



BISHOP TRIBAL EMPLOYMENT RIGHTS COMMISSION

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TERO EMPLOYMENT ASSISTANCE POLICY

The purpose of this policy is to establish guidelines for Bishop Tribal Members who need assistance with any of the following items listed below.

The following is a list of approved assistance types funded by TERO:

1. Training Fee (Trainings other than TERO Trainings)
2. Bus Pass or Transportation Assistance
3. Drug testing payment assistance
4. Basic Tools
5. Work Clothes and Work Boots/Shoes
6. Any Certifications (OSHA/CPR/Food Handlers etc. fees)
7. Union Dues or License Fees/CA ID.

Tribal Members, who are in need of assistance with a new employment or temporary employment over 6 weeks, must have:

- Tribal Verification
- A formal notice of hire from employer.
- If requesting assistance for special clothing or tools then a notice from the Employer is needed.
- A quote from vendor
- A Bishop TERO Employment Assistance form outlining what the individual need is.

If requesting assistance for training costs (other than TERO trainings) then you must have:

- Tribal Verification
- A current Job Skills application on file with TERO (if unemployed).
- The Training information (Type of training, cost and location)
- Formal letter indicating why you need this training.
- A Bishop TERO Employment Assistance form.

The assistance must not exceed **\$200.00** total and will be considered only once per calendar year per person.

Those requesting more than the **\$200.00** limit, will have their request submitted to the TERO Commission at their next scheduled meeting.

Failure to provide original receipts (not copies) within 3 days of receiving check could result in a gaming distribution garnishment or other means of collection to repay the Assistance Fee amount back to TERO.