



Absentee Shawnee Tribe of Indians of Oklahoma



## WIA

### Policy and Procedures

#### **Goal of the Absentee Shawnee Tribe, WIA Program**

To increase education and training, as well as, job retention in unsubsidized employment six months after entry in to employment. Increase earnings received and enhance customer satisfaction for participants and employers.

#### **Hours of work, pay period and payroll deductions**

- Working hours will be scheduled by the worksite, with a maximum of 40 hours per week.
- Summer Youth Participants will be paid at minimum wage.
- Pay periods will be bi-weekly and time sheets should be entered no later than 5:00pm on the Friday prior to Payday.

Payroll deductions will be as follows:

1. Federal Income with-holding tax
2. Federal Social Security Tax (FICA)
3. State Income Tax
4. Tribal Tax

#### **Tardy and Absences**

Each participant is to be at his/her worksite by 8:00a.m of regular work days. Too much tardiness shall require the supervisor to take action. If a participant knows that he/she will be tardy, they must call the supervisor or a WIA Representative within 15 minutes of the required start time.

If the participant is to be absent from work, he/she will need to contact the supervisor of his/her worksite and a WIA Representative prior to the shift starting. Calls made after the shift has started will be considered a NO CALL NO SHOW. After three NO CALL NO SHOW, disciplinary action will be taken with possible termination.

#### **Participant Conduct**

All participants must follow the General Rule of Conduct. Every participant of the AST WIA program shall conduct themselves in such a manner as to be a favorable reflection of the Absentee Shawnee Tribe of Oklahoma.

Participants shall be respectful and treat others with same respect. Participants will be responsible for conducting themselves in a professional manner. Participants shall respect the privacy and the human dignity of all persons with whom they are in contact with.

**Disciplinary Action**

Disciplinary action may be taken for, but not limited to, the following:

1. Unwilling to submit to Authority (insubordination)
2. Excessive Tardiness
3. Excessive unexcused absences
4. Unsatisfactory job performance
5. Any other conduct not with acceptable behavior

This type of disciplinary action will be determined and agreed on by the participant’s worksite supervisor, Human Resources and a WIA Representative.

Actions will include verbal reprimand, written reprimand, and/or termination.

**Participant Grievances**

Each participant will receive a copy of the Absentee Shawnee Tribal Complaint resolutions procedure outline. A signed copy will also be placed in the participant’s folder.

**Personnel Records**

A personnel record will be kept within the WIA department for all participants. This file will include the program application and all applying documents. It will also contain all signed documents from the participant.

I have received a copy of the Absentee Shawnee Tribe of Indians of Oklahoma WIA Program Policy and Procedures. I have been informed, and understand my rights and benefits as a participant in the Absentee Shawnee Tribe of Oklahoma WIA Program.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
WIA Representative

\_\_\_\_\_  
Date