

Subject: Objectives & Dissemination
Policy Number: A-2
Pages: 2
Original Date: 04/13/2013
Review Date:
Approval Date: 04/13/2013
Approved by: Resolution Number 13-66

OBJECTIVES

These Employee policies comprise the Employee Manual and are a guideline to the personnel policies of the Kaw Nation. These Employee policies are ratified by the Kaw Nation Tribal Council and establish a standard for Kaw Nation governmental personnel through systematic, uniform application of these personnel practices.

Native American Nations are a unique place of employment, and the Kaw Nation is a unique Native American Nation. While it is not possible to put everything into writing, we anticipate these policies will provide you with general information concerning your employment at the Nation, the benefits we offer you, and the services which are available to help you in the performance of your duties and responsibilities.

We urge you to consult the Employee policies whenever you have a question regarding your employment. If you do not find the answer, please contact your supervisor.

Objectives of the Kaw Nation Personnel Policies are:

1. To promote and increase efficiency and effectiveness of the Kaw Nation.
2. To provide fair and equal opportunity for qualified persons to enter and progress based on merit and loyalty as ascertained through fair and practical personnel management methods.
3. To establish recruitment, advancement, and tenure practices which enhance the attractiveness of a career with the Kaw Nation and encourage each employee to give his or her best effort to the Nation and the community.
4. To establish consistent, up-to-date position classification and compensation plans based on relative duties and responsibilities.
5. To promote high morale among employees by providing uniform personnel policies, opportunities for advancement, and consideration of employees' needs and desires.
6. To provide employees with a well-defined chain of command.

DISSEMINATION

All employees will receive a copy and orientation of these policies. Your copy of these policies will be for your review and is not for public information. If your employment with the Nation should end, your copy of the policies and handbook will be returned to the Human Resources Department. Each employee shall be required to read these policies, discuss with his/her supervisor, and sign a permanent record indicating he/she has read and discussed the policies. Signing the acknowledgment of the Employee policies is not and does not create a contract.

Please consult the *Classification of Employees* of these policies to determine what employee status you have, or if you have received these Employee policies in error. If you are not defined as an employee of the Kaw Nation for governmental purposes and have received these policies in error, you shall not accrue rights or benefits under these policies.