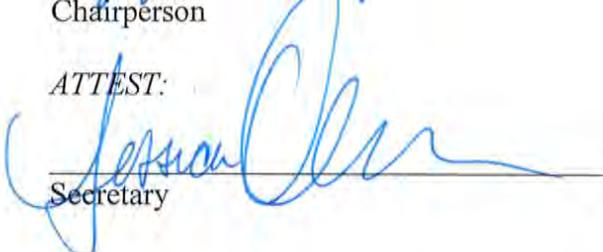
As a duly-elected official of the Shingle Springs Band of Miwok Indians, I do hereby certify that, at a meeting duly called, noticed, and convened on the 5th day of May, 2016 at which time a quorum of 7 was present, this resolution was duly adopted by a vote of 7 FOR, 0 AGAINST, 0 ABSTAINED, and said resolution has not been rescinded or amended in any form.



Chairperson

May 5, 2016

Date

ATTEST:


Secretary

May 5, 2016

Date



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TRAINING AND DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES MANUAL

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SECTION I
DEFINITIONS

“**Adult**” shall mean person who is 18 years of age or older.

“**Applicant**” shall mean an individual who has actually turned in a complete application, including all required back up documentation, to be considered for a Program.

“**Child**” or “**Children**” shall mean person who is 17 years of age or younger.

“**Clothing and School Supply Supplement**” shall mean the monetary supplement Children and Regular High School Students receive two (2) times per year to assist with their clothing and school supplies. Note that this supplement is intended to assist with costs rather than cover the entire cost of clothing and school supplies.

“**Department**” shall mean the Training and Development Department.

“**Fee Land**” shall mean all property owned by the Shingle Springs Band of Miwok Indians that is not in trust.

“**Good Grade Incentive**” shall mean the monetary incentive students who are in elementary, middle and high school may receive for maintaining Good Grades.

“**Good Grades**” are defined as a 3.0 Total Grade Point Average or equivalent. All systems of grading can and will be converted to a GPA if not already in that format.

“**GPA**” shall mean Grade Point Average.

“**High School Graduation Incentive**” shall mean the incentive which those Tribal Members graduating regular high school On Time shall receive upon graduation.

“**Higher Education**” shall mean study beyond the level of secondary education.

“**Intern**” shall mean a Child, or adult who is still attending regular high school, who participates in the Tribal Internship Program.

“**Known**” shall mean awareness by the community or members of the community of an incident or circumstance.

“**Manual**” shall mean this Training and Development Department Policy and Procedure Manual.

“Occupancy” shall mean the number of Occupants that reside in a Home.

“Occupant” shall describe all persons residing within a Home for which substantiating documentation is available.

“On Time” when used in the context of graduating Regular High School on time shall mean graduating high school in no more than the standard four (4) years. Some students graduate in less time as well. Special circumstances may apply for those with special needs who may take more time and are handled on a case by case basis.

“Participant” shall mean a person who is actually participating in a Program.

“Pervert” shall mean any person who is known to have committed, or has tried to commit, a non-consensual sexual act on another person. Or any adult who is known to have committed, or has tried to commit, a sexual act on a person under the age of eighteen (18.)

“Program” shall mean all offerings, events or services made by the Training and Development Department to the Tribal community.

“Regular High School Student” shall mean a high school student attending a standard four (4) year accredited high school whether public, private, charter or home school who graduates On Time as defined above. Students in their 5th+ year of high school or those attending GED or Adult School are not Regular High School Students.

“Referral Services” shall mean those services in which a Participant is referred to resources outside of the Tribe.

“Programs” shall mean one of the many services the Tribe offers over which the Training and Development Department has authority in management.

“School Year” shall mean the period of time occurring between July 1st and June 30th of the following year.

“Students” Tribal Members participating in school.

“Shingle Springs Rancheria” shall mean all property held in trust by the United States for the Shingle Springs Band of Miwok Indians.

“Tribal Court” shall mean the Shingle Springs Band of Miwok Indians Tribal Court.

“Tribal Land” is all land owned by the Tribe whether in Fee or trust.

“Tribal Member” shall mean a single individual who is an enrolled member of the Shingle Springs Band of Miwok Indians.

“Tribal Membership” shall mean all of the individuals collectively who are enrolled members of the Shingle Springs Band of Miwok Indians.

“Trainee” shall mean an individual participating in the Adult Occupational Training Program or the Workplace re-entry Program who is concurrently working on their GED/Adult Diploma.

“Training and Development Department” shall mean the department within Tribal Administration responsible for the administration of education and career development Programs for the Tribal Membership.

“Tribe” shall mean the Shingle Springs Band of Miwok Indians.

SECTION II
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 and availability of resources change. This Training and Development Department Policies and Procedures Manual describe Programs and Services offered by the Department.

(B) ELIGIBILITY.

All Training and Development Department Programs and Services are for Tribal Members. Some Programs may from time to time be open to additional individuals, such as Tribal employees, siblings or parents of Tribal Members, Tribal Member household members, other Native Americans 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) DEPARTMENT STAFF.

Training and Development Department staff shall include the Training and Development Director, the Training and Development Assistant Director, Training and Development Assistant(s), the Youth Education Manager, the Lead Youth Activity Leader, the Lead Tutor and may or may not include additional Youth Activity Leaders and Tutors. Additionally, the Training and Development Department may at times utilize Interns or contractors and will also coordinate with many other staff in the course of facilitating Programs.

(D) 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.

(E) 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 Administrator, or his or her designee, as necessary to fully implement Programs without need for amendment to this Manual.

(F) FRAUD.

Any person 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.

(G) CONFIDENTIALITY.

Maintaining confidentiality is a requirement of being a Training and Development Department staff member. All staff receives confidentiality training and signs a confidentiality statement upon hire.

(H) APPROPRIATE BOUNDARIES.

