



**Mille Lacs Band of Ojibwe
Tribal Employment Rights Office
TERO**

TERO Requirements for Contractors:

1. Only the General Contractor pays the TERO fee.
2. All Contractors need to have a TERO Compliance Plan completed & approved, before they begin work.
3. TERO Compliance Plans may consist of a Core Crew and a Non-Core Crew.
 - a. The Core Crew is exempt from the Indian Preference requirement, and therefore is only allowed to be 25% of the total crew. The Core Crew will typically consist of crew members that are in leadership roles.
 - b. The Non-Core Crew is subject to 50% Indian Preference. This means that half of the positions on the Non-Core Crew will need to be offered to qualified tribal members.
4. Once work has begun, any crew changes that are needed, will require an updated TERO Compliance Plan form to be submitted for approval.
5. Contractors that fail to have an approved TERO Compliance Plan in place prior to starting will be considered Non-Compliant. And any crew changes prior to updating an existing TERO Compliance Plan, will also be considered Non-Compliant.
6. Non-Compliance with TERO will result in a fine of \$500 per person/per day until the violation is resolved.
7. The TERO Office maintains a list of qualified TERO workers that contractors may utilize for their Non-Core Crews.
 - a. Tribal Law states that priority for Indian Preference is as follows;
 - i. Mille Lacs Band Member;
 - ii. member of another federally recognized Indian Tribe; and
 - iii. all others.



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- b. If the TERO Office does not have a qualified worker available for a specified Job Classification, the TERO Director will approve Contractors to fill that position with their own qualified worker to complete the job.

8. TERO workers will be the Contractor's employee, so please take note of the following;
 - a. Be clear as to how long the project is expected to last.
 - b. What the wage will be according to SAM.gov.
 - i. TERO workers that live and work on Band projects within the Reservation boundaries, are not required to pay State taxes.
 - c. When completing new hire paperwork for the TERO worker, be sure that they are aware of your company's personnel policies & procedures.
 - d. Be clear about the expectations regarding performance, punctuality and attendance.
 - e. Report any performance and/or attendance issues, along with any disciplinary action to be taken to the TERO Office as soon as possible.
 - f. When winding down your crew, and releasing the Non-Core Crew, TERO referrals are expected to be released last.

9. The TERO Office strictly enforces a ZERO Tolerance Policy in regard to Harassment, either verbal or physical. We expect immediate and appropriate corrective action upon learning of any negative and/or hostile working environments.

If you have any questions or concerns, please contact me directly.

Thank you,

Lori Trail
TERO Director
(320) 630-2617 ~ Cell
Lori.Trail@millelacsband.com