



UNITED SOUTH AND EASTERN TRIBES, INC.  
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**UNITED SOUTH AND EASTERN TRIBES, INC.**

Resolution No. 05/95-20LA

**PERSONNEL, EMPLOYMENT AND ROLE AUTHORIZATIONS**

**WHEREAS,** the United South and Eastern Tribes, Inc. (USET), a Council of Governments from Maine to Florida, is a representative of the Tribal Governments of twenty-one (21) federally recognized tribes; and

**WHEREAS,** USET is governed by a Board of Directors constituted of two delegates from each member tribe and the actions taken by the Board of Directors officially represent the intentions of each member tribe; and

**WHEREAS,** the Administrative Operations Committee (AOC) recognizes the inadequacy of the existent Personnel Policies and Procedures Manual and the need for personnel, employment and role authorizations to guide the activities of the USET staff,

**NOW, THEREFORE BE IT RESOLVED** that the AOC recommends the following be observed:

1. When a position is open, the supervisor shall notify the Executive Director/Tribal Liaison Officer (TLO).
2. The Executive Director/TLO shall advertise the position.
3. Once the application deadline has expired, the Executive Director/TLO shall review applications submitted and select the three most qualified applicants for interview.
4. The Executive Director/TLO shall notify the President of the three selections along with his/her recommendation of the most qualified applicant.
5. The Executive Director/TLO shall present the applicants' application, other pertinent information and an authorization form to the AOC for approval.
6. If approved by the AOC, the Executive Director/TLO shall notify the Bookkeeper, in writing, of the applicant's name, starting date of employment, employee status and job classification with range and step.
7. All information noted in number 6 and the approved authorization signed by the AOC must be submitted to the Bookkeeper prior to the new employee beginning actual employment.
8. The new employee shall be directed by the supervisor to report to the Bookkeeper prior to the new employee beginning actual employment.

*“Because there is strength in Unity”*

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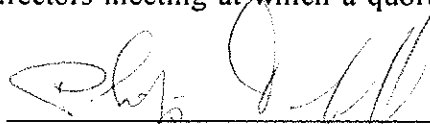
9. The Bookkeeper shall notify the payroll service of the employee's rate, deductions and proper expense account code.

**CERTIFICATION**

This resolution was duly passed at the Board of Directors meeting at which a quorum was present, in Lafayette, LA, June 1, 1995.



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Keller George, President  
United South and Eastern Tribes, Inc.



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Philip Tarbell, Secretary  
United South and Eastern Tribes, Inc.