In the course of serving the community and the individuals in it, the Training and Development Department staff at all times must maintain appropriate boundaries and abide by certain ethics. These include, but are not limited to, following all applicable law, obeying all direct orders of the Tribal Council and maintaining a strictly professional relationship with Children and other Participants.

(I) SUSPECTED ABUSE.

Training and Development Department staff members and contractors are mandated reporters required to report actual or suspected Child abuse, abuse of persons with special needs, elder abuse, animal abuse, financial abuse, domestic violence, threats of self-harm and threats of harm to others to the Tribal Police.

(J) SUSPECTED FINANCIAL ABUSE.

Tribal Administration is required to investigate all reports from adults or children that Services are, or are suspected of being, used for purposes other than their intended purpose. Any instances of financial abuse of others will result in the vendor pay process for all things of monetary value and referral to the Tribal Court.

(K) SOVEREIGN IMMUNITY.

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

(L) AMENDMENTS.

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

(M) SEVERABILITY.

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

SECTION III
BACKGROUND STANDARDS

(A) BACKGROUND STANDARDS.

The following standards will determine who is suitable to work for the Training and Development Department. Individuals must have never been convicted of a crime, whether misdemeanor or felony, that constitutes:

1. Child abuse
2. Domestic violence and/or intimate partner violence
3. Sexual assault

Additionally, individuals must have never been convicted of a crime, whether misdemeanor or felony, that constitutes:

1. Cultivation, sale or distribution of alcohol or drugs within the last seven (7) years
2. Possession of, being under the influence of in public or driving under the influence of, alcohol or drugs within the last year.

All individuals of any age, including other children, who are known Perverts, are not suitable to be around children in the Education Center whether or not they have been convicted of a crime yet. The Tribe places a high priority of ensuring that children are not abused and encourages members of the community to notify Tribal Administration if an incident has occurred which is a cause for concern. Community members are to be assured that their identity is anonymous while notifying the Tribe about Perverts.

(B) APPLICABILITY.

Background checks are required for the following individuals:

1. Staff.
2. Chaperones.
3. Volunteers.
4. Contractors.
5. Interns.

(C) PROCESS.

The staff, visitor, chaperone, volunteer, contractor or intern will go to an approved vendor to be background checked and fingerprinted. It is recommended to get the background check and fingerprinting completed thirty (30) days prior to any event or as soon as possible once the individual is aware as those who have not received clearance cannot be around the youth or attend youth events or trips.

(D) FREQUENCY.

Background checks and fingerprinting must be completed once every three (3) years unless it is known that an incident occurred that will cause the individual not to meet the backgrounds standards in which case a new background check must be completed immediately.

SECTION IV
APPLICATION AND EDUCATIONAL ASSESSMENT

(A) PURPOSE.

The purpose of application and educational assessment is to determine the individual's current and future needs. The initial educational assessment will focus on educational needs primarily but will also screen for other needs including, but not limited to physical, emotional, mental health and special needs. Once needs are determined, special emphasis can be placed on particular educational areas for individuals.

(B) 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.

(C) EDUCATIONAL 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.

(D) FREQUENCY AND METHOD.

Educational needs assessments shall be completed yearly by the Training and Development Department Staff in conjunction with other Tribal Departments. Training and Development Department will utilize the expertise of other staff at the Health and Wellness Center and TANF Program as well as other departments to achieve this objective. The Training and development Department staff will continually seek to improve Programs for individuals and the community.

(E) SCREENING FOR EDUCATIONAL BARRIERS.

Educational barriers can come in many forms. Every situation is complex, and lack of access to education may be the result of a combination of multiple barriers. In such cases, problems can be addressed only through a combination of strategies that recognize the complexity of barriers. Some of the most common barriers which the Training and Development Department will screen for include, but are not limited to, the following:

1. Poverty
2. Location/Distance
3. Transportation/Insufficient Personal or Public Transportation
4. Domestic Violence
5. Overcrowding/Insufficient Housing
6. Homelessness

7. Lack of Food
8. Substance Abuse/Addiction
9. Process Addiction (Gambling, Shopping, etc.)
10. Physical Health Issues
11. Mental Health Issues
12. Mobility Issues
13. Learning Disabilities
14. Community Engagement
15. Hearing and Vision Issues
16. High Living Expenses
17. Behavioral Issues
18. Current Legal Issues
19. Criminal History
20. Debt
21. Inadequate Childcare
22. Bullying
23. Lack of Cultural Participation
24. Financial Management Issues

(F) PLAN.

Once the individual is assessed the Training and Development Department will create a plan for one (1) year, for each individual.

(G) 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 V
AFTER SCHOOL PROGRAM

(A) PURPOSE.

The purpose of the after school program is to expand on what children learn in school by offering activities which promote learning in a fun way.

(B) ELIGIBILITY.

Those eligible to attend the After School Program are Tribal Member youth through high school and their siblings living in their home. Youth who are not fully potty trained may attend as well so long as their parents and/or guardians, who have been background checked, are present at all times. The After School Program is not a daycare; the staff will not be changing diapers, bottle feeding, changing clothes, etc.

(C) ACTIVITIES.

Activities at the After School Program include, but are not limited to, the following:

1. Art
2. Crafts
3. Math
4. Science
5. Swimming
6. Exercise
7. Self Defense
8. Nature
9. Cooking
10. Dance

(D) COLLABORATION.

The After School Program will work with other departments to create exciting educational opportunities for youth. The After School Program may also work with outside organizations and contractors to bring different educational activities to the program.

(E) LIBRARY.

The Training and Development Department manages the Tribe's Library and is responsible for finding grant funding to improve offerings.

(F) HOURS OF OPERATION.

The hours of operation will generally be 12-6PM Monday through Friday however changes in the schedule for special events and holidays will be posted in and around the Education Center.

SECTION VI
TUTORING PROGRAM

(A) PURPOSE.

