

Introduction

Welcome to Lac Courte Oreilles Ojibwe College (LCOOC)

Welcome to LCOOC. We wish you every success in your employment with the College. Part of your success will depend upon clearly defined expectations and practices. Many of the general policies, rules and procedures of the College are included in this Employee Handbook. Each employee is responsible for observing the rules and regulations of the College as published in the Employee Handbook. The Employee Handbook is available online at www.lco.edu. The College reserves the right, without prior notice, to make changes in policy and procedure as deemed necessary. Statements in this Handbook do not constitute, and should not be construed as, a contract with the College.

Every effort has been made to make this publication accurate. However, information is subject to change. This publication is not a contract, neither explicit nor implied, and Lac Courte Oreilles Ojibwa Community College reserves the right to make changes to the information contained herein.

For the most recent version, visit www.lco.edu under the resources portion of the website.

Please take the time to read the Employee Handbook carefully and refer to it regularly. It is each employee's responsibility to be familiar with its contents. Please review it and discuss any questions or comments with your supervisor or the Human Resource Director.

The college is part of a sovereign nation within the geographical boundaries of the United States. Immunity from private lawsuits is one aspect of inherent sovereignty. This means that no private lawsuit can be maintained against the college unless the college consents to the action. Nothing in this Handbook, including without limitation the provisions found in Article 8 Complaint, Grievance and Appeals Process, constitutes a waiver of the college's inherent sovereign immunity.

It is the general policy of the college to extend to its employees, where possible, the rights and benefits provided by employers regulated by the laws of the United States. However, the college looks to federal employment laws as guidelines only, and nothing in the Employee Handbook shall be construed as the college's consent to application of such laws. The college reserves the right to create and modify its employment policies without regard to such laws or interpretations thereof.

PREFACE

The Employee Handbook is not a contract, but is intended solely to give all employees an overview of the working conditions at Lac Courte Oreilles Ojibwe College. It is suggested that you read the complete Employee Handbook as soon as possible

PURPOSE

The Employee Handbook will serve as a reference for both new and experienced employees. The information contained in this handbook is designed to increase understanding and help to assure uniformity in the application of work practices, policies and procedures throughout the organization.

Any unanswered questions can be referred to your direct supervisor, department head or Human Resource Director. Portions of this handbook, like any printed information, may become obsolete due to changes in policies, laws, etc. Therefore, to ensure review of the most current information employees should always refer to the version of the Employee Handbook posted on the College website at www.lco.edu. Supplements and updated information will be posted there and/or the entire handbook may be revised as necessary. Employees will be notified via email when changes occur so that they may be fully informed concerning the policies and procedures at the college.

MISSION STATEMENT

The Lac Courte Oreilles Ojibwe College mission is to provide Anishinaabe communities with post secondary and continuing education while advancing the language, culture, and history of the Ojibwa.

PHILOSOPHY

The college curriculum will reflect identified needs and interests of the Lac Courte Oreilles Band of Lake Superior Chippewa by providing academic, vocational, and community programs. The primary purpose is to meet the needs of the Indian population and maintain an open door policy.