



CORPORATE COMMISSION  
*of the Mille Lacs Band of Ojibwe Indians*

**CORPORATE ORDER # 0126.01**  
**OF**  
**THE CORPORATE COMMISSION OF THE**  
**MILLE LACS BAND OF OJIBWE**

The undersigned, the Commissioner of Corporate Affairs of the Corporate Commission of the Mille Lacs Band of Ojibwe, a corporation and political subdivision of the Mille Lacs Band of Ojibwe ("Commission"), hereby adopts the following Corporate Order effective this 26<sup>th</sup> day of January, 2011.

**WHEREAS**, the Commissioner of Corporate Affairs shall issue regulations and other directives in the form of Corporate Orders to accomplish the Commissioner's corporate duties and responsibilities; and

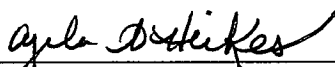
**WHEREAS**, the Company's financial interests required past Commissioners to suspend the Company's tuition reimbursement policy (#90.007A) for all Associates, initially through September 30, 2009, and then "until further notice," and;

**WHEREAS**, the Company's commitment to Band Member development includes encouraging and funding continuing education to Band Members.

**NOW THEREFORE BE IT RESOLVED**, that the Corporate Commission hereby re-institutes the funding of continuing education for Mille Lacs Band Members only pursuant to the guidelines established in Corporate Policy #90.007A, pursuant to the following limitation: all Band governmental educational funding opportunities must be utilized (or proof that such funds are unavailable shall be required) prior to application for continuing education funding provided under this policy.

**NOW THEREFORE LET IT FURTHER BE RESOLVED**, that this Corporate Order shall expire at the end of FY2011 or September 30, 2011.

**IT IS SO ORDERED,**

  
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Angela S. Heikes  
Commissioner of Corporate Affairs

**Corporate Commission of the Mille Lacs Band of Ojibwe Indians**  
**Policy and Practice Manual**

<b>Section:</b> Education and Performance	<b>Number:</b> 90.007A <b>Page:</b> 1 of 2
	<b>Issue Date:</b> 7/17/2003
<b>Procedure:</b> Tuition Payment	<b>Revision Date:</b> 1/29/09
	<b>Approval:</b> <i>Sarah Oquist</i>

**I. Purpose**

To encourage associates to further their education in subjects which are related to their current jobs, a promotional opportunity or Company related field.

**II. Policy**

The Company will pay for the cost of an approved course at an accredited higher education college or university which can be of direct benefit to the organization. Payment cost includes tuition, required books and lab fees. Eligible associates must have completed at least 180 days of continuous service before being allowed to participate in the program. The maximum benefit per fiscal year is \$3000 for full-time associates and the maximum is \$1,500 for associates that work more than 20 hours per week but do not work sufficient hours to qualify for full-time status.

Distance learning or correspondence courses can be requested if offered through an accredited educational institution. These courses should be completed six months from the date of registration.

**III. Practice**

- A. Class attendance and completion of study assignments shall be accomplished outside of the associate's regular working hours. Time spent in class, or studying, will not be considered as time worked for pay purposes. Travel will not be paid (mileage, meals, hotels, etc.) Any courses taken without prior approval will not be considered for payment.
- B. The associate will be required to complete and sign a Withholding Authorization form authorizing the Company to deduct from the associate's future pay checks any cost incurred by the Company should the associate fail to meet requirements of this policy.
- C. Associates who are enrolled in courses are required to achieve a passing grade of a "C" or better, and provide proof of final grade within 15 days of receipt of grades.

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- D. If an associate withdraws from school or a course, the associate is required to notify the Education and Performance Department in writing immediately.
- E. The amount due to be paid back to the Company will be deducted from the associate's paycheck in increments of no less than \$25 per pay period to repay all costs incurred by the Company.
- F. Any debts owed to the school, other than those paid for by the Education and Performance Department, must be paid prior to enrolling for the next course.
- G. If an associate's employment is discontinued for any reason, unless initiated by the Company, all tuition paid twenty-four months prior to the associate's last day of employment will be deducted from the associate's final paycheck unless a payment plan is approved by the General Manager or Commissioner of Corporate Affairs before the associate's last day of employment.
- H. Associate must have demonstrated an overall minimum performance rating of "meets standards" on their most recent performance evaluation, have acceptable attendance as determined by their Department Head, and have no written counseling notices 3 months prior to paperwork submission.
- I. Payment to the college or university will be made after any scholarships or grant monies are applied and upon receipt of a detailed invoice. The tuition payment is coordinated through the Education and Performance Department.