



**NEZ PERCE**  
**TRIBAL EMPLOYMENT RIGHTS OFFICE**  
 P.O. Box 365  
 Lapwai, ID 83540  
 Ph.: (208)843-7363 Fax: (208)843-7365

**TERO COMPLIANCE PLAN & AGREEMENT**

**PROJECT INFORMATION**

Project Name:	Project No:
Location:	
Project Owner:	
Project Architect:	Phone:
Project Funding Agency:	
Funding Agency Contact:	Phone:

**CONTRACTOR INFORMATION**

Check all that apply:  Prime Contractor  Subcontractor  Union  Non-Union

Company:		
Address:		Email:
Contact Person:	Title:	
Phone:	Fax:	Shed/Cell:
Insurance Company:	Policy #:	
Scope of work to be performed:		

**PERIOD OF PERFORMANCE**

Approximate Start Date:	Ending Date:
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**CONTRACT AWARD AMOUNT:** \_\_\_\_\_ **TERO FEE AMOUNT:** \_\_\_\_\_

**TERO FEE: A TERO Fee will be accessed at 3.5% of the total contract award amount for contracts totaling \$15,000 or more.**

Contracts/subcontracts in the sum of \$15,000 or more are subject to a fee of **3.5%** of the total award amount. Requests for a TERO Fee payment schedule must be approved prior to the commencement of work activity on the project.

- a. **TERO FEE ON PROJECTS \$350,000 OR LESS:** a full payment of the TERO Fee is due prior to the beginning of work activity.
- b. **TERO FEE ON PROJECTS OVER \$350,000:** No less than ½ the TERO Fee must be paid prior to the commencement of work activity. A written request for a payment schedule for the remaining balance of TERO Fee must be submitted with this compliance plan for approval.
- c. **CHANGE ORDERS:** Must be reported to TERO immediately upon approval from the funding/contracting agency. Adjustments to the TERO Fee amount will be made accordingly.

Current TCP110816110816

**IDENTIFICATION OF CORE & KEY WORKERS**

**Core Crew:** Owners, officers and directors of private employers or contracting entities who are listed in such positions on the annual payroll for a minimum of one year continuously.

NAME	POSITION/CLASSIFICATION	Licensed		Hr. Pay Rate	Length with Company
		YES	NO		

**Key Employees:** An employee who occupies a supervisory position or one who possess a specialized skill and who performs a critical function, such that an employer would likely risk financial damage or loss if unable to employ that person. **Upon request:** All claims to possess a “specialized” skill must be submitted with complete resume of work history and proof of specialized skill (e.g. certificates, licenses, etc.) (SEE PG. 6-ATTACHMENT A SECTION 1A)

NAME	POSITION/CLASSIFICATION	Licensed		Hr. Pay Rate	Length with Company
		YES	NO		

- X Employers who wish to utilize workers that do not meet these definitions must obtain approval through a written request for a “TERO Waiver.” (SEE PAGE 7 - ATTACHMENT A SECTION K)
- X All Supervisory employees listed, will be required to attend the TERO Preconstruction Meeting which will be held prior to the beginning of work on the project identified on this compliance plan.

**MANPOWER REQUESTS**

Provide a preliminary estimate of workers (in addition to core crew and key employees) that your company will be required to complete the work on this project. List classification/skill, number needed, starting date, and pay rate. A TERO Dispatch form and follow-up call to TERO at least forty-eight (48) hours prior to identified “start date” is required.

SKILL/CLASSIFICATION	START DATE	NO.	Hr. PAY RATE	SPECIAL INSTRUCTIONS

- X **EMERGENCY REPLACEMENT WORKERS:** TERO Waivers must be obtained for workers who do not meet the definition of “CORE CREW/KEY EMPLOYEE.” Employers operating during hours when the TERO Offices are closed (i.e. weekends, holidays, etc.) who are in need of workers to fill a vacancy will be authorized to place an emergency worker to fill the vacancy. This emergency placement shall be allowed for no longer than seventy-two (72) hours. The TERO will be notified of all such hires immediately upon the next working day and the position will be filled pursuant to the standard TERO procedures described in this compliance plan. Emergencies will be determined on a case by case basis.

IDENTIFICATION OF SUBCONTRACTORS

It shall be the Prime/General Contractor’s responsibility to provide copies of this TERO Compliance Plan and Agreement form to all their subcontractors and suppliers. All Subcontractors must secure an approved TERO Compliance Plan and Agreement prior to the commencement of any portion of work activity they will be involved in. The Prime and all Subcontractors will be required to attend a TERO Preconstruction meeting prior to the beginning of work activity.

