

POLICIES & PROCEDURES
FOR THE
SEMINOLE TRIBE OF FLORIDA
CENTER for STUDENT SUCCESS and
SERVICES

TRIBAL PROFESSIONAL DEVELOPMENT
PROGRAM

February 1, 2017



The Seminole Tribe of Florida Tribal Council and the Seminole Tribe of Florida Center for Student Success and Services have the right to interpret the content of these Policies and Procedures. Nothing contained in these Policies and Procedures confer any right, contractually or otherwise upon any third party. These Policies and Procedures may be amended at any time.

TRIBAL PROFESSIONAL DEVELOPMENT POLICIES AND PROCEDURES

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****All program forms are available online and may also be obtained at the local Center for Student Success and Services office.*



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WORK EXPERIENCE PROGRAM POLICY AND PROCEDURES

The Work Experience Program (WEP) provides Seminole Tribal Members with job placement opportunities within the various STOF departments. The goal of WEP is to enhance employability by providing knowledge, skills and experience and strengthen employment history. WEP is a twenty four (24) month opportunity. The WEP program would help to strengthen the professional skills and interpersonal relationships of tribal members working in a professional setting. By working with a seasoned professional, participants will gain experience and confidence in planning, implementing, and evaluating assigned tasks. Upon successful completion, the participants are issued a certificate of achievement. WEP enrollment will not exceed forty (40) participants. Qualified applicants that fall outside of the enrollment cap may be given special consideration on an individual basis, pending the discretion and approval of the Executive Administrative Officer.

Eligibility

- a. Must be an enrolled member of the Seminole Tribe of Florida.
- b. Must be at least 18 years of age or older
- c. Must provide a copy of an accredited high school diploma/GED.
- d. Must pass the required background check and drug screening.

Work Experience Benefits

Program Participants will receive the following:

- Salary of \$10 per hour
- Opportunities to attend professional development workshops and conferences
- Opportunity to attend and participate in the Annual Career Fair
- Resume and interview assessments
- On the job training and skill building
- Career interest assessments

Work Experience Goals

The opportunity to obtain work experience through on-the-job training that will provide the Participants with the skills, experience and insights to allow for enhanced and gainful employment.

The goals of the Program are to build:

- Effective communication
- Teamwork
- Problem solving
- Strategic planning
- Self-management
- Professional development
- Preparation for gainful full time employment
- Develop excellent written, verbal, organizational and interpersonal skills

These goals will also be promoted through workshops, on the job/hands on training and webinars, in addition to one-on-one staff support etc.

Program Administration

Work Experience Application Process

The following documents are required:

1. Completed WEP Application to the TPD Program Coordinator
2. Copy of an accredited high school diploma/GED, or transcripts from a higher education or career institution as approved by the Center for Student Success and Services
3. Copy of Tribal ID and/or State Issued ID
4. Social Security Card

Employment Process

A. Phase I

- Participant will meet with the TPD staff to review all documents.
- TPD staff will review and approve documents to ensure proper placement.
- TPD staff will review the confidentiality code established in the STOF policy.
- TPD staff will contact the participant's department of interest to ensure availability of placement. If placement is available, the participant is moved to Phase II of the program. Otherwise; the TPD staff will contact participant to identify another possible area of interest. The TPD staff will continue to contact the departments until an appropriate placement is available.
- The TPD staff will meet with the potential supervising department manager to discuss appropriate placement based off resume and letter of intent.

B. Phase II

- The TPD staff will prepare the participant for an interview with the supervising department manager or supervisor.
- The TPD staff will introduce the work expectations of the supervising department and policies that govern all Seminole Tribe of Florida employees.
- A formal interview will be scheduled with the supervising manager, participant and TPD program staff.
- Participants required documents will be forwarded to Human Resources for processing. A prescreening date will be identified.

C. Phase III

- A work schedule is identified by the supervising manager and agreed upon by the Participant.
- TPD staff will review the employment policies established by Human Resources.
- Participant start date is identified. The TPD staff and supervising manager will coordinate participant's ID and access information.

Performance Evaluation:

The performance evaluation process is designed to provide an objective assessment of the participant's performance, as it directly relates to work assignments and established standards for the position.

The Quarterly performance reviews are conducted to ensure the participants:

- Acquire the core competencies and basic skills of the position.
- Employability skills.
- Maintaining scheduled attendance agreement.

