



BISHOP TRIBAL EMPLOYMENT RIGHTS COMMISSION

50 TU SU LANE ■ BISHOP, CA 93514 ■ PHONE 760-873-7893 ■ FAX 760-873-4143

NEW EMPLOYMENT AND TRAINING ASSISTANCE POLICY

PURPOSE

The purpose of this policy is to allow the Tribal Employment Rights Office to provide Employment and Training Assistance to Bishop Tribal Members who need assistance with new employment or temporary employment over 6 consecutive weeks or Training Assistance that will improve job skills for potential employment (other than TERO trainings).

POLICY

New or Temporary Employment Assistance

New or Temporary Employment Assistance can only be used by Tribal Members of the Bishop Paiute Tribe ages 18 and up, unless you are Tribal member youth enrolled in the Tribal Summer Youth Program or employed elsewhere with a valid work permit.

The Employment assistance must not exceed **\$200.00** and will be considered only once per calendar year per person. Individuals can request assistance after one year only if it is with a new employer. Transferring job positions within employment does not qualify as a new employer.

Failure to provide original receipts (not copies) within 3 days of receiving a check, providing proof of participation and completion of training, will result in a gaming distribution garnishment or other means of collection to repay the Assistance Fee amount back to TERO.

Training Assistance

Training assistance can be requested by a Tribal Member who is applying for a certified training required for new employment or advancement within current employment. Must provide supporting documentation.

Training Assistance can only be requested once a year. Example: If you receive assistance in February 2018, then you will not be able to qualify for assistance until after February 2019.

Training fee should not exceed the amount of \$500.00. If training cost is over \$500 then a request will need to be made to TERO Commission and submitted for approval at the next scheduled TERO meeting.

Upon completion of training Tribal Member will need to provide TERO documentation showing their training has provided them a job within a year of requesting Assistance. If the individual does not submit

proof that the training has provided them employment within the year of obtaining certificate or submit proof that they have applied to jobs with the skills acquired by this training, then they will be obligated to reimburse the TERO department the monetary value that was requested.

If the individual does not obtain a certificate or documentation showing they have completed the training, coursework and/or passed a test, the individual will be obligated to reimburse the TERO department the monetary assistance that was requested.

PROCEDURE

Tribal Members must seek other Supportive Services and complete an authorization form before requesting assistance from TERO. This Form will include signatures from other agencies confirming services are not duplicated. (Please find form attached).

Approved Assistance Types

The following is a list of approved assistance types funded by TERO:

1. Training Fee (Trainings other than TERO Trainings)
2. Gas Vouchers or Transportation Assistance
3. Drug Testing for employment.
4. Basic Tools (Must be required for job).
5. Work Clothes and Work Boots/Shoes- (Must be required for job).
6. Any Certifications (OSHA/CPR/Food Handlers etc. fees)
7. Union Dues (Start-up fee only)
8. License Fees/CA ID
9. DUI Intake fee

An individual who obtains new or temporary Employment over 6 weeks must provide a formal notice of hire from employer when requesting assistance. It is not the responsibility of TERO staff to obtain this information. Once employment verification is received then the following information will need to be provided:

- Tribal Verification
- If requesting assistance for work clothing or tools then a letter must be provided by the employer confirming what is required
- A quote from the vendor or business including the total cost.
- A Bishop TERO Employment Assistance form outlining what the individual need is
- A written letter from individual requesting assistance that includes their mailing address.

If requesting assistance for training costs (other than TERO trainings) then he/she must be unemployed or seeking advancement within employment and provide the following:

- Tribal Verification for Bishop Tribal Members
- A current Job Skills application on file with TERO if unemployed.

- The Training information (Type of training, cost and location)
- Formal letter indicating why training is needed
- A Bishop TERO Employment Assistance form
- A written letter from individual requesting assistance that includes their mailing address

All required documentation requested above must be submitted to the TERO office at 50 Tu Su Lane, Bishop Ca. If you have questions, please contact the TERO Office at 760-87433-7893.