The purpose of tutoring is to improve understanding of school subjects with individualized tutor sessions. This will help an individual become more successful in school.

(B) TUTORS QUALIFICATIONS.

A Tutor is a person who through study, work experience or practice has become an expert about a certain subject or trade. Tutors do not always need to hold degrees in their areas of expertise; however they must be able to demonstrate their knowledge and/or skill.

(C) TUTORS IN THE YOUTH EDUCATION CENTER.

Employee Tutors at the Youth Education Center will primarily assist with homework of Children who are in Kindergarten through 12th Grade. On occasions when Employee Tutors can be helpful to Adult Students, they may assist those Students as well. This tutoring is open to Tribal Members and their Child siblings living in the same Household. There is no charge for this service.

(D) GED/ADULT DIPLOMA TUTORS.

The Tribe contracts will outside agencies to hire tutors that are knowledgeable in the subjects necessary to prepare for GED/Adult Diploma exams. These Tutors also have knowledge in some broad general education subjects and will be helpful to college students by providing tutoring in subjects that they are knowledgeable about. This tutoring is open to Tribal Members, Household members of Tribal Members, spouses of Tribal Members, parents of Tribal Members and Employees of the Tribe.

(E) PRIVATE TUTORS.

Private tutors are utilized when the Tribal Member's location is too far or their schedule does not permit attending tutoring at the Shingle Springs Rancheria. Private tutors are also utilized when tutoring in a specialized or very complex subject is needed. This occurs more in colleges and trade schools rather than Kindergarten through 12th grade.

The following requirements must be met to ensure quality and prevent fraud:

1. The Student must be taking a class for school credit or as part of an apprenticeship to be able to be reimbursed for tutoring costs for that subject.
2. Tutors must actually be qualified in the subject they are tutoring for. Tutors will be asked to provide information on how they are qualified which may include, but is not limited to, business licenses, tutoring center information, endorsement from

a college or other educational institution, or be considered well-known in their area of specialty which may include, but is not limited to, receiving awards and certificates in their specialty, contributing scholarly essays and articles to the field, actual work experience in the field, creating media related to the specialty, performances, exhibition of work, publishing of work, etc.

3. Tutors must not be the mother, father, sister, brother, child, grandparent, aunt, uncle, niece, nephew, first cousin of the Student whether natural, adopted, half, step or related by marriage.

(F) SUCCESS.

Tutors will help Students with their homework and to study however it remains the responsibility of the Student or their guardian to ensure that work is complete, turned in and that the Student attends class. Tutoring is just a tool. Success is the Students responsibility which requires effort and action.

(G) WORKING WITH THE SCHOOLS.

With Student or guardian permission the Training and Development Department's tutors and staff will work with teachers, professors and school to provide tutoring or other services and advocacy which is most helpful.

SECTION VII
REQUIRED NOTIFICATION PROCESS

(A) PURPOSE.

The purpose of required notification is to include all Tribal Members in Programs offered by the Training and Development Department regardless of location or family.

(B) FORMAL NOTIFICATION.

All Tribal Members are entitled to be notified about all events held at the Shingle Springs Rancheria at least fifteen (15) days in advance of those events occurring by mail. All Tribal Members are entitled to be notified about all events held off of the Shingle Springs Rancheria (field trips) at least thirty (30) days in advance of those events occurring by mail. There are no exceptions and no events will be allowed to occur without notice to the entire Tribal Membership by mail.

(C) INSUFFICIENT NOTIFICATION.

The following forms of notification are insufficient as they are non-inclusive:

1. Word of mouth
2. Social media posts (Facebook, Instagram, etc.)
3. Signs or posters
4. Emails not sent to every single Tribal Member
5. Text messages not sent to every single Tribal member
6. Phone calls not made to every single Tribal Member

(D) EVENTS.

Events which require notification include, but are not limited to, the following:

1. Presentations (by the Tribe's staff or outside contractors)
2. Family nights and other open house type events
3. Field trips (colleges, powwows, libraries, etc.)
4. Dance (Traditional, Hula, etc.)
5. Exercise (MMA, Weekly Classes, etc.)
6. Any and all holiday activities
7. Any and all other special events

SECTION VIII
FIELD TRIPS

(A) PURPOSE.

The purpose of having a field trip is to either teach Youth something new in the field or reward the Youth for an accomplishment. For these circumstances there are two (2) types of field trips: Educational Field Trips and Incentive Field Trips.

(B) EDUCATIONAL FIELD TRIPS.

Educational Field Trips are held to teach or expose Youth to new information. All Tribal Youth are invited to go on Educational Field Trips and they will be notified by mail at least thirty (30) days before they occur. Educational Field Trips will have a structured agenda which will include only educational stops on the trip.

For example: An educational field trip would be going to a museum in Sacramento or San Francisco and then going home.

For example: An educational field trip would not be taking everyone to a conference in Anaheim and then purchasing everyone a ticket to Disneyland. That is recreational.

(C) INCENTIVE FIELD TRIPS.

Incentive field trips are a reward for achieving a learning goal. In the formal trip announcement there will be a list of objectives that must be completed prior to qualifying for the incentive field trip. As not all individuals live on or near the Shingle Springs Rancheria, accommodations can be made by contacting the Training and Development Department to find out how objectives can be met in other areas. The Department reserves the right to modify objectives for individuals living far away from the Shingle Springs Rancheria so they may also participate.

(D) CHAPERONES.

Only children need chaperones. Adults are expected to be mature enough to monitor their own behavior. Accommodations may be made for caregivers of those with special needs. Chaperones must be immediate family of the youth attending or Tribal employees. All chaperones must have an up to date background check completed within three (3) years.

