

Tribal Hiring Policy

I. PURPOSE

The Port Gamble S’Klallam Tribe enters into employment relationships with individuals for the purpose of providing essential services to the Tribe as a whole, individual Tribal members and the Tribal community. Every employee hired is hired with the intent that he or she will play an essential role in achieving the Tribe’s goal of providing the highest possible services to those it serves. It is critical, then, that great care is used in the selection of the employees who will be entrusted with the responsibility for providing those services. The purpose of this policy is to ensure that the steps involved in identifying and selecting employees can be implemented in the most fair and consistent manner possible.

II. SCOPE

This policy applies to all departments and entities that are governed by the Port Gamble S’Klallam Tribe’s Employee Handbook. Some PGST departments have hiring requirements specific to their grants, contracts or licensing requirements. This policy contains the minimum requirements. Other applicable rules may supplement, but not replace or reduce, the requirements of this policy.

III. POLICY

In order to avoid even the appearance of impropriety, all recruitment, selection and hiring of Tribal employees will be conducted in accordance with the following procedures. No substantial deviation from these procedures will be allowed without the express written approval of the Tribal Council. The oversight and coordination of this policy will be entrusted to the Human Resources Department.

While the highest priority will be given to identifying and selecting the most qualified candidate available for every available position, the Tribe reserves its inherent sovereign right to insist that Tribal membership be a major factor in the definition of “most qualified”. This Tribal Preference will be taken into consideration in every facet of the recruitment and employment relationship.

IV. PROCEDURE

The Recruitment Phase

- a) All recruitment, whether for existing or newly created positions will be facilitated by the HR Department.
- b) All new or existing position openings must be made available for application by all interested and qualified Tribal members. This includes all temporary, on-call, part-time or full-time positions. For promotions see promotion policy.
- c) Hiring Managers begin the recruitment process by completing a Personnel Requisition form with required approvals, information and job description, then submit to HR.

Personnel Requisition forms are due by Tuesdays at noon. All advertisements must be advertised for a minimum of 10 business days.

- d) The HR Department will provide advice and consultation on the details of the position, including but not limited to, wages, FLSA status, closing date, job descriptions, etc., ensuring that each position remains in compliance with Tribal standards and guidelines. This advice and consultation process will recognize that, except in the case of a clear and substantial violation of Tribal policy, practices or guidelines, the ultimate responsibility and accountability for the recruitment process belongs to the Hiring Manager.
- e) All positions will be advertised within the tribal community, in the event we receive insufficient applications or lack of applicants meeting the minimum requirements, then will proceed to re-advertise outside the tribe to the general public. The only exceptions will be if the positions requires highly specialized skills, license, or experience requiring outside advertisement. The Hiring Manager will be responsible for determining re-advertisement outside the tribe to the general public.
- f) In the event of insufficient applications or lack of applicants meeting the minimum qualifications at the closing date, the Hiring Manager may re-advertise and extend by submitting a through a written request to HR.

The Application Phase

- a) All individuals who wish to be considered as candidates for employment with PGST must complete and sign an application indicating their interest in a position.
- b) The PGST application will contain notices including but not limited to, the fact that the Tribe utilizes Tribal Preference, that the Tribe will consider all applications without regard to any basis prohibited in Section 11.01 of the Employee Handbook.
- c) Applications must be received by the Human Resources Department on or before the published closing date for the position. Date/Time data automatically applied by an email system or a manual receipt date stamp applied by the HR Department upon physical receipt will all be acceptable proof that the application was received prior to the closing date.
- d) Applicants must provide all the information requested on the application and must do so in a legible manner; unsigned, incomplete or illegible applications will not be considered.
- e) All information provided on the application must be accurate and complete. If significant falsifications, omissions, or misrepresentations of facts are discovered before the selections process, the applicant and application will be withdrawn from the process. If significant falsifications, omissions, or misrepresentations of facts are discovered during or after the selection process, any contingent offers will be withdrawn, and employment may be terminated.
- f) Applications for candidates selected for employment will be retained in a personnel file for the employee's entire tenure with the Tribe. Personnel files will be maintained in locked cabinets in access-controlled areas by the HR staff.
- g) All applications that indicate an interest in a position for which the applicant was not selected will be retained in HR Department files for one year (12 months) from the application date. After that date, all applications not selected will be purged.