The TPD staff will continuously evaluate the following:

- Participant’s knowledge of the department’s internal programs, operations, and policies
- Participant’s conduct, attendance and performance
- Development of employability skills

Performance will be evaluated throughout the duration of the program by the TPD staff and the respective supervisor/manager to ensure the WEP participants are consistently improving employability skills within the respective department. Participants are expected to meet with TPD staff bimonthly to review work performance and review job details.

If the participant does not meet the prescribed performance criteria, a Performance Improvement Plan (PIP) will be developed by the TPD Program and the hosting department as a proactive measure to assist the employee to succeed. **In the event that the participant does not successfully complete the PIP, additional corrective and/or disciplinary actions may be taken, up to but not limited to termination from the WEP program.**

Participant Agreement

To participate in WEP, participants must agree and adhere to the following:

- Successfully complete the interview process and be selected for employment.
- Must pass the Tribe’s drug screen and background check.
- Adhere to the prescribed work schedule.
- Work a minimum of 20 hours per week, not to exceed an average of 30 hours per week.
- All time-off requests for any purpose require one (1) week advance notice and the hosting department manager’s pre-approval, prior to taking any time off. The TPD Manager must be copied on all emailed time off requests. All time off request are to be entered in STOF time keeping system (KRONOS).
- Supervisor/manager approval and a minimum of one (1) week advance notice are required when requesting any changes to the preapproved standard work schedule.
- Participants who fail to report to work for three (3) consecutive work days without notice to their Supervisor/Manager (i.e. No Call/No Show) are considered to have abandoned their WEP position.
- Participants are required to attend all mandatory orientation classes provided by the TPD Program and/or Human Resources.

Participant Expectations

Participates are expected to agree and adhere to the following:

- Demonstrate ability to prioritize projects and multiple tasks.
- Demonstrate ability to commit to a defined work schedule.
- Demonstrate ability to solve problems.
- Ability to understand the dynamics of employee development and professional growth.
- Ability to comply with STOF and designated department’s confidentiality agreement.
- Ability to enhanced employability skills throughout program.
- Ability to positively receive and learn from both positive and negative feedback.
- Ability to establish and maintain effective working relationships with STOF’s departmental staff members and Tribal Members.

- Ability to serve the STOF community and fellow employees with honesty and integrity in accordance with established rules and procedures.

Code of Conduct & Discipline:

- Must adhere to all STOF and departmental policies and procedures.
- Dress appropriately for work in proper professional attire and/or uniforms, as required by the department assigned.
- Adhere to the tasks, functions, duties, and responsibilities as assigned by each specific department.
- Follow all instructions and directives given and complete all work assignments in a timely manner.
- WEP Participants are encouraged to initially discuss their concerns, ideas or suggestions with their Department's Supervisor/Manager.
 - If the WEP Participant feels that their concerns did not receive the attention it requires, he/she may address the matter with the TPD Program Manager.
- Ensure that all interactions and forms of communication are conducted in a professional manner.
- Use of personal electronic devices during work hours is prohibited, unless due to extenuating circumstances as approved by the respective supervisors/managers.
- No more than two department transfers are allowed within the total 24 months.
- All participants are required to provide a resignation letter when voluntarily terminating from WEP, and will not be eligible to participate in the program for six (6) months following separation.
- Any WEP participant terminated for job abandonment or violation of STOF policies and procedures will not be eligible to participate in the program for one [1] year following termination. Any further or repeated violations of the TPD program policies will result in the permanent disqualification from the program.
- To be reconsidered for re-entry into the Work Experience Program, each participant must meet the selection criteria and eligibility process.

STUDENT WORK EXPERIENCE PROGRAM POLICY AND PROCEDURES

The Student Work Experience Program (SWEP) program that provides Seminole Tribal Member students with job placement within the various Seminole Tribe of Florida (STOF) departments in order to introduce and/or enhance employability skills. Sessions occur in the winter, spring and summer. The winter and spring experience is built around a students' break from their academic institution. Summer work experience is an eight (8) week program that occurs during the summer. The goal of the program is to increase students' knowledge and interest in the Seminole's history, culture, and organizational structure. Provide student's an opportunity to demonstrate their ability to be adaptable, enthusiastic and able to adjust to a work environment. Placement within any STOF department is at the discretion of the respective director. Placement is on a first come first serve basis.

