

Chapter 20 – ADMINISTRATIVE STEPS

SECTION 1. PROCEDURES AND FORMS

Human resource management procedures, forms and documents developed for the specific purpose of instituting requirements of this manual shall be considered to be a part of the manual when approved by the Nation President and Trial Judge. When necessary for administrative efficiency such procedures, forms and documents may be changed by the approval of the Nation President and Trial Judge.

No procedures, forms or documents relating to personnel management shall in any way state or suggest any additional requirements other than as required by the Jicarilla Apache Nation Personnel Code and this manual.

SECTION 2. COORDINATION

The Human Resource Office is a staff function of the Office of the Nation's President and is responsible to conduct the personnel management activities for all Nation departments and offices. For purposes of efficiency, the Human Resource Office serves the same function for the Jicarilla Apache Nation Court.

The Human Resource Office and other departments shall coordinate their activities to ensure the maximum opportunity for Jicarilla Apache Nation members to secure employment, develop their careers, and improve their qualifications, capabilities, and responsibility.

SECTION 3. IMPLEMENTATIONS

This revised Human Resource Manual is hereby declared to be in force on the day of approval of Legislative Council. The Human Resource Office and the Nation Finance Office are hereby directed to complete the work necessary to implement requirements of this manual effective this date and to report through the President and the Trial Judge to the Legislative Council the progress of its implementation.

SECTION 4. AMENDMENT

The Human Resource Office shall institute and implement requirements of this manual and shall routinely develop, solicit, and evaluate recommendations for changes, which updates and improves the manual. The Human Resource Office shall at its discretion, transmit any recommendations for changes in or amendments to this manual through the President or Trial Judge to the Legislative Council.

SECTION 5. SEVERABILITY

If any of the chapters, sections, subsections, sentences, clauses, phrases or words of this manual are for any reason held to be unconstitutional or invalid, the validity of the remaining portions of the manual shall not be affected. It is the express intention of the Jicarilla Apache Nation Legislative Council, the governing body of the Nation, to pass each chapter, section, subsection, sentence, clause, and phrase. It is further understood that any revision or modification of this manual may be recommended by Nation's President or Trial Judge, as appropriate and must be approved by Legislative Council.