

TRAINING CURRICULUM

SESSION 1 Tuesday, Oct. 14, 2025

- Sources of Law - Where employment laws come from, what laws apply to tribes, and who can enforce them.
- Sovereignty - What does Tribal Sovereignty mean, how does it apply in the employment context, and who has the right to regulate employment relations in Indian Country.
- Sovereign Immunity - Under what circumstances can tribes be sued in court and when they are immune.

SESSION 2 Thursday, Oct. 16, 2025

- Discrimination - What are the discrimination laws that tribal employers need to know, what is the scope and nature of these laws, and how do they effect tribes and their enterprises.
- Discipline - What is due process, how to apply progressive discipline, and what are the traps for the unwary.

SESSION 3 Tuesday, Oct. 21, 2025

- Employees on Leave (FMLA) - Exploring employee Leave laws, including the scope and nature of laws protecting employees on leave, and how they affect tribes.
- Employee Accommodations (ADA) - How do deal with employees seeking work accommodations, who should be eligible, how to analyze leave requests, and what is a reasonable accommodation.

SESSION 4 Thursday, Oct. 23, 2025

- Wages and Hour Issues (FLSA) - Exempt and non-exempt employees, minimum wage and overtime requirements, record keeping, and independent contractor status.
- Indian Preference Laws - Scope and purpose of law, how it is applied and examination of different policy considerations, practical, and procedural applications.

SESSION 5 Tuesday, Oct. 28, 2025

- I-9s- Employment Eligibility Verification, when this applies, how it applies, what documents are needed, and how to accurately complete the form.
- NLRA - Unions and protected concerted activities, application of the National Labor Relations Act, rules on solicitation and distribution of materials, social media, and what employers can and cannot do under the law.

SESSION 6 Thursday, Oct. 30, 2025

- Investigations - How to conduct an investigation, including preparing an investigation, interviewing witnesses, reviewing documents, assessing evidence, reaching conclusions, and writing a report.
- Evaluations - Establishing reasonable performance standards, the role and importance of job descriptions, notice of deficiencies, and the opportunity to improve.
- Personnel Policies - why we need personnel policies, what personnel policies we need, and practical tips for drafting meaningful and consistent policies that everyone understands.

Our engaging and interactive course material has been broken into 6 online sessions. Participants will virtually meet with presenters and each other to learn in a collaborative and casual atmosphere.

Each participant is required to have their own tablet, PC, or laptop with an internet connection. Participants will also need to be able to connect via video and audio.

In order to make this the best experience possible, attendance and participation will be very important. We are limiting the class size to ensure individual attention by instructors. Participants need to be committed to completing all 6 sessions before taking the online certification exam. Course materials will be mailed to participants and will be available via download.