The following chaperone to child ratios will be observed:

- 1 chaperone per every 1 child aged less than 5 years old
- 1 chaperone per every 2 children aged 6-9 years old
- 1 chaperone per every 3 children aged 10-17 years old

For instance, if there are children of the following ages 0, 1, 1,5, 5, 5, 5, 6, 7, 7, 11, 14,15, 16, 16, 16,17, 17, 17 there should be 9.5 chaperones. Round up to the nearest whole person. Extra chaperones are not required.

(E) PER DIEM.

Per Diem is calculated based on the federal rate for the area as listed on the General Service Administration's website. Per Diem will be calculated at 75% for the first and last day of travel and at 100% for all full days in between. This is consistent with how most governmental agencies facilitate travel and is not extravagant. Cashing per diem and not attending the field trip is not allowed and funds must be paid back to the Tribe on the next business day following the absence from the field trip or collection procedures will commence immediately.

(F) BEHAVIOR.

During a Field Trip certain behaviors must be avoided by Adults and Children alike during the whole duration of the trip as behavior reflects on the Tribe. Behaviors, including but not limited to, drinking alcohol, using drugs, physical fighting, stealing and breaking laws in general will be prohibited on Field Trips. All chaperones will go through a background check process and sign a Chaperone Agreement in which they acknowledge they are on duty the entire 24 hours in the day while they are on the trip. Common sense is a must and if an individual cannot manage to refrain from engaging in the above behaviors for a few days they may want to consider reevaluating their lifestyle choices and accessing some of the Tribe's many services.

SECTION IX
YOUTH INTERNSHIP PROGRAM

(A) PURPOSE.

The Tribe created the Youth Internship Program to assist Tribal Member Youth in acquiring job skills through real experiences in many different work settings. Through participation, Youth Interns will learn which types of work best suits their skills and interests while developing a work ethic which will set them apart from other young people in the job market.

(B) ELIGIBILITY.

Youth Interns must be:

1. Enrolled members of the Shingle Springs Band of Miwok Indians; and
2. Youth through 12th grade who are attending regular school; and
3. Youth Interns must obtain and maintain a current a work permit from the educational institution which they attend; and
4. Have completed any community service hours that they owe to the Tribe prior to starting their internship; and
5. Youth Interns must not be specifically prohibited by the Tribal Council, Tribal Court, their probation terms, etc. from participating in the Youth Internship Program.

(C) POSITIONS AVAILABLE.

Positions available will be based on the amount of work available. In this way Youth Interns will have plenty of work to do.

(D) APPLICATION PROCESS.

Applicants will follow the following process:

1. Apply for an internship position.
2. Interview for an internship position.
3. Obtain work permit within ten (10) business days.

(E) WORK PERMITS.

Obtaining and maintaining a current a work permit is required for Internship. In this way the young person's school performance, attendance and school behavior will be monitored by the school. If school performance is not satisfactory the school will notify the Tribe and the Youth Education Department Manager will immediately stop assigning work to the young person until the work permit is reapproved.

(F) PROGRAM MANAGER.

The Youth Internship Program Manager will be the Training and Development Department Manager who will perform tasks including, but not limited to, approving timesheets, submitting invoices for payment, placing interns and evaluating performance.

(G) IMMEDIATE SUPERVISOR.

The immediate supervisor will be the person who directly supervises the Youth Intern. Although the immediate supervisor does not necessarily have to be a supervisor or manager of other staff themselves, they must possess the qualities necessary to direct work. The immediate supervisor must not be a first degree relative (mother, father, sister, brother, daughter, or son) of the Youth Intern.

(H) TIMESHEETS AND PAYCHECKS.

1. Youth Intern pay periods will follow the same bi-weekly schedule as Tribal Employees.
2. Timesheets are due to the immediate supervisor the Monday immediately following the end of the two-week pay period by 5:00PM.
3. Timesheets are due to the Finance Department by the Wednesday immediately following the end of the two-week pay period by 12:00PM.
4. Paychecks will be ready by Friday at 5:00PM immediately following the end of the previous pay period for those who follow the above timesheet schedule.
5. Turning timesheets in late will result in being paid late.
6. Timesheets must contain the signature of the Youth Intern, the Immediate Supervisor and the Youth Education Manager.
7. Youth Interns must take a lunch prior to starting of the sixth hour of their shift which is at least thirty (30) minutes long.
8. Youth Interns will round their time to the nearest fifteen (15) minute increment. In example: 8:00, 8:15, 8:30, 8:45, etc.

(I) WORK ETHIC.

The main purpose of the Youth Internship Program is to teach a healthy work ethic. As such the following skills are taught by example by the supervisors, and rigidly enforced with the Youth Interns, because it will serve well to make these skills habits before entering the workforce as adults.

1. Timeliness.

Interns and their supervisors are expected to show up on time and work until the shift is over. Bad habits like showing up late and leaving early will cause job loss and other problems as adults and is an important habit to learn earlier rather than later.

2. **Advance Notice.**

Timely communication is key to any work relationship. If an Intern will be late or absent from work or scheduled meetings or activities it is best to communicate with a supervisor as early as possible. These actions show respect towards others.

3. **Respect.**

Interns are expected to be respectful in their verbal and non-verbal communication to their coworkers, work contacts and community members.

4. **Chain of Command.**

Parents, Family Members, Friends and Individual Tribal Members in positions of political power are not part of the chain of command. Failure to follow the chain of command not only puts these adults in an awkward position but also prevents Interns from learning the correct way to ask permission, voice a concern or gain an approval. Youth are impressionable and it is very important for adults to not help interns cut corners.

Follow the chain of command.

The Intern chain of command is as follows:



5. Communication.

Internship is practice for the real world. Just as an adult working for another company would not ask their mother or father to call in sick for them or ask their boss for time off, Interns must communicate with their supervisors directly.

6. Appropriate Behavior.

Appropriate behavior includes, but is not limited to, being polite to others, not swearing, using inside voices, not gossiping, etc. Use common sense.