COMPANY NAME	PHONE	SCOPE OF WORK	ESTIMATED START DATE

\* ATTACH ADDITIONAL SUBCONTRACTOR INFORMATION ON A SEPARATE SHEET OF PAPER

TERO PRECONSTRUCTION MEETING

A TERO Preconstruction meeting is required to provide each contractor and their supervisory personnel orientation on the TERO requirements and procedures. The Prime/General Contractor shall be responsible for contacting TERO to schedule the meeting and for providing notification of meeting date and time to their subcontractors.

MEETING DATE	LOCATION	TIME

X All supervisory personnel, listed by the prime and subcontractors, will be required to attend the TERO Preconstruction meeting.

FOR ASSISTANCE CONTACT:

Tribal Employment Rights Office  
 PH: (208)843-7363  
 FAX #: (208)843-7365  
 EMAIL: litaf@nezperce.org

MAIL COMPLETED FORMS TO:

NEZ PERCE TERO PROGRAM  
 P.O. Box 365  
 Lapwai, ID 83540

## CERTIFICATION OF UNDERSTANDING & ACCEPTANCE

On behalf of \_\_\_\_\_, I hereby certify that I have received and understand the Nez Perce Tribal Employment Rights Office (TERO) requirements spelled out as "Attachment A" of this compliance plan and Agreement, and hereby agree to accept the responsibility of compliance with the described obligations and requirements. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Project:	Project No:
Contractor:	Email:
Address:	
Phone:	Fax:
Printed Name:	Title:
Signature:	Date:

**On behalf of the Nez Perce TERO, I hereby attest to the conditions set forth in this TERO Compliance Plan and Agreement, and will enforce this agreement through the powers vested in me by the Nez Perce Tribal Executive Committee and the Nez Perce Tribe Title 9.**

### NOTICE TO PROCEED

***The attached TERO Compliance Plan and Agreement has been received, reviewed and is fully acceptable. On behalf of the Nez Perce TERO, authorization to begin work on the above described project is hereby granted. Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.***

***Signature: \_\_\_\_\_, TERO Director***  
***Melvin Wheeler***

***The Nez Perce Tribal Executive Committee has authorized the planning and implementation of the Child Support Enforcement Program (CSEP) under the Nez Perce Tribal Court.***

***The CSEP may contact you regarding a person Dispatched for child support.***

# NEZ PERCE TERO COMPLIANCE PLAN

## ATTACHMENT A

### DESCRIPTION OF TERO COMPLIANCE REQUIREMENTS

## DESCRIPTION OF TERO COMPLIANCE REQUIREMENTS

### FINDINGS

Historically, Nez Perce Tribal members and other Indians have suffered discrimination in employment on and near the Nez Perce Reservation. As a result, Indians were excluded from the employment market and when employed by private sector employers, experienced discrimination; suffered poverty and high unemployment rates; lost opportunities to learn needed skills or to participate in job training programs; lost opportunities for permanent/full-time employment; weren't paid equal wages for equal work, to name a few of the consequences. To eliminate discrimination and affirm that tribal members and other Indians on the Nez Perce Reservation will have preference in employment and training opportunities the Nez Perce Tribe established a Title 9.

### NEZ PERCE TRIBE TITLE 9

Nez Perce Tribe Title 9 addresses Contracting and Subcontracting, and establishes the Tribal Employment Rights Office and its authority to issue rules, regulations, and guidelines.

1. EMPLOYMENT REQUIREMENTS: The intent of TERO is to achieve employment and training opportunities for the local Indian workforce. TERO Law is provided for in the Equal Employment Opportunity Commission (EEOC) and other federal laws. Pursuant to the Nez Perce Title 9, Indian Preference will be required on all employment and training opportunities. All Core Crew and Key Employees, who will be utilized on this project, must be identified in this TERO Compliance Plan by name and title, with a complete description of duties each will be performing on this project.

- A. CORE CREW: Owners, officers and directors of private employers or contracting entities who are listed in such positions on the annual payroll for a minimum of on year continuously. An employee who is hired on a project by project basis is not considered within the core crew. (Attach complete description of duties each will perform on this project, including operation of equipment, and type/model of equipment)
- B. KEY EMPLOYEE is defined as: An employee who occupies a supervisory position or one who possesses a "specialized skill" and who performs a critical function, such that an employer would likely risk financial damage or loss if unable to employ that person.

