Employee Cultural Competency Policy

POLICY: Employee Cultural Competency			
POLICY NUMBER:	200.02.01	**CUSTODIAN:**	Cultural Director
APV'D DATE:	5/1/2017		
EFFECTIVE DATE:	5/1/2017	**REVIEW DATE:**	February 12, 2019
REFERENCES: N/A			

Part 1. Policy Background and Purpose

WETCC is committed to maintaining and upholding the Anishinaabe values and, therefore, recognizes the need for employees to be culturally sensitive and adept. It is important for employees to understand Anishinaabe historical events, philosophies, norms, values, ethics, and expectation of relationships in every day interactions with students and coworkers, as well as outside tribal entities.

It is the purpose of the Employee Cultural Competency Policy to establish a regular schedule of ongoing training for WETCC employees.

Part 2. Definitions

Culture – the customs, arts, knowledge, beliefs, morals, laws, social institutions, and achievements of a nation, people, or social group

Cultural sensitivity – a set of skills that allows an employee to understand and learn about people whose cultural background is not the same as their own

Cultural Competency – having the capacity to function respectfully and effectively as an individual within the context of the cultural beliefs, behaviors, and needs presented by the organization, constituents and surrounding communities.

Part 3. Responsibility

It is the responsibility of the Cultural Director, President and Human Resource Technician to identify WETCC courses and workshop opportunities as well as assess outcomes of to determine future programming. This assessment will be conducted on a bi-annual basis.

It is the responsibility of the Human Resource department to maintain record of Cultural Competency training and WETCC course completion in employee personnel files.

Part 4. Policy

Employees may choose either the academic credit track or non-credit workshop track as outlined below.

1) All employees of WETCC are required to complete:
   - Seven Grandfather Teachings – Values – Online Course.

2) Academic Credit Track: Must be equivalent to 3 academic credits in each WETCC courses: Language, Culture and History.

   - Employees of WETCC will be required to complete three (3) academic courses offered by WETCC within four (4) years of their start date or four (4) years after approval of this policy (for current employees).

   OR

3) Non-credit Workshop Track: Must take workshops provided by WETCC through Customized Education or take workshops provided by WETCC approved by Cultural Director that are equivalent to 9 Academic Credits.

4) In addition, employees must participate in at least two (2) Cultural Arts workshops provided by WETCC.

   - Employees who have already taken at least two (2) Cultural Arts workshops in 2017- 2019 are exempt from having to take these again.

Academic credit will be assigned and rewarded by the Registrar and filed in the employee personnel file. If an employee has taken any one of the courses listed, they are entitled to transfer in credits that are considered passing which is at or above a "D."

Courses will be offered as a waiver and considered professional development and will not be charged a tuition fee. Employees of WETCC will be given time away from their normal daily duties to attend class or workshops and are expected to uphold good attendance in accordance with professional development sanctions.

Attendance and schedule of cultural competency workshops held at WETCC for professional development will be determined by the Cultural Director, President and Human Resource Technician. Employees will be notified of training schedule and an individualized training plan will be drafted.

Failure to comply with cultural competency workshops/course schedule shall be reflected upon an employee's work performance and may result in disciplinary actions if deemed appropriate.