

Hiring Policy for Directors, Administrative Directors, Entity Directors and Executive Directors

I. PURPOSE

The purpose of this policy is to outline the hiring process for the recruitment and selection of candidates for Director-level and higher positions.

II. SCOPE

This policy applies to all departments and entities that are governed by the Port Gamble S'Klallam Tribe Employee Handbook. Some PGST departments may have hiring requirements that are specific to their grants, contracts or licensing requirements. This policy contains the minimum requirements. Other department- or program-level requirements may supplement, but not replace or reduce the requirements outlined in this policy.

III. POLICY

The recruitment of Director-level positions will be conducted using one of the three following methods: **Upward Mobility Policy, promotion from within or outside recruitment.**

The Upward Mobility Policy (UMP) is the preferred method for the recruitment of Director-level positions; promotion from within or outside recruitment will be used only if approved by the Executive Team.

Whichever recruitment method is used, all selected candidates will be subject to the Tribe's general new-hire policies, including drug and alcohol testing and background checks.

The first step in recruitment for all Director level positions is to update the existing position's job description with special attention paid to the position's educational and experience requirements/preferences. Approval of changes to the job description require two levels of approval – one of which must be the appropriate Administrative or entity Director and, in the case of a recruitment for an Administrative or Entity Director, the Executive Director.

Upward Mobility Policy

- The Tribe's Upward Mobility Policy is an opportunity for qualified Tribal members to be trained for, and to gain experience in, the Director-level position before assuming the full responsibility for the position. Implementation of the UMP for a position will be guided by the Tribe's current UMP. The UMP requires the creation and approval of a budget for the process and the publishing

of the opening to all Tribal members, allowing an opportunity for all interested and qualified members to apply and compete for the position.

Promotion From Within

- Promotion from within is the elevation of an existing employee who has clearly demonstrated that he or she has the required education, experience and other attributes necessary to be promoted. All promotions from within for Director-level positions must be approved in advance by the appropriate Entity Director, Administrative Director and the Executive Director.

Outside Recruitment

- Outside recruitment is used to attract qualified applicants for Director-level positions when necessary because desire to attract the most qualified candidates possible. The appropriate Entity Director, Administrative Director and the Executive Director must approve outside recruitment prior to advertising. The job description will be the basis for the advertisement of the position. The outside recruitment process will adhere to all elements of the Tribal Hiring Policy.

The hiring decision for positions that report directly to Tribal Council will be subject to confirmation by the Council.

IV. PROCEDURE

- A. Incumbent Directors must notify the appropriate Entity Director or Administrative Director of an impending vacancy as soon as the situation is recognized;
- B. Directors and Administrative Directors should strategize the approach to filling the vacancy to determine which of the three recruitment patterns best meets the Tribe's needs
- C. The minimum educational requirement for all Director-level positions will be a four-year degree in an area of study appropriate to the position but an equivalent amount of comparable professional experience may be considered as a substitute for the education requirement in limited circumstances such as a when a candidate has an extraordinary amount of experience
- D. HR will be responsible for management of the recruitment and selection process as per the requirements of the general Tribal Hiring Policy

HIST: Approved by Tribal Council motion, April 26, 2011

Approved by Tribal Council Motion on July 14, 2015