



# GILA RIVER INDIAN COMMUNITY

## TRIBAL EMPLOYMENT RIGHTS OFFICE

### TERO

#### **Re: Compliance of Gila River Indian Community, Labor and Employment Ordinance – Title 12.**

Dear Business Owner:

The Gila River Indian Community's (Community) Tribal Employment Rights Office (TERO) monitors and enforces Indian Preference employment requirements pursuant to Title 12 of the Community Code. Section 12.401 of Title 12 requires that "[a]ll employers . . . shall give a hiring preference to individual Indians for all open employment positions and may recruit and hire workers from whatever sources are available to them to achieve the preference hiring goals." In order to meet the Community's Indian preference goals employers are required to complete a compliance plan and understand the scope and limits of Indian preference under Title 12. Furthermore, employers should become familiar with the Community's process in enforcing non-compliance with its Indian preference policy.

The mission of the Tribal Employment Rights Office (TERO) is to assist the Gila River Indian Community (GRIC) in developing effective Indian Preference Laws and TERO programs to ensure that Indian people receive their basic entitlement in *all aspects of employment, contracting and business opportunities on/or near the GRIC.*

The primary purpose of the TERO is to administer and enforce tribally enacted Indian Preference Laws (Title 12) and to work collaboratively with all business enterprises located on/or near the GRIC in obtaining *all aspects of employment and training opportunities* for GRIC tribal members and Indian people from other tribal communities.

For all construction contractors and subcontractors, community corporations, reservation-based employer, temporary agencies, vendors, tenants, and special event activities doing business on/or near the GRIC, TERO claims all laborer positions for enrolled GRIC tribal members. All positions are prioritized in the following enumerated order in accordance with Title 12.502 (A):

1. Enrolled Community member;
2. Other Indians; and
3. Non-Indian spouses of enrolled Community members.

### **Compliance Plan:**

In order to assist you in complying with the Title 12 TERO has enclosed a form compliance plan to be completed by you, as the employer, and returned to TERO before the project starts.

Pursuant to Section 12.404 of Title 12 employers who are construction contractors are required to submit a compliance plan which includes the following:

- The contractor's name, address, phone numbers and contact person.
- "Core Crew" is defined in Section 12.102.(A).21 as; "Key employee" means an employee who is in a top supervisor position or performs a critical or highly specialized function such that an employer would likely risk financial damage or loss if that task were assigned to a person unknown to the employer.
- **Available Employment Positions for TERO Clients:** means technically, that all positions, excluding Core Crew, are available to TERO clients if they have qualified applicants.
- The estimated number of man-hours, by craft and skill category, needed on the project.
- A list of positions that can be immediately filled by TERO referrals.
- A list of positions that cannot be immediately filled by TERO referrals, but will be required to follow the hiring procedures set forth in Section 12.404.C, which requires that when a contractor has a job opening for a position not designated as a key employee position it may not employ a non-Indian for the position unless:
  - a) TERO has determined in writing that there is no qualified Indian applicant for the open positions;
  - b) TERO fails to refer a qualified Indian within two (2) business days after receiving written notice of the job opening (this is for any new positions not previously included in the above compliance plan);
  - c) TERO authorizes the contractor or subcontractor to utilize preferred temporary employment agencies to fulfill this requirement; or
  - d) TERO waives this requirement

(TERO requires submittal of Job Announcement/Advertisements, for all hiring positions anticipated for the project)

- A list of positions that the office has designated as key employee positions or for which the office has determined that there are no qualified Indian applicants for the positions.
- If practicable, training programs, job fairs, or other programs the employer intends to implement in order to achieve the Indian preference goals.

- A list of trades that will be subcontracted, a schedule indicating when the subcontracted trades will be required on the work site, and a methodology for ensuring that the contractor's subcontractors comply with the requirements.
- Employers hiring goals with regard to Indian preference.
- Any other information TERO deems necessary in order to carry out the Indian preference requirements to Title 12.

Upon receipt of the completed compliance plan, TERO will issue your company a clearance slip, which must be maintained on file at the contractor's project trailer for verification by TERO. In addition, TERO requires regular submittals of Employee List and/or Certified Payroll report to office to ensure compliance with wages and pay, as well as to document Indians being hired. The frequency of the submittals will be determined by the length of the project.