Such claim to have invested in the employee's skill level shall require written proof, including resume of work history, certificates, licenses, etc. A complete description of duties for each "key employee" listed must be attached to this TERO Compliance Plan. TERO will review the information submitted and make a determination. Employers who wish to utilize workers that do not meet the definition "key employee" on this project must obtain approval by submitting a "TERO Waiver" (See Pg. 15 - Attachment C).

- C. JOB OPPORTUNITIES: *All job opportunities shall be considered new opportunities. If a contractor has employed an Indian worker on previous projects, or on a continuous basis, they may request that worker by name. The TERO will consider the employer's request only if the named individual is currently unemployed and available, has a current skills bank application on file, and is actively signing in at the TERO Hiring Hall. It will be recommended that the employer, at some point in time, begin identifying that Indian worker as "key personnel."*
- D. HIRING: The employer agrees to utilize the TERO to fill their manpower request, and must provide a minimum of forty-eight (48) hours notice and a job description. *The 48 hours will begin on the date a Job Dispatch form is submitted to the TERO (excluding weekends).* TERO will attempt to accommodate the employer in the timeliest manner, matching the specified needs with a TERO referral who meets the minimum of qualifications. TERO will certify in writing when a qualified

- TERO referral is not available.
- E. TERO DISPATCHING: All TERO Referrals or “Dispatches” will be made from the Hiring Hall listings of Local Indian Workforce. The hiring hall lists contain names of unemployed Indian workers who have indicated that they are available for work and their skill. Once a name is taken from the Hiring Hall List, the individual’s work skills bank application will be reviewed to match the skills requested by the employer. If that worker possesses the minimum threshold of qualifications, then they are referred for the opportunity. All TERO Referrals will report to work with a TERO Dispatch form in hand, unless a copy has been faxed/mailed/hand-delivered prior to the referral’s first day of work. The employer shall contact TERO regarding any worker who reports to the job site without a TERO Dispatch Form in hand.
- F. TERO DISPATCH FORM: provides a space for the employer to give a brief job summary, including company name, address and phone number, position title/classification, start date, start time, rate of pay, anticipated length of employment, who to see, etc. The TERO Referral or “dispatch” shall sign the dispatch form to confirm that he/she has understood the requirements of the job and the pay rate offered. All dispatch forms shall require dates and signatures of the employer and a TERO Representative. Unsigned forms will be considered invalid. Employers should review the dispatch form and discuss it with the referral/worker his/her first day of work. Any revisions to the work opportunity, identified on the original dispatch form, regarding position/title, duties, rate of pay, etc. must be reported to TERO prior to any revisions taking place.
- G. LOCAL INDIAN WORKFORCE: is defined as, an enrolled Indian worker who is a resident of the Nez Perce Reservation or its immediate exterior boundaries.
- H. LOCAL PREFERENCE DISPATCHING: *Local preference in dispatching shall apply for job opportunities nearest to where the job is located. For example, if the job is located in Lapwai, TERO will dispatch job seekers from the Lapwai area. Unless the local workforce, in a particular skill is unavailable, then a search for a worker with that skill will be sought from the next tribal community (i.e. Orofino, Kamiah, etc.)*
- I. HIRING HALL: The TERO Hiring Hall is located at 102 Agency Road, in Lapwai, Idaho. The Hiring Hall maintains sign in sheets contain the names of available, unemployed Indian workers, who live on or near the Nez Perce Reservation. To use the TERO Hiring Hall individuals must submit a copy of their tribal enrollment card, a current skills bank application, and a copy of all licenses and certifications. It shall be the worker’s responsibility to sign in at TERO once a week, by name, type of skill and to leave a reliable contact phone number. *All dispatches will come off the Hiring Hall lists of available workers.*
- J. TRAINING: All training opportunities or Training Special Provisions (TSP) requirements must be identified prior to the commencement of work activity on this project. Training opportunities shall be filled through the same process described under Section B “Hiring,” and through coordination with the TERO Employment and Training Program component to locate individual(s) who may already be in an apprenticeship program for which the opportunity will exist.
- K. WAIVERS: A TERO waiver is an employer’s written request for an employee who does not meet the definition of “Core Crew” or “Key Employee” (See TERO Waiver Form in Attachment C). *Employers are required to identify a work opportunity by submitting a TERO Dispatch form, prior to submitting a Waiver Request, as described in “Section C Hiring.”*

Written request, and supporting documentation (i.e. resume, proof of certifications/licenses, etc.) must be submitted and approved by TERO prior to the individual beginning work on the above described project. Any worker discovered on the job, who does not possess an approved TERO Waiver, shall constitute grounds for a “Notice of Violation” and possible sanctions against the employer.