Eligibility

- Must be an enrolled member of the Seminole Tribe of Florida
- Must be between fourteen (14) and twenty four (24) years of age
- Participants over eighteen (18) years old must provide a copy of an accredited high school diploma/GED, or be enrolled in a higher education or career institution
- Students must have GPA of 2.5 or higher
- Students must have good school attendance history
- Must submit the completed application on or before the due deadline date
- Must pass the required background check and drug screening
- Tribal Members up to the age of twenty four (24) who have successfully completed and obtained their GED, are eligible to participate in the SWEP

Student Work Experience Benefits:

Program Participants receive the following:

- Salary of \$8 per hour.
- Program Orientation
- Opportunities to attend professional development workshops and conferences
- Annual Education Expo
- Resume and Interview assessments
- Work Training and Skill building
- Career Interest Assessments

Student Work Experience includes:

The opportunity to obtain work experience through on-the-job training that will provide the participants with the skills, experience and insights to allow for enhanced and gainful employment.

Program Administration

Student Work Experience Application Process

The following documents are required prior to placement:

- Completed Student Work Experience Program Application
- If applicable, must provide a copy of an accredited high school diploma/GED, student report card, or transcripts from a higher education or career institution

- Copy of Tribal ID and/or State Issued ID
- Social Security Card

Employment Process

A. Phase I

- TPD staff to review all documents.
- TPD staff will review and approve documents to ensure proper placement.
- TPD staff will organize SWEP orientation and invite participants. Attendance is mandatory to participate in SWEP.

B. Phase II

- The TPD staff will deliver an orientation to prepare the participants for their upcoming eight (8) week work schedule. At which time the supervising department manager or supervisor is introduced.
- The TPD staff will introduce the work expectations of the supervising department and policies that govern all Seminole Tribe of Florida employees.
- Participants required documents will be forwarded to Human Resources for processing. A prescreening date will be identified.

C. Phase III

- A work schedule is identified by the supervising manager and agreed upon by the Participant.
- Participant start date is identified. The TPD staff and supervising manager will coordinate participant's ID and access information.

Performance Evaluation:

The participant's biweekly performance reviews are conducted to ensure participants are learning the core competencies of each department in addition to employability skills.

If the participant does not meet the prescribed performance criteria, a Performance Improvement Plan (PIP) will be developed by the TPD Program and the hosting department as a proactive measure to assist the employee to succeed. **In the event that the participant does not successfully complete the PIP, additional corrective and/or disciplinary actions may be taken, including but not limited to termination from the SWEP program.**

Participant Agreement:

To participate in Student Work Experience Program, applicants must agree and adhere to the following:

- Adhere to the prescribed work schedule.
- Adhere to rules and guidelines established by the supervising department manager.
- Work a minimum of 20 hours per week, not to exceed 29.5 hours per week.
- Participants are required to work a minimum of four (4) consecutive hours daily with proper supervision by the supervising department.
- All time-off requests for any purpose require one (1) week advance notice and the hosting department's manager's/supervisor's approval prior to taking any time off.

- Supervisor/manager approval and a minimum of one (1) week advance notice are required when requesting any changes to the prescribed work schedule.
- Participants who fail to report to work for three [3] consecutive work days without notice to their Supervisor/Manager (i.e. No Call/No Show) are considered to have abandoned their SWEP position.
- Participants are required to attend orientation classes provided by the TPD Program and/or Human Resources.

Code of Conduct & Discipline:

- Must adhere to all STOF and departmental policies and procedures.
- Dress appropriately for work in proper professional attire and/or uniforms, as required by the department assigned.
- Adhere to the tasks, functions, duties, and responsibilities as assigned by each specific department.
- Follow all instructions and directives given and complete all work assignments in a timely manner.
- SWEP Participants are encouraged to initially discuss their concerns, ideas or suggestions with their Department's Supervisor/Manager.
 - If the SWEP Participant feels that their concerns did not receive the attention it requires, he/she may address the matter with the TPD Program Manager.
- Ensure that all interactions and forms of communication are conducted in a professional manner.
- Use of personal electronic devices during work hours is prohibited, unless due to extenuating circumstances as approved by the respective supervisors/managers.
- No more than one department transfers is allowed within the summer work experience program.
- All participants are required to provide a resignation letter when voluntarily terminating from SWEP, and will not be eligible to re-enroll for the remainder of the program.
- Any SWEP participant terminated for job abandonment or violation of STOF policies and will not be eligible to participate in the program the following year. Any further violation of the STOF/TPD program policies will result in permanent disqualification from the program.