7. Appropriate Dress.

Interns are expected to dress appropriately. Although the Tribe does not have strict rules on work clothing the best way to dress is to wear something similar to what the adults in the department are wearing.

(J) NEW INTERN SELECTION.

At least two (2) brand new Interns will be chosen every Internship Period unless there are less than two (2) brand new Youth wishing to Intern. The following will be used to prioritize brand new interns:

- | | | |
|----|--|-----------|
| 1. | Ability to answer questions during interview | 20 Points |
| 2. | Attitude during interview | 10 Points |
| 3. | Dress during interview | 10 Points |
| 4. | Resume | 10 Points |

(K) RETURNING INTERN SELECTION.

The following rubric will be used to select Interns from those who have had an internship previously (100 Points)

- | | | |
|----|---|-----------|
| 1. | Prior Performance (Taken from last internship evaluation) | 50 Points |
| 2. | Ability to answer questions during interview | 20 Points |
| 3. | Attitude during interview | 10 Points |
| 4. | Dress during interview | 10 Points |
| 5. | Resume | 10 Points |

(L) INTERNSHIP OFFER.

Upon selection a written offer will be made to the Applicant. The Applicant must accept or decline the offer within ten (10) business days or the offer will be made to a different person.

(M) HOURS PER WEEK.

Interns may work the maximum amount of hours as specified in their work permits but not to exceed eight (8) hours in one day or forty (40) hours in one week.

(N) INTERNSHIP PERIOD.

Internship periods are as follows:

1. **Spring:** January through the last day of school
2. **Summer:** First day of summer vacation through last day of summer vacation
3. **Fall:** First day of school through December

Depending on school district, school may open or closed at different times so there will be overlap in the Internship Periods. Internships may start according to their work permit. Shorter internships during spring, fall or winter break or weekend events may occur.

(O) EVALUATION OF PERFORMANCE.

At the end of an Internship Period each Intern will be evaluated for performance.

Performance will be evaluated on the following (50 Points:)

1. **Attendance (5 Points:)** Did the Intern always show up to work? If the Intern did not show up to work did they call in? If the Intern called in did they do it themselves or did their parents do it?
2. **Timeliness (5 Points:)** Was the Intern on time? Did the Intern stay until the end of their shift?
3. **Communication (5 Points:)** Did the Intern communicate well with their supervisors and coworkers? Did the Intern violate the chain of command? Did the Intern have positive or negative communications? Did the Intern do any public speaking?
4. **Professionalism (5 Points:)** Did the intern speak professionally? Did the Intern dress professionally?
5. **Attitude (5 Points:)** Did the Intern maintain a positive attitude? Did the Intern complain often? Was the Intern friendly to coworkers and the public?
6. **Quality of Work (5 Points:)** Was the intern efficient? Did the Intern have their own projects? Did they Intern's quality of work improve over the course of the Internship?
7. **Staying on Task (5 Points:)** Did the Intern work on their projects? Did the Intern play on their phone? Did the Intern meet deadlines? Did the Intern look for work to be done? Did the Intern spend their time visiting?
8. **Conflict Resolution (5 Points:)** Did the Intern run into any conflicts? How did the Intern resolve the conflict? Were there any deadlines which were difficult?
9. **Team Work (5 Points:)** Did the Intern work with the team? Did the Intern carry their own weight on the team? Did the Intern get along well with others on the team?
10. **Growth (5 Points:)** Did the Intern's skills improve? What did the Intern learn to do during this Internship period?

(P) CLOTHING.

A one (1) time clothing purchase may be provided upon request to provide Interns with professional work attire. A Training and Development Department staff member will accompany the Interns 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.

SECTION X
HIGH SCHOOL GRADUATION INCENTIVE

(A) PURPOSE.

The purpose of the High School Graduation Incentive is to recognize and reward the achievement of those Tribal Members who complete regular high school on-time and honor their entrance into adulthood by sending them on a trip.

(B) ELIGIBILITY.

To qualify for the High School Graduation Incentive trip an individual must:

1. Be a Tribal Member; and
2. Receive a High School Diploma. Those who receive a GED, CHSPE or Adult High School Diploma are not eligible for this incentive; and
3. Have graduated from a Regular High School. For the purposes of this Manual, "Regular High School" shall mean any accredited high school which may include public, private, independent or home schools, but does not include GED or Adult Diploma Programs; and
4. Graduate in the appropriate School Year for the High School Graduation Incentive trip unless falling under section (C) (ii) *Exceptions*.
5. Be legally and physically able to attend the High School Graduation Incentive trip at the chosen destination; and
6. Be eighteen (18) years of age unless falling under section (C) (i) *Exceptions*.

(C) EXCEPTIONS.

The following exceptions will apply to this High School Graduation Incentive:

1. If the graduate is under eighteen (18) years of age he or she may attend the High School Graduation Incentive trip provided that he or she is:
 - i. A legally emancipated minor; or
 - ii. Has a family member who is 18 or older, meets the eligibility criteria for this trip, is attending this trip and agrees, in writing, to take responsibility for said minor during this trip.
2. In the event a graduate who is a minor is not legally emancipated and does not have a fellow graduate willing to take responsibility for them during the trip, he or she may attend the High School Graduation Incentive trip in a future year when they have turned eighteen (18) years of age or have become legally emancipated, whichever occurs first. This exception is only made for those who cannot attend in the correct year due to age and is not intended for those individuals who do not choose to or cannot attend the trip in the correct year for reasons other than age.

(D) ATTENDANCE BY NON-GRADUATES.

The Tribe will not pay for the graduate's parents, relatives, nor any other persons to attend the trip to accompany the graduate as Adults do not require chaperones and graduates are encouraged to bond with other graduates in the Tribe. The purpose of the High School Graduation Incentive Trip is to welcome graduates into adulthood.

(E) ORGANIZATION.