- L. LAY OFF: TERO referred workers will have priority in all work opportunities. In the event that a lay-off becomes necessary, an Indian worker with skills equal to a waived employee, and in some cases a key employee, will be retained. *Once work resumes, the TERO referred worker shall have the first opportunity to return to work, in the order in which they were referred to the job.* Daily TERO Monitoring and a review of weekly certified payroll reports will be made to assure that opportunities are not being eliminated by revising the duties of Core Crew Key or Waived Employees.
  - M. DISCIPLINARY ACTION: Employers must report any disciplinary action taken against a TERO referred worker in written form, providing name, date of incident(s), individual(s) involved, names of witnesses, location of incident, etc. Any disciplinary action taken against an Indian worker will be kept on record at TERO.
  - N. TERMINATION: Employers must discuss termination of an Indian worker with TERO prior to final action. In instances of deliberate acts of safety violation, damage to property, or acts of violence the employer shall have the right to dismiss the employee immediately. Failure to provide TERO with a notice of impending termination for other matters may result in a violation of this agreement.
  - O. EMPLOYER POLICIES: The employer must submit a copy of its employee policies prior to the commencement of work activity for TERO review and approval. In case of any conflict or dispute between company policy with the TERO requirements, Nez Perce Tribal Law will have primacy. An employer may be required to demonstrate that a challenged employment practice is job-related for the position in question and consistent with business necessity.
  - P. DRUG TESTING: Employment must be offered prior to requiring a “pre-employment” drug test. The TERO must be notified and provided a copy of the employer’s pre-employment drug testing policies. Documentation must be provided that drug testing is mandatory for all employees of this employer, and/or as a specification of the project contract. *Documentation may be requested indicating that all core crew and key employees have complied with the drug testing requirements prior to the commencement of their work activity on this project.*
2. WAGE RATES/FRINGE BENEFITS/PAYROLL REPORTS
- A. AVAILABILITY OF WORK HOURS: *Indian workers shall receive the same work hour opportunities as the key personnel and waived workers. This includes regular and overtime hours.*
  - B. WAGES: The prime contractor and their subcontractor(s) must submit a table of wage to be paid. TERO Referrals must receive pay equal to the employer’s key personnel and waived workers performing the same duties/job descriptions.  
  
Each worker must receive a paycheck with an explanation of work week, payroll number, regular and over-time hours, and all deductions taken. General Laborer positions will be paid according to the approved Project Wage Scale or the pay scale equal to that utilized by the company for permanent/annual employees.
  - C. FRINGE BENEFITS: TERO Referrals will receive all fringe benefits in cash, unless the worker is a union member. TERO Referrals will not be required to join a union to procure or retain employment.



- D. IDAHO STATE TAX EXEMPTIONS: For purposes of determining whether an Indian worker is exempt from paying Idaho State Taxes three rules must be met:
1. The worker must present proof of enrollment with a federally recognized Indian tribe, and
  2. The work being performed must be performed within the boundaries of the Nez Perce Indian Reservation, and
  3. The worker must reside within the boundaries of the Nez Perce Reservation

It is recommended that each employer keep copies of the worker's enrollment card for their company's tax records. Each enrolled Nez Perce tribal member is responsible for having their proof of enrollment with them on the day they report to work. It is the employer's responsibility to keep copies once they are provided this proof.

- E. CERTIFIED PAYROLL REPORTS: All Contractors and subcontractors must submit a weekly certified payroll report. Certified payroll reports submitted to the contracting agency will not satisfy this requirement. Payroll reports must contain the name, address, social security number, classification/title, hourly rate, over-time rate, number of regular and over-time hours worked that pay period and deductions for each worker the employer has on the project. Failure to submit certified payroll reports on a weekly/timely basis will constitute grounds for a "violation" and possible sanctions against the employer.

- The Prime/General Contractor will be held responsible for their subcontractors and may face sanctions for failure to meet the requirements of this section of the TERO Agreement.

