

# Confederated Salish & Kootenai Tribes-Indian Preference Office





# Introduction



- The Indian Preference Coordinator administers a **referral service to assist employers in placing qualified Tribal members or members from a federally recognized tribe.**
- Contractors requesting specific individuals must make their request in writing to the Indian Preference Office.



# COMPLIANCE PLAN

- Every contractor and sub-contractor must submit a written compliance plan agreement to the Indian Preference Office for approval at least 10 days before commencing work.
- The compliance plan must be **submitted and approved** ten days before work begins.
- **The Prime contractor will be responsible for monitoring all relevant subcontractors for compliance.**



# NEW HIRES

- ▶ After the compliance plan has been approved by the Indian Preference Coordinator, **all new hires and replacements** will be hired through the Indian Preference Office.



# CORE CREW

- Definition of **core crew** is as follows: owner, superintendent and foreman.




# EMPLOYMENT WAIVER

- ▶ If the Indian Preference Office is unable to locate a qualified tribal member, an **employment waiver** may be granted to a contractor. The Indian Preference Office will certify in writing to the contractor that a qualified tribal member is unavailable for the position.




# WORK SCHEDULE & HOURS

- ▶ Indian Preference employees shall be given the **same schedule opportunities** and **number of working hours** as similarly situated non-Indian employees.
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# FRINGE BENEFITS

- ▶ Any Indian preference employee shall have the right to receive any health insurance or pension benefits (**fringe benefits**) paid to them directly at the time they receive their regular paycheck.
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# TERMINATIONS

- **Terminations, no shows or promotions** have to be reported by the employer to the Indian Preference Office within 24 hours. Written explanation of termination must be submitted to the Indian Preference Coordinator within one week.
- No Indian Preference employee shall be laid off when a non-Indian employee in the same job classification is still employed.



# CERTIFIED PAYROLLS

- Wage and hour reports must be submitted to the Indian Preference Office within one week after payroll disbursement.
- The Indian Preference Office will be reviewing all **certified payrolls** for the contractor as well as the subcontractors.



# SITE VISITS

- ▶ The Indian Preference Coordinator will be on the **job site** to monitor Indian Preference Employment.



# EMPLOYMENT DOCUMENTS

- ▶ Construction companies will be responsible for collecting the **I-9, W-4 and employment waivers (if needed)**.



# INDIAN PREFERENCE FEE

- ▶ There is a 3% Indian Preference fee payable to the Indian Preference Office on contracts over \$25,000.



# INDIAN PREFERENCE CONTACT INFORMATION

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- ▶ Located in the upper level of the new tribal complex in Pablo, MT.