Organization for the High School Graduation Incentive trip will be completed by the Training and Development Department. Organization includes, but is not limited to, making reservations for flights, hotels, and activities, making payments and reconciling receipts for the trip, creating itineraries and coordinating with the graduates on different aspects of the trip.

(F) TIMELINE.

1. Announcement.

In the month of April, a formal trip announcement must be made in one of the following ways:

- i.** In the April Tribal Newsletter; or
- ii.** At the April General Membership meeting; or
- iii.** By mail.

2. Reservations.

In the month of May, but no later than 5:00PM on May 31st, all eligible graduates who wish to attend must contact the Department to notify the Tribe that they intend on going on the trip.

3. Activity and Destination Planning.

During the first week of June the Training and Development Department will set up a mandatory meeting with the graduates who plan on attending the trip to decide the specific location of the trip, talk about preferences for travel arrangements and decide which specific activities they would like to participate during the trip. As each graduating class is different, these aspects of the trip may change from year to year and will be decided on by the graduates who will be attending.

4. Diploma Deadline.

All copies of diplomas must be in by June 30th. No exceptions.

(G) CANCELLATIONS.

If a graduate cancels or does not attend the trip, the graduate is responsible to pay back any funds that the Tribe has spent on their behalf that are non-refundable.

(H) ADDITIONAL CHARGES.

The graduate is responsible to pay for any additional charges incurred during the trip including, but not limited to, room service fees, fees for damages to hotels and/or additional baggage fees.

(I) CONDUCT.

Graduates who attend the High School Graduation Incentive Trip agree to conduct themselves in an upstanding manner which includes, but is not limited to:

1. Refraining from fighting; and
2. Not using alcohol and/or other drugs; and
3. Presenting only positive images of oneself in the media, including social media.

(J) ALTERNATIVE INCENTIVE.

Although the graduation trip is an opportunity which happens once in a lifetime and is an excellent opportunity to bond with others, in situations where a graduate may not be able to go on the graduation trip, the Tribe may make a direct vendor payment for a hall rental, food, or other direct expense for a graduation party not to exceed \$500.00 per graduate.

SECTION XI
GOOD GRADE INCENTIVES

(A) PURPOSE.

The purpose of Good Grade Incentives is to reward Tribal Members who receive Good Grades and to encourage them to continue to receive Good Grades.

(B) ELIGIBILITY.

To receive a Good Grade Incentive a student must be:

1. A member of the Shingle Springs Band of Miwok Indians; and
2. In grades Kindergarten through 12th; and
3. Receive Good Grades.

(C) ORGANIZATION.

Organization for the Good Grade Incentive will be completed by the Training and Development Department. Organization includes, but is not limited to, collecting grades, verifying eligibility, communicating with Finance Department to produce incentives and distribution of the incentive.

(D) ANNOUNCEMENT.

In the months of April and October, a request to turn in grades must be made in one (1) of the following ways:

1. In the Tribal Newsletter; or
2. At the April and October General Membership meeting; or
3. By mail.

(E) FREQUENCY.

Good grade incentives will be distributed two (2) times per year:

1. The last Friday in the month of July for the spring semester.
2. The last Friday in the month of January for the fall semester.

(F) AMOUNT.

The amount of the Good Grade Incentive shall remain the same as the previous year unless it is changed at the direction of the Tribal Council.

(G) DISTRIBUTION.

1. Individuals and guardians may come to Training and Development to pick up this incentive between the hours of 8:00AM and 4:00PM on the last Friday in the months of January and July. Any incentives not picked up by 4:00PM will be mailed.
2. Deadline for grades is two (2) days before the distribution.

3. For Children, the Tribal Member parent must always receive the incentive unless that parent is deceased, legally incompetent or has lost all rights to their children unless they have given permission in writing to another to pick up the incentive on their behalf.
4. Children may not pick up their own Good Grade Incentive.
5. No Adult other than the Child's parent or guardian may pick up the Good Grade Incentive without a phone call, email or signed written note from the parent or guardian.
6. There shall be absolutely no advance distribution of the Good Grade Incentive.

SECTION XII
STUDENT CLOTHING SUPPLEMENT

(A) PURPOSE.

The purpose of the Student Clothing Supplement is to help with the purchase of clothing for Students.

(B) ELIGIBILITY.

To receive a Clothing Supplement a student must be:

1. A member of the Shingle Springs Band of Miwok Indians; and
2. Ages 0-17 or if older than 17, attending high school.

(C) ORGANIZATION.

Organization for the Student Clothing Supplement will be completed by the Training and Development Department. Organization includes, but is not limited to, verifying eligibility, communicating with Finance Department to produce payment and distribution of the supplement.

(D) FREQUENCY.

The Student Clothing Supplement will be distributed two (2) times per year:

1. The last day occurring prior to December 25th that the Tribal Offices are open until 5:00 PM.
2. The last Friday in the month of July.

There shall be absolutely no advance distributions of the Student Clothing Supplement.

(E) AMOUNT.

The amount of the Clothing Supplement shall remain the same as the previous year unless it is changed at the direction of the Tribal Council.

(F) DISTRIBUTION.

1. Students and guardians may come to Training and Development to pick up this supplement between the hours of 8:00AM and 4:00PM on the last day occurring prior to December 25th that the Tribal Offices are open until 5:00 PM and the last Friday in the month of July.
2. Any supplements not picked up by 4:00PM will be mailed.
3. The Tribal Member parent must always receive the incentive for a minor unless that parent is deceased, legally incompetent or has lost all rights to their children unless they have given permission in writing to another to pick up the incentive on their behalf.
4. Children may not pick up their own Children's Clothing Supplement.

5. No Adult other than the Child's parent or guardian may pick up the Children's Clothing Supplement without a phone call, email or signed written note from the parent or guardian.
6. There shall be absolutely no advance distribution of the Children's Clothing Supplement.

SECTION XIII
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 staff.

