VACANCIES (POLICY)

A. Vacancy Announcements (Major Positions)

Immediately upon the vacancy of one of the above positions, the President or other executive officer shall initiate search and screen procedures as defined in this section. Vacancy announcements shall be distributed according to guidelines as defined in this handbook. The Grievance and Selection Committees shall be called together for the purpose of appointing a search and screen committee. Due to the difficulty sometimes encountered in filling key positions, reasonable time shall be allowed the search and screen committee to submit a list of potential candidates. For those positions for which search and screen procedures are to be recommended, the President or other executive officer shall recommend to the Board at their next regular meeting, that search and screen procedures be initiated for the position in question. Along with the recommendation for search and screen procedures, the President or other executive officer shall submit a list of potential search and screen committee members from which the Board will appoint a search and screen committee if they decide to initiate such procedures.

B. Notice of Vacancies (All Other Positions)

1. Advertising: All positions of duration exceeding 90 days shall be advertised in public places throughout the reservation for at least two weeks. This same procedure may be applied to temporary positions not exceeding 90 days at the discretion of the President.

2. Application: Non-selected or unqualified applicants will be notified in writing with return of their applications. The successful applicants will be notified and their applications retained in a personnel file.