#### **Hiring Preference for Individual Indians:**

Title 12 defines *hiring preference for individual Indians* to mean "that if an Indian person and non-Indian are equally qualified for an available job; such job shall be offered to the Indian." GRIC Code § 12.102.A.18. TERO can assist your company in the hiring process of American Indian employees. TERO refers both individuals enrolled with the Community as well as non-Community members who are enrolled in other Indian tribes.

Contractors can recruit "workers from whatever sources are available to them to achieve the preference hiring goals." GRIC Code § 12.402.A. However, pursuant to GRIC Code §12.404 contractors are specifically required to allow TERO fill open positions prior to the project beginning and provide notice of open non-key employee positions through the duration of the project.

In order to get credit for meeting the preference goals when the contractor hires a person who claims to be American Indian, a contractor must verify with the individual that he is a local American Indian. Two (2) sources of identifications acceptable are; 1) Tribal enrollment I.D. card, and 2) Bureau of Indian Affairs (BIA) Certificate of Indian Blood (SF-171, Form BIA-4432).

#### **Subcontractors:**

A general contractor has the initial and primary responsibility for ensuring that all subcontractors comply with the preference requirements, and may negotiate and agree to a compliance plan on its subcontractors' behalf.



A subcontractor that is retained by a general contractor shall not commence work until it has signed a compliance plan, or the general contractor has entered into a compliance plan on its behalf.

A contractor (general, sub, or otherwise) that intends to engage in work on the Reservation shall not commence such work until the TERO Director and the contractor have negotiated and signed a compliance plan. If TERO and the contractor fail to negotiate compliance plan within five business days from the date the contractor's construction agreement has been executed, the contractor may engage in work on the Reservation, but in no event shall a contractor be permitted to work on the Reservation without a signed compliance plan beyond 15 days the date the contractor's construction agreement has been executed.

### **Right-to-Work:**

The Community is a Right-to-Work jurisdiction and no person shall be required to, as a condition of employment or continuation of employment:

- Resign or refrain from voluntary membership in, voluntary affiliation with, or voluntary financial support of a labor organization;
- Become or remain a member of a labor organization;
- Pay any dues, fees, assessments, or other charges of any kind or amount to a labor organization;
- Pay to any charity or other third party, in lieu of such payments, any amount equivalent to or a pro-rata portion of dues, fees, assessments, or other charges regularly required of members of a labor organizations; or
- Be recommended, approved, referred, or cleared by or through a labor organization.

All contractors should become familiar with the Title 12, Chapter 7 ("Right-to-Work") of the Community code.

### **Dispute Resolution & Penalties:**

All contractors are subject to the administrative enforcement procedures provided for in Section 12.406 of Title 12. TERO is authorized to impose an administrative civil penalty only as a last resort. Prior to the issuance of a compliance order or imposition of any administrative civil penalty, the TERO Director shall attempt to resolve any alleged non-compliance order by informal means.

If an alleged non-compliance issue arises which cannot be resolved by a Compliance Officer, the TERO Director shall provide written notice within a reasonable time to set a meeting between

the contractor and TERO. The parties shall meet to discuss the disputed matter and attempt to resolve the alleged non-compliance prior to the issuance of a compliance order.

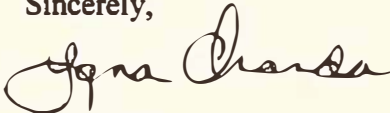
If the TERO Director determines that a violation of Title 12 exists, the Director may issue a written compliance order to the contractor requiring compliance immediately or within a specified period of time and may impose an administrative civil penalty of up to \$500 per day per violation.

All contractors may appeal a compliance order issued by the TERO Director pursuant Sections 12.408 and 12.409 of Title 12.

**Compliance:**

TERO wants your project to be successful and is willing to assist all contractors comply with Title 12. A TERO Compliance Officer will be assigned to monitor compliance with Title 12 with your company. Please call our office as soon as possible regarding TERO compliance at (520) 562-3387.

Sincerely,

A handwritten signature in cursive script, appearing to read "Lana Chanda".

