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POLICY:

Employee pay rates are based on several factors, including the duties and responsibilities outlined in job evaluation results, wage surveys of other area organizations and the performance and productivity levels of individual employees. Kaw Nation will keep its pay rates equitable and competitive and administer its pay program in a fair and consistent manner. The minimum pay for any position will be in accordance with Federal and State law. The Kaw Nation Chair shall be responsible for determining pay grades and ranges for each position type within Kaw Nation.

PERIODIC REVIEW:

Through the use of periodic wage and salary surveys and continuing job-evaluation review, Kaw Nation will monitor its pay rates, ranges, and practices to keep them up-to-date, equitable, competitive, and consistent.

Employees may discuss questions regarding pay grades and ranges with Human Resources. Employees who believe their position to be improperly classified should make their concerns known to their immediate supervisor and Human Resources. At the discretion of Kaw Nations Tribal Chair, a classification of a job may be reevaluated and, if warranted, reclassified to a more appropriate pay grade.

Employees shall be paid at a rate equal to or greater than the Federal Minimum Wage in effect at the hire date. Wages and salaries shall be in accordance with the prevailing practices in comparable local, public, and/or private organizations, including Fair Labor Standards, and shall recognize differences between positions.

Upon hire, employees will be required to select either direct deposit for their payroll check, or they may opt to select a pay card, both of which are available through Human Resources. Paper checks are no longer allowed, with the exception of an employee's final payroll paycheck when leaving employment, which will be a paper check. Current employees who receive a paper check will be given 30 days from the date this policy goes into effect to select direct deposit or a pay card.

PAYROLL DEDUCTIONS

The purpose of this policy is to define allowable payroll deductions established and authorized for the employee.

The following deductions are authorized to be made from employees' payroll checks:

1. Federal Income Tax
2. Federal Social Security Tax
3. State Income Tax
4. Court ordered payment of debts, *see* Garnishment Section
5. Debts owed to the Nation (as set-off)
6. Retirement Plan (403B)
7. Outstanding equipment (replacement value)
8. Any other deductions may be specifically approved in writing by the Employee and Kaw Nation Chair..

No assignment of income is allowed and no draws can be made on payroll.

GARNISHMENTS

Domesticated garnishments may be made to an employee's salary in compliance with applicable law, and shall be documented by appropriate court orders. Such garnishment documents shall be placed in the employee's permanent personnel folder. The first garnishment will be honored by the Nation; the second shall be grounds for immediate dismissal, with the exception of all child support garnishments and tax garnishments.

SALARY INCREASES

1. The compensation plan is designed to provide pay increases to employees to reward ability, efficiency, performance and increased value to the Nation.
2. Individual increases may be granted upon recommendation of the employee's supervisor who shall give careful consideration of the ability, attitude, and performance record of the employee, beyond the employee's normal expectation for performance.

3. Consideration of individual salary increases may normally be made at the time of program funding application, but may also be made at the time of employee's regular employee evaluation.
4. Salary increases may be made annually at discretion of the Tribal Chair.

BONUSES, MERIT AND INCENTIVE COMPENSATION

It is the policy of the Kaw Nation to recognize and reward its employees who perform their duties in an exemplary manner, since the goals and objectives of the Kaw Nation are enhanced and achieved when levels of high proficiency are attained and demonstrated by its employees over a significant period of time.

The Chair may grant bonuses, merit or incentive compensation to those employees who exceed the normal requirements of their positions.

EMPLOYEE EXPENSES

Expenditures for expenses paid by contract/grant programs will comply with the conditions and procedures established by the funding agency regarding job-related expenses subject to program funding and availability, which could include additional expenses reimbursement per federal program guidelines.

Membership Dues

The Chair may authorize payment for an employee's membership in community and professional groups when the employer's participation will benefit the Nations goals.

Travel Expenses

Please refer to the current Kaw Nation Travel ordinance.