(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 XIV
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 XV
GED/ADULT DIPLOMA PROGRAM

(A) PURPOSE.

The purpose of the GED/Adult Diploma Program is to improve Tribal Member career success. The Tribe wishes to assist Tribal Members in securing gainful employment by earning their GED/Adult Diploma. This is accomplished by preparing Participants to take their GED exams or earn credits.

(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/Adult Diploma Program. Depending on the individual situation, the student, Training and Development staff and the Adult Education Teachers working with the Tribe will decide on the best course of action for each individual. 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 and members of their household and household members and immediate family of Tribal Members are eligible to attend.

(C) GED 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. This class is a better option for those having less or no high school credits completed.

(D) ADULT DIPLOMA DESCRIPTION.

High school transcripts are collected and credit is given for classes already completed. Opportunities to complete classes at an accelerated rate are available. General academic classes are offered in several subject areas including, but not limited to, math, English writing, reading, social studies and typing. 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. This class is a better option for those having more high school credits completed.

(E) 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.

(F) 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.

(G) 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 XVI
ADULT OCCUPATIONAL TRAINING PROGRAM

(A) PURPOSE.

The Tribe created the Adult Occupational Training Program for the purpose of assisting Tribal Members Adults in acquiring job skills while they are concurrently enrolled in the Tribe's GED/Adult Diploma Program. This section describes how Trainees will have the opportunity to work while they obtain their GED/Adult Diploma.

(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/Adult Diploma 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/Adult Diploma classes (summer vacation, holiday breaks, etc.) Trainees may continue to work as they are still considered Full-Time Students during these scheduled breaks.

(D) DOCUMENTATION REQUIRED.

Trainees must present all of the following to be considered for the Adult Occupational Training Program:

1. Tribal enrollment card; and
2. Photo ID (if Tribal ID is older); and
3. Written verification that they are enrolled in the Tribe's GED/Adult Diploma Program.

(E) WORK TO BE PERFORMED.

Trainees 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. Trainees do not choose what type of work they do or which department or office site they work at however they are encouraged to talk with the Training and Development Department about what they are most interested in learning more about. 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. Trainees are to contact Training and Development staff at the beginning of their shift regarding their work assignment and location and contact Training and Development staff 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 based on work needed to be completed while attempting to assign work which that participant enjoys.

(H) HOURS PER WEEK.

Trainees may work as little as one (1) hour per week and may work up to thirty-two (32) hours per week depending on the amount of work available. In no circumstance may a Trainee work over thirty-two (32) hours per week while GED/Adult diploma is in session because to do so would interfere with their progress. During scheduled breaks (vacations, holidays, breaks, etc.) the Trainee may work up to 40 hours a week if work is available and they choose to do so.

(I) LENGTH OF TRAINING.

Individuals may participate in the Adult Occupational Training Program for up to three (3) months. Upon teacher recommendation, an additional three (3) months of participation can be extended one (1) time.

(J) PAYMENT.

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

(K) CLOTHING.

A one (1) time clothing purchase may be provided upon request to provide Trainees with professional work attire. A Training and Development Department staff member will accompany the Trainee 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.

(K) BUDGETING.

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

(L) REMOVAL.

Trainees may at times misbehave or fail to do their work. Certain actions or lack of actions may necessitate that a Trainee be processed out of the Adult Occupational Training Program. Trainees are not employees and as such are not entitled to progressive disciplinary action prior to removal. There is zero tolerance for violence or harassment of others or being under the influence of mind altering substances, prescription or otherwise.

(M) INDEPENDENT CONTRACTOR.

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

(N) CLOTHING.

A one (1) time clothing purchase may be provided upon request to provide Trainees with professional work attire. A Training and Development Department staff member will accompany the Trainee 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.

SECTION XVII
WORKPLACE RE-ENTRY PROGRAM

(A) PURPOSE.

The Tribe created the Workplace Re-entry Program for the purpose of providing Tribal Members with a successful transition to their community after their release from incarceration. The program provides the opportunity for Tribal Members to enter the workforce with job placement and on-the-job training.

(B) ELIGIBILITY.

To qualify for the program, the Trainee must:

1. Be a Tribal Member of the Shingle Springs Band of Miwok Indians; and
2. Be at least eighteen (18) years of age; and
3. Have been in prison or jail for not less than twenty-four (24) consecutive months;
and
4. Must have been released from prison or jail in the past three (3) months.

(C) SCHEDULED BREAKS.

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

(D) DOCUMENTATION REQUIRED.

Trainees must present all of the following to be considered for the Workplace Re-Entry Program:

1. Tribal photo ID; and
2. Written verification that they are enrolled in the Tribe's GED/Adult Diploma Program.
3. Documentation showing their release from prison or jail.

(E) WORK TO BE PERFORMED.

Trainees 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. Trainees do not choose what type of work they do or which department or office site they work at however they are encouraged to talk with the Training and Development Department about what they are most interested in learning more about. 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. Trainees are to contact Training and Development staff at the beginning of their shift regarding their work assignment and location and contact Training and Development staff at the end of their shift.

(F) APPLICATION PROCESS.

Candidates for the Workplace Re-Entry Program will:

1. Fill out a Workplace Re-Entry 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 Workplace Re-Entry 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 Workplace Re-Entry 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 based on work needed to be completed while attempting to assign work which that participant enjoys.

(H) HOURS PER WEEK.

Trainees may work as little as one (1) hour per week and may work up to thirty-two (32) hours per week depending on the amount of work available. In no circumstance may a Trainee work over thirty-two (32) hours per week while GED/Adult diploma is in session because to do so would interfere with their progress. During scheduled breaks (vacations, holidays, breaks, etc.) the Trainee may work up to forty (40) hours a week if work is available and they choose to do so.

(I) LENGTH OF TRAINING.