Lana Chanda  
TERO Director

Enclosures



# GILA RIVER INDIAN COMMUNITY

## TRIBAL EMPLOYMENT RIGHTS OFFICE

### TERO

#### TERO Compliance Plan Instructions

Attached is a copy of the TERO subcontractors' compliance plan. Complete pages 1-3. Fill out page 4 when you begin work at the project site and email it back to me on a weekly basis. Email back pages 1-3 along with a copy of your Gila River Indian Community (GRIC) business license. I can then initiate the compliance plan approval process as expeditiously as possible once I receive it.

#### GRIC TERO INDIAN PREFERENCE PLAN

##### PAGE 1

Fill out page 1 thoroughly. Do your best *Estimated Start and Completion Dates* even though you may not know the actual dates yet. Under the CORE CREW PERSONNEL ON PROJECT SITE section, list only those key personnel who are actually core employee's of your company who will actually be working at the site (a "key employee" means an employee who is in a top management and/or supervisory position who performs a critical or highly specialized function such that an employer would likely risk financial damage or suffer lose if that task were assigned to a person unknown to the employer).

After listing your Core Crew Personnel on page 1, list all other positions you will be using on the GRIC Project Site under Available Employment Positions for TERO Clients: Skilled (Journeyman, Craftspeople); Semi-Skilled (Apprentice); Trainees (Training Programs); Labor. (Even if you have these positions filled with your own employees they are still available for TERO Clients if we have qualified Tribal or other American Indians listed in our job skills data bank who meet or exceed the minimum job requirements listed on your Employer Request Form.)

This list should be reflected on page 3, the **Employer Request Form**. On page 3, list all the categories' (i.e. Skilled, Labor) from page 1 and the number of positions needed for each category on a separate **Employer Request Form**. Fill out each individual **Employer Request Form** completely.

On page 1, total the numbers of Available Employment Positions for TERO Clients: in the **TOTAL EMPLOYMENT OPPORTUNITIES** line, sign and date.

##### PAGE 2

Fill out the top portion of page 2 with the General Contractor's information only. Fill in the first **SUB-CONTRACTOR** box with your company's information. Fill in the other **SUB-CONTRACTOR** boxes with any sub-contractor's your will be using on the project.

**PAGE 3**

**Employer Request Form**

Fill out page 3 thoroughly. Fill in the top portion of page 3 with your company's information. In the first box, the **EMPLOYMENT POSITION**, fill in what the position is, the number of positions needed. Do you need a journeyman plumber or just a top soil plumber? Do you a journeyman ironworker or a Rodbuster? Be sure to fill in the *Estimated Start and Completion Dates*.

In the second box, **QUALIFICATION FOR EMPLOYMENT POSITION**, list the qualifications for the above employment position. If you need two Water Truck Drivers you can stipulate if you want them to have CDL's or just experience driving a water truck. If you want them to have CDL's for driving water trucks the request has to be appropriate for the work they will be doing. Is this a legitimate requirement? You would not request a journeyman ironworker for a job rod-busting. Any laborer can be trained to rod-bust. If you do have such a requirement then a site visit may be required to see what kind of work the TERO Client will actually be doing.

In the third box, the **SALARY PER HOUR AND PAYROLL SCHEDULE**, fill in the wage per hour. If you are using DOE then list the high and low range for the hourly rate. Check when the employee will receive their payroll check. If the contract is governed by Davis-Bacon wages then make the appropriate adjustments.

Fill out the last box, **TIME, DATE, & LOCATION TO REPORT**, completely. (Attach your company's appropriate job description for each position). TERO will scan and email the application along with a GRIC TERO *Job Referral Form*. Make sure you fill out the bottom of the form and email the *Job Referral Form* to the assigned TERO compliance officer as soon as possible. TERO documents the clients date of hire, date laid off, date quit and date terminated.

**PAGE 4**

**Project Employee List**

**PLEASE SUBMIT ON A WEEKLY BASIS:** The Project Employee List (PEL) must be submitted weekly. TERO Personnel cannot accept late or batched (more than one week) PEL's. If you are late on a PEL you will be issued an official signed Notification of Non-Compliance stating where the violation is under THE GILA RIVER INDIAN COMMUNITY (GRIC), LABOR AND EMPLOYMENT ORDINANCE – TITLE 12.