- F. PAYROLL DEDUCTIONS: No payroll deductions indirectly or directly will be taken from the full wages earned, other than permissible deductions outlined in the United States Federal Labor and Standards Act (FLSA) and this TERO Agreement.

- G. PAY DAY SCHEDULES: TERO workers will receive their pay on the same day as the employer's core crew and key employees. All employees must receive their pay check for the previous week's work hours no later than the close of the work day every Thursday or Friday (whichever may be the last working day of the week for the employer).

- H. DISTRIBUTION OF PAYROLL: Payroll checks must not be distributed to anyone other than the worker for whom the check is made out to. Unless the worker has given written permission to release their check to a specifically named individual.

- I. SHOW UP TIME: will be determined by TERO on a case by case basis. Failure to provide adequate notice of the cancellation of a work day may require the employer to pay show up time.

- J. UNDERUTILIZED WORKERS: shall be defined as a worker who is used on an on-call or a part-time basis. To address the need to earn a livable wage, an underutilized worker will receive a minimum of two (2) work hours when called to report to work, or for each time they're required to be at their work station.

3. CONTRACTING AND SUBCONTRACTING: Indian Preference in Contracting and Subcontracting opportunities on projects located on or near the Nez Perce Reservation is allowed through the authority delegated by or recognized by the United States Congress through federal enactments, rules and regulations promulgated for the benefit of Indians. The General Contractor and Subcontractor shall give preference to Nez Perce TERO Certified Indian Business (CIB), all subcontracting opportunities on this project. A list of Nez Perce Certified Indian Businesses is attached or available from TERO. TERO CIBs are subject to the same terms of this agreement and required to submit a compliance plan and agreement for TERO approval prior to

the start of work activity.

- A. NOTIFICATION OF SUBCONTRACTING OPPORTUNITY: Contractors bidding on projects on or near the Nez Perce Reservation must provide notification to TERO providing the name of the project, project owner, funding source, location and listing of subcontract opportunities. Once it has been determined that the project is located on the Nez Perce Reservation, contractors must provide copies of “notice of subcontracting opportunity” the contracting entity must show, at a minimum that it notified all Certified Indian businesses (listed in the register maintained by the Office as performing work of the kind sought to be contracted for by the contracting entity) via certified mail, with sufficient time and sufficient information to make a reasonable bid, with proof of mailing. If you do not wish to use the attached form, provide copies of letters notifying CIBs of opportunity and attach U.S. Post Office certified mail receipts. Notification must be made in good faith, providing adequate information about the scope of work opportunity and time-line for response. (SEE ATTACHMENT D NOTICE OF SUBCONTRACTING OPPORTUNITY)
  - B. RESPONSE TO NOTICE OF SUBCONTRACTING OPPORTUNITY: Once the time-line for response to the “Notification of Subcontracting Opportunity” has elapsed, provide TERO with a written explanation of the results. TERO will retain a copy in the project file.
4. RELIGIOUS ACCOMMODATION: In concurrence with the Native American Indian Religious Freedom Act, the employer agrees to provide reasonable accommodation to Native American Indians who wish to exercise their rights under the Act. TERO will assist the employer in identifying “reasonable accommodation.”
  5. PROJECT MONITORING: TERO will monitor this Compliance Plan and Agreement through on-site inspections. On-site visits will be conducted in a manner which causes minimal interruption to the workforce duties and project. Any possible violation will be documented and reported to the employer for immediate resolution. Continuous violation may result in sanctions against the employer, including: monetary sanctions of up to \$500 per day per violation, back pay for lost opportunity and as last resort, a stop work order.
  6. COMPLAINTS:
    - A. ON-THE-JOB CONFLICTS: TERO Referrals are advised to make complaints for incidents occurring on the job through the procedures outlined in the employer policies prior to filing a complaint with TERO. The employer must provide notice to TERO once a complaint is filed and provide information on the action taken to resolve the matter and final disposition of the matter once it is settled.
    - B. DISCRIMINATION: If a TERO Referred worker feels they have been discriminated against because of they are Indian and have been treated unfairly by the employer or the employer representatives (e.g. core crew, key personnel) they may file a complaint with TERO. The complaint must be employment related.
    - C. COMPLAINT INVESTIGATION: TERO will investigate complaints through on site investigation, by interviewing witnesses, collecting written statements and review of supporting evidence. Employees providing statements to TERO will not be penalized for time taken to give a brief statement or for cooperating with the investigation. TERO will attempt to make interruption in work activity at the minimum.
  7. Failure to complete this compliance plan thoroughly and submit prior to the commencement of work on the above described project will be construed as a refusal to comply and may result in a “notice of violation.” The Nez Perce TERO will make every effort to work cooperatively with the employer named on this agreement. However, when willful disregard for these requirements are evident, the sanctions afforded will be utilized to the fullest extent of the law.

