



Waganakising Odawak
Little Traverse Bay Bands of Odawa Indians
Dexter McNamara, Tribal Chairman
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Executive Directive # 26-11052012-01
LTBB Tribal Government – Employee Handbook
Two Year Agreements

The Little Traverse Bay Bands of Odawa Indians Tribal Constitution adopted February 1, 2005, creates the Executive Branch of the Tribal Government and the Tribal Chairman is the elected official who exercises executive authority under the Constitution.

Article VIII, Section C(5) of the Constitution says that the Chairperson shall have the duty and authority to oversee all Tribal Executive departments, boards, commissions and committees created by the Tribal Council. The Executive Branch is therefore authorized to manage the daily governmental administrative services including the management and implementation of policies and procedures maintained by the Human Resources Department. The Executive has made the decision to eliminate the two year employment agreement requirement for all non-Tribal hires within governmental operations. This change applies to the governmental staff within the Executive Branch operating under the LTBB Tribal Government – Employee Handbook

The Two Year Employment Agreement is a policy developed prior to the Constitution being adopted by a vote of the LTBB citizens, and before the enactment of the Fair Employment Statute. The provisions of the Fair Employment Statute coupled with the present infrastructure and refined hiring practices of the Human Resources Department provides the necessary insurance a LTBB citizen will get fair and equitable treatment when seeking employment with the Little Traverse Bay Bands of Odawa Indians Executive Branch in accordance with the Indian Preference in Tribal Employment Statute. In an effort to comply with the Fair Employment Statute and provide equitable employment conditions for all employees;

The Tribal Chairman authorizes and directs:

1. The Human Resources Director to remove any language associated with defining or implementation of the LTBB Tribal Government – Employee Handbook “Two Year Agreement” provision from the present Handbook and not to be reflected in any future versions of the Handbook until this Executive Directive is rescinded, revoked or reinstated by the Tribal Chairman.
2. The Human Resources Director will draft a document or addendum to the current LTBB Tribal Government – Employee Handbook (for the Tribal Chairman’s approval) clarifying the action stated in this Executive Directive.

3. The Human Resources Director and Tribal Administrator will present this Executive Directive and new information to all directors and program managers in a regularly scheduled program directors meeting.
4. The Human Resources Director and Tribal Administrator will ensure all staff members will receive the updated information and receive confirmation from the staff person they received a copy of it.
5. The Human Resources Department will keep a signed record of both employee and employer severing current two year employment agreements in the affected employee's personnel file.
6. Commencing on this date all requirements for the two year agreements will be deemed invalid and not binding for Executive staff presently governed by the LTBB Tribal Government – Employee Handbook.

This Executive Directive becomes effective November 05, 2012 and will remain in effect unless rescinded, revoked or reinstated by order of the Tribal Chairman.



Dexter McNamara, Tribal Chairman