- h) Applicants will be encouraged to submit new applications for each position desired, but upon receipt of a specific request, the HR Department will copy a previously submitted application for submission to additional positions.
- i) All information obtained in the recruitment phase will be maintained in locked files in access-controlled areas by the HR staff.

Selection Phase

- a) The HR Department will provide the Hiring Manager copies of all applications received, blocking all confidential information. The Hiring Manager and supervising staff will review the applications and all related information provided by the applicant. Based upon this review, the Hiring Panel will select candidates for interviews. Below are guidelines to select applications for interview.
 - i. Meets minimum qualifications of the job description
 - ii. Tribal Preference (See Below)
 - iii. Education
 - iv. Relevant or equivalent work experience
- b) The HR Department will coordinate the selection of the Hiring Panel for conducting the interviews. The panel must consist of two or more tribal members. The panel will consist of a mixture of department committee members, internal department employees, and partnering departments that are familiar with the duties and qualifications of the position. The Hiring Panel will be given a hard copy or emailed a copy of the Hiring Policy and Procedures prior to the interview date.
- c) In order to safeguard the perception of objectivity and integrity of the selection process, HR staff is not allowed to participate as a Hiring Panel member outside of their department.

Interviewing Phase

- a) The HR Department will coordinate the interviews with the Hiring Panel. Once the date and times have been set, the HR department will schedule the interviews with selected applicants. Scheduling of the interviews must allow for three days of coordination.
- b) Prior to the start of the interviews, the HR Department will go over the Interview Panel Instructions/Acknowledgement form with the panel. This form covers non-discrimination, Tribal Preference, confidentiality, notification of selected applicants and so on. This form must be acknowledged and signed by all of the panel members.
- c) The following information will be prepared and given to the panel members 15 to 30 minutes prior to the start of the interview. The packet will include:
 - a. Interview schedule and questions
 - b. Job description
 - c. A set of applications including the cover letter or resume if supplied
 - d. Interview Guides
- d) The Hiring Panel will consider the interviewees' specific answers to the questions asked, their behavior during the interview and any other permissible, non-discriminatory factor that the Hiring Panel considers relevant to their decision, that they will help achieve the goal of identifying the best qualified candidate for the position.

- e) The Hiring Panel will consider their hiring decision in private in order to ensure confidentiality and to protect the integrity of the decision-making process. By way of simple majority vote, the Hiring Panel will select the candidate that will be made a contingent offer of employment. Selection criteria are listed in no particular order as below:
 - i. Evaluate the candidate solely on what you learned from the application and in the interview.
 - ii. The candidate's responses to interview questions
 - iii. The candidate who has the qualifications to perform the duties of the position effectively.
 - iv. Tribal Preference Policy (See Below)
 - v. Education
 - vi. Relevant or equivalent work experience
 - vii. Knowledge of the Job
 - viii. Technical skills and abilities
- f) The Hiring Manager will notify HR of the name of the selected candidate. HR will provide notification for both the selected candidate and all those candidates not selected.
- g) Once the Hiring Panel has directed HR to make a contingent offer of employment, HR will coordinate all pre-employment screenings, such as drug and alcohol testing and criminal background check, as per the terms of the current employment eligibility policies.

V. Tribal Preference Policy

As a sovereign nation, the Port Gamble S’Klallam Tribe reserves its inherent right to exercise employment preference for its own members and other Indians. This is often referred to as “tribal” or “Indian preference”.

Accordingly, preference in all aspects of employment with the Tribe will be given to qualified candidates in the following order:

- a) First to enrolled members of the Port Gamble S’Klallam Tribe,
- b) Second to Port Gamble S’Klallam descendants and parents of enrolled Port Gamble S’Klallam Member children,
- c) Third to other Indians enrolled in any federally recognized tribe, and
- d) Fourth to non-Indian candidates.