Individuals may participate in the Workplace Re-Entry Training Program for up to six (6) months between progress reports. To participate for a subsequent six (6) months the progress report must be completed.

(J) PAYMENT.

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

(K) BUDGETING.

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

(L) REMOVAL.

Trainees may at times misbehave or fail to do their work. Certain actions or lack of actions may necessitate that a Trainee be processed out of the Workplace Re-Entry Training Program.

Trainees are not employees and as such are not entitled to progressive disciplinary action prior to removal. There is zero tolerance for violence or harassment of others or being under the influence of mind altering substances, prescription or otherwise.

(M) CLOTHING.

A one (1) time clothing purchase may be provided upon request to provide Trainees with professional work attire. A Training and Development Department staff member will accompany the Trainee 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.

SECTION XVIII
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 section describes guidelines for which Tribal Members participating in higher education 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, certificate 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 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.

The Tribe recognizes that Tribal members receiving per capita will not qualify for income based aid, such as Free Application for Federal Student Aid ("FAFSA") or Boards of Governors ("BOG") fee waivers except under special circumstances. Although the Tribe does not require that Students apply for income based funding, the Tribe encourages Students to apply for other scholarships and aid based on merit or other special statuses.

(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 AMOUNT.

100% of higher education costs will be paid for by the Tribe when proper documentation is presented, until the program budget has been expended.

(E) ELIGIBLE COSTS

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

1. Tuition

2. Class fees
3. Testing fees and materials
4. Other required fees
5. Books
6. Hardware and software (see section on technology)
7. Other supplies as required in the class description or syllabus
8. Semester parking passes
9. Bus Passes and other public transport
10. Student loans occurring before May 5, 2016 (see section on student loans)
11. Rent, not to exceed an amount which is equal to the cost of on campus housing, for college students as outlined in the course catalog of the nearest university or community college as determined by the Tribe who move 100 miles (one-way) away from home to go to college full time.

(F) INELIGIBLE COSTS.

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

1. Electric, propane, natural gas, wood, telephone, internet, television and other utilities and/or monthly bills;
2. Car payments, gas, mileage, vehicle maintenance and other non-public transportation costs
3. Debts not described in the student loan debt section of this Manual
4. Educational costs more than one (1) year old.
6. Student loan payments taken after May 5, 2016.

(G) SCHOOL SUPPLIES ON HAND.

The Training and Development Department will keep a small stock of school supplies at the Tribal Offices of the most basic items such as composition books, lined paper, binders, folders, pens, pencils and possibly other office supplies. Students are encouraged to take what they need however supplies may be limited. There will not be a charge for these items.

(H) USED FURNITURE AND SCHOOL SUPPLIES.

The Training and Development Department may be able to assist students in locating used office furniture such as desks, chairs, or cabinets or supplies which the Tribes businesses are no longer using. Availability and condition of such items may vary and Students must arrange for the pick-up of large items. Students are encouraged to contact the Training and Development Department to requests for used furniture and school supplies.

(I) SCHOOL SUPPLY DISTRIBUTION.

The Training and Development Department may distribute school supplies in packages or backpacks at their discretion. In such instances everyone who is a Student that is signed up with the Higher Education Program will receive the same thing as each other student.

(J) STUDENT LOAN ASSISTANCE.

Students who took student loans out prior to May 5, 2016 may receive up to \$5,000 per calendar year to help pay their outstanding student loan debt. The loan must specifically be a student loan and not a personal or other type of loan. This student loan assistance does not reimburse students for any educational costs that have already been paid, only outstanding student loan amounts taken before May 5, 2016. As the Tribe is now paying 100% of all educational costs, any student loan taken out after May 5, 2016 will not be paid because it is no longer necessary for Tribal Member Students to take loans out for educational costs.

(K) COMPUTERS.

A computer may be purchased for a Student once every three (3) years when the Student signs a Computer Agreement. The computer is the Students to keep. The student understands that they must abide by the terms in the Student Computer Agreement including, but not limited to, not breaking, not losing, not selling and not giving away the computer.

(L) 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 (C or Pass). 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, report card, grade print out, transcript, letter from the school must be received no later than sixty (60) days after the end of classes.

(M) 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 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.

(N) 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.

(O) VENDOR PAYMENTS.

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

(P) 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.

(Q) SCHOOL REQUIREMENTS.

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

(R) STUDY ABROAD.

Expenses covered for students that study abroad are the same as all other students with the exception of one (1) round trip flight per semester. Study abroad programs must be an extension of an accredited American college which the Student is already attending and they must receive college credit for their study.

(S) RESPONSIBILITY TO OBTAIN RECEIPT.

It is the Students responsibility to obtain a receipt for education paid for by the Tribe. The Training and Development Department will always request receipts from the school when vendor payments are made, 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.

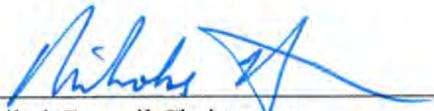
It may take up to seven (7) business days to process payment once all paperwork is received. For requests that include the purchase of electronics such as computers it may take up to fifteen (15) business days to obtain the item.

(U) NO SUBSTITUTIONS.

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

SECTION XIX
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 5th day of May, 2016 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.

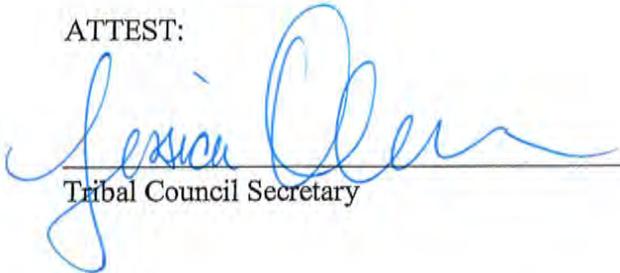


Tribal Council Chairperson

May 5, 2016

Date

ATTEST:



Tribal Council Secretary

May 5, 2016

Date