# NEZ PERCE TERO COMPLIANCE PLAN

## ATTACHMENT B

“DISPATCH FORM”

&

“EMPLOYEE DISPOSITION FORM”

## NEZ PERCE TERO DISPATCH FORM

FOR OFFICE USE ONLY:	Date Submitted:	No. Requested	<input type="checkbox"/> Interview Only	<input type="checkbox"/> Direct Referral
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### DISPATCH INFORMATION (TO BE COMPLETED BY TERO)

Name:	Social Security #:
Address:	City:                      State:                      Zip:
Phone:	Reliable Message #:

### EMPLOYER INFORMATION (TO BE COMPLETED BY EMPLOYER)

Company Name:	Project:
Mail Address:	City:                      State:                      Zip:
Phone:	Fax:                      Cell/Shed:
Email:	

### JOB SUMMARY (TO BE COMPLETED BY EMPLOYER)

Classification/Title:		
Hourly Pay Rate:	Fringe Benefit Rate:	
Start Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Job Length:
Whom to report to:	Title:	
Brief job summary:		
Tools/Equipment required:		
Employer will provide the following:		
EMPLOYER SIGNATURE:		DATE:

### UNDERSTANDING & ACCEPTANCE (TO BE SIGNED BY DISPATCHED WORKER)

I have reviewed and understand that I am being dispatched to the above named company for the stated job classification/title, at no less than the hourly rate of pay stated. I understand that TERO does not issue payroll for the above named company, and questions regarding pay, pay days or any discrepancy of pay related matters, I must first attempt to resolve the matter with my employer. If issues cannot be resolved TERO will intervene upon receipt of written complaint. I further understand that it is my responsibility to carry proper identification with me when I report to work for employer tax purposes, and proof of citizenship. I also understand that it is not TERO's responsibility to provide my proof of enrollment or any other identification required.

The employer is required to deduct Idaho State Taxes unless the following requirements apply to me: 1.) I am an enrolled member of a federally recognized Indian Tribe; 2.) I am working and reside on the Nez Perce Reservation; 3.) I am responsible for providing this proof.

*I further understand that I may be required to submit to pre-employment and random drug testing, and hereby authorize my employer to release information to TERO regarding the results, should these requirements result in my exclusion for this job opportunity.*

I HEREBY ACCEPT THIS JOB DISPATCH     I DECLINE THIS DISPATCH

DISPATCH SIGNATURE:	DATE:
TERO OFFICIAL:	DATE:

\* (NOTE TO EMPLOYER) MAIL OR FAX COMPLETED FORMS TO: TERO, P.O. Box 365, Lapwai, ID 83540 or FAX: (208)843-7365

**The Nez Perce Tribal Executive Committee has authorized the planning and implementation of the Child Support Enforcement Program (CSEP) under the Nez Perce Tribal Court.**

**The TERO will send a copy of your Dispatch to CSEP regarding Child Support.**

**(Signature acknowledging that you have read the information regarding Child Support.)**

# FINAL DISPOSITION OF TERO REFERRED & WAIVED EMPLOYEES

PROJECT: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ JOB/TITLE/CLASS: \_\_\_\_\_

(Please check one or more)

TODAY'S DATE:	JOB START DATE:
<input type="checkbox"/> INTERVIEWED <input type="checkbox"/> HIRED <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> On call <input type="checkbox"/> Subject to recall <input type="checkbox"/> NOT HIRED <input type="checkbox"/> JOB COMPLETED   Last day worked: ____/____/____ <input type="checkbox"/> TERMINATED      Date of termination: ____/____/____ Reason for termination: <input type="checkbox"/> Safety Violation <input type="checkbox"/> Work Ethics <input type="checkbox"/> No call/No show <input type="checkbox"/> Other	
Briefly explain:	
Would you rehire this employee?: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT SURE	
RATE THIS EMPLOYEE, ON A SCALE OF 1-10, ON THE FOLLOWING:	
Attendance	
Knowledge of skills required for the job/classification for which they were referred	
Knowledge of proper use of tools or equipment required for this position	
Used time productively	
Ability to work cooperatively with others	
Attitude	
COMMENTS:	

