



## **BISHOP TRIBAL EMPLOYMENT RIGHTS COMMISSION**

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

### **New Employment & 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 Paiute 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.

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 the same entity/employer does not qualify as new employment.

Failure to provide original receipts (no copies) within 3 business 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.

##### **Training Assistance**

Training assistance can be requested by a Tribal member of the Bishop Paiute tribe 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 per calendar year.

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

If the individual does not provide the TERO Office with training completion certificate or documentation showing they have completed the training coursework satisfactorily, the

individual will be obligated to reimburse the TERO Office the monetary assistance that was requested.

### **Procedure**

Tribal Members must seek other supportive services and complete an authorization form before requesting assistance from TERO (form attached).

#### **Approved Assistance Types**

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

1. Training & certification fees/cost (no TERO sponsored trainings).
2. Gas Vouchers/transportation assistance.
3. Drug testing/fingerprints for employment.
4. Tools/Clothing/Footwear (must be required by the employer/specific dress code/tool list).
5. CA Driver License Fee/ID.

It is the responsibility of the requestor to provide to TERO Staff all documentation listed. An individual who obtains new or temporary employment over 6 consecutive weeks must provide a formal notice of hire from employer. Along with the employer notice, the following documents must be submitted:

1. Tribal verification
2. If requesting clothing/footwear/tool assistance a letter must be provided by the employer confirming what is required.
3. Quote from vendor/business
4. TERO Employment Assistance form will need to be completed.

If requesting assistance for training cost, then the individual must be unemployed or seeking advancement within employment and provide the following:

1. Tribal verification
2. Training/class information (location, total cost, type etc.)
3. Formal letter indicating why training/certification is needed
4. TERO Employment Assistance Form filled out

\*Please note, contracted jobs/contractors do not qualify to apply for TERO Assistance

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