Signing Authority Upon Resignation Policy

Policy Number	300.48.02	**Custodian**	Human Resources
Approved Date	11/17/2020		
Effective Date	7/10/2024	**Review Date**	Nov. 2020
References: Employee Handbook, Resignation			

1. **Purpose**

   The purpose of this policy is to promote White Earth Tribal and Community College's (WETCC) internal control through specifying the persons who are authorized to approve daily business transactions and the limitations on approval authority when an employee resigns or is terminated.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. Employees and job applicants have access to equal employment opportunities.

4. **Definitions**

   4.1. Internal Employee. Employee who is employed by WETCC.

   4.2. Affiliated Entity. A governing body, business, school, organization, or stakeholder that has direct or indirect control over decision making.
   - This includes, but is not limited to:
     - The White Earth Reservation Tribal Council
     - White Earth Housing Authority
     - White Earth Credit Union
     - Pine Point School
     - Shooting Star Casino.

   4.3. Promotion. A change of position resulting in more responsibilities and an increased rate of pay.

   4.4. Transfer. A change of position resulting in the same or less responsibilities and a same or lesser rate of pay.

5. **Procedures**

Internal Transfer or Promotion

5.1. At the discretion of the director, a position may be advertised internally for applicants.

5.2. Only employees of WETCC are eligible to apply for a position advertised internally.

5.3. The supervisor works with human resources to post the position internally for five (5) days.

- The normal hiring process shall be used for an internal position announcement.
- Any internal WETCC employee may apply for an internal position opening.
- Promotions and transfers will be made whenever practicable based on present job performance, past record, length of service and qualification.
- The hiring committee and board members have full discretion over the promotion and transfer of an employee.

Affiliated Entities

5.4. WETCC allows employees who move from one position to another within affiliated entities the opportunity to transition without a cease in benefits.

5.5. An employee hired at WETCC from an affiliated entity will be allowed to move the following benefits:

- Years of service
- Up to 40 hours of annual leave, any remaining balance will be paid out by the entity the employee is leaving
- Health, Life, AD&D insurance without a break in coverage, payroll deductions will be moved with the employee
- 401(k) without a break in coverage, payroll deductions will be moved with the employee as well as the employer matching contributions

5.6. The employee speaks with human resources to ensure there is a smooth transition with benefits. Any variances in benefits shall be determined by the agency.

5.7. Annual leave for newly hired employees who transfer into WETCC will be accrued from the first day of employment.

Pay Rates

5.8. The employee determines if an offered position has an acceptable rate of pay.

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping; New Format; Custodian Change
11/17/2020	1.	Original