**AUTHORIZED EMPLOYER REPRESENTATIVE**

I understand that the information provided above will be kept in the strictest of confidentiality, and is to be used to assist TERO in assessing the level of skill and training needs of TERO referred workers.	
Employer Representative:	Date:

X      NOTE: PLEASE RETURN TO:      Nez Perce TERO  
 P.O. Box 365  
 Lapwai, ID 83540  
 Ph: (208)843-7363 Fax: (208)843-7365

DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_

BY: \_\_\_\_\_  
 Nez Perce TERO Representative

# NEZ PERCE TERO COMPLIANCE PLAN

## ATTACHMENT C

### “WAIVER FORM”

# NEZ PERCE TERO WAIVER REQUEST FORM

FOR OFFICE USE ONLY	DATE RECEIVED:	BY:
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Project:		
Employer:		
Name & Title of Person making request:		
Address:		
Phone:	Fax:	Cell/Shed:

INFORMATION RE: WAIVED EMPLOYEE

Name:	Social Security #:
Address:	
Phone:	Position to be waived:
Licenses or Certificates (Provide Copies):	

This waiver request is being submitted because:

- This is a specialized skill which requires licensing or certification for which I have invested time and finances into the training, certification or licensing of the individual to be waived: (Attach supporting documentation).
- This opportunity was identified, prior to making this request and TERO did not have a referral who met the qualifications required, and advised me to file a waiver request.
- Other: \_\_\_\_\_

\_\_\_\_\_  
Authorized Employer Signature

\_\_\_\_\_ Date: \_\_\_\_\_

APPROVED     DISAPPROVED EFFECTIVE DATES: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Authorized TERO Signature

\_\_\_\_\_ Date: \_\_\_\_\_

\* NOTE: A TERO DISPATCH FORM MUST BE SUBMITTED TO TERO PRIOR TO MAKING A WAIVER REQUEST

# NEZ PERCE TERO COMPLIANCE PLAN

## ATTACHMENT D

### “NOTICE OF SUBCONTRACTING OPPORTUNITY FORM”



## NOTICE OF SUBCONTRACTING OPPORTUNITY

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PROJECT INFORMATION**

Project Name:	Project No.:
Location:	
Project Owner:	
Project Funding Source:	

**CONTRACTOR INFORMATION**

Name:		
Address:		
Contact:		Title:
Phone:	Fax:	email:
<p>This form is a request for bids on the above described project, located on the Nez Perce Indian Reservation. Our company was referred to your company by the Nez Perce Tribal Employment Rights Office (TERO), and we look forward to receiving a bid. If you would take a moment and fill out the following item(s), it would assist this company in fulfilling its obligation to provide subcontracting opportunities for Nez Perce TERO Certified Indian Businesses.</p> <p>Bid opening date is: ____/____/____ and this company will welcome bids up until ____/____/____</p> <p>Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM</p> <p>Thank you for your time and response.</p> <p>Please note the division (i.e. framing, drywall, trucking, site prep, etc.) that your company would be interested in bidding on:</p>		
<p>AUTHORIZED SIGNATURE FOR PRIME CONTRACTOR:</p>		

**RESPONSE FROM TERO CERTIFIED INDIAN BUSINESS**

<p>Upon notification of this opportunity, our company requested, received or were given the opportunity to review the description of work to be bid on:</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO                      If yes, date received: ____/____/____</p> <p><input type="checkbox"/> Our company has DECLINED the opportunity to bid on the above named division/project</p> <p><input type="checkbox"/> Our company BID and were given the opportunity to negotiate for the above division</p>
<p>COMMENTS:</p>
<p> </p>
<p> </p>

TERO CERTIFIED INDIAN BUSINESS INFORMATION

Company Name:		CIB #:
Owner Name/Contact:		Title:
Address:		
Insurance/Bonding Company:		
Phone:	Fax:	Cell/Email:

\_\_\_\_\_  
TERO CERTIFIED INDIAN BUSINESS OWNER

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

CC:    Nez Perce TERO     U.S. Postal     Fax     Hand Delivered     Other

Date Sent/Delivered to TERO: \_\_\_\_/\_\_\_\_/\_\_\_\_

# NEZ PERCE TERO COMPLIANCE PLAN

## ATTACHMENT D

### NEZ PERCE TERO CERTIFIED INDIAN BUSINESS LISTING