You then have the option of contacting your general contractor's assigned representative to set up an appointment with your assigned TERO Compliance Officer, the TERO Supervisor and the general contractor's representatives. If you elect not to contact your general's representative, the next level in the process is to have the Director sign off on the notification. Once the Director signs off on the notification the issue is no longer in control of the TERO Compliance



Officer or the TERO Supervisor. The Director will investigate and submit their findings up to the next level of GRIC management which may or may not include the tribal court system.

Fines are calculated at \$500 per/day, per/violation, beginning with the day after the violation occurred up to the day the fine is paid in full or resolved in the tribal court system. Fines continue to accrue until all issues are resolved.





**GILA RIVER INDIAN COMMUNITY**  
**Tribal Employment Rights Office**  
**INDIAN PREFERENCE/COMPLIANCE PLAN**

Project & Location: \_\_\_\_\_ Date: \_\_\_\_\_  
**General Contractor:** \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Employment opportunities to be made available prior to the approval of this Compliance Plan  
NOTE: With the exception of the Core Crew, **ALL EMPLOYMENT OPPORTUNITIES WILL BE FILLED BY QUALIFIED NATIVE AMERICAN INDIANS, DEPENDING ON AVAILABILITY.**

**\*Core Crew Consists of ONLY Superintendents, Supervisors and Project Managers**

**CORE CREW PERSONNEL ON PROJECT SITE**

<u>Employee Name:</u>	<u>Classifications &amp; Job Titles:</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

<u>Available Employment Positions for TERO Clients:</u>	<u>Number of Positions:</u>
Skilled (Journeyman, Craftsmen)	_____
Semi-Skilled (Apprentice)	_____
Trainees (Training Programs)	_____
Labor	_____

**TOTAL EMPLOYMENT OPPORTUNITIES:** \_\_\_\_\_

**CERTIFICATION**

This is to certify that (Company Name) \_\_\_\_\_ will make every effort to comply with hiring and training of Native American Indians with the above Compliance Plan in regard to GRIC Title 12 Ordinance, (Project Name) \_\_\_\_\_ while working with all employers in the community. I am in receipt of the Title 12 Ordinance GR-02-09, as it may be amended by the Council from time to time.

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20**\_\_.

_____	_____
Company Official Signature	Tribal Employment Rights Director or Designee
_____	_____
Printed Name & Title (VP or higher)	Date



**GILA RIVER INDIAN COMMUNITY  
Tribal Employment Rights Office  
Sub-Contractors Information List**

**PLEASE RETURN ALL PAGES**

Project & Location: \_\_\_\_\_ Approximate Start Date: \_\_\_\_\_  
General Contractor: \_\_\_\_\_ Contract Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

**Please list all Sub-Contractors, whether Union or Non-Union, which will be conducting business in agreement with your company, within the Gila River Indian Community boundaries:**

**EARTHGROUND WORK:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**CONCRETE:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**ROUGH CARPENTRY:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**INSTALLATION:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**ROOFING:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**PLASTERERS/MASONRY:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**DRYWALL:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**PAINTING:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**PLUMBING:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**AIR CONDITIONING & HEATING:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**ELECTRICAL:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**SITE UTILITIES:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**OTHER SUB-CONTRACTORS:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**SUB OF A SUB-CONTRACTOR:**

Sub-Contractor: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Email: \_\_\_\_\_ Start Date: \_\_\_\_\_

**NOTICE**

**General Contractors, and all their agreed Sub-Contractors, are subjects to adhere to all rules and regulations set forth by the Gila River Indian Community (GRIC), Tribal Employment Rights Office (TERO), in regard to GRIC Title 12-Labor and Employment Ordinance.**



**GILA RIVER INDIAN COMMUNITY**  
**Tribal Employment Rights Office**  
**Employer Request Form**

**Project & Location:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**General:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_  
**Office Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**EMPLOYMENT POSITION**

Employment Position: \_\_\_\_\_ Number of Positions: \_\_\_\_\_  
Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**QUALIFICATION FOR EMPLOYMENT POSITION**

List All Qualifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SALARY PER HOUR AND PAYROLL SCHEDULE**

Employee will be paid:  
\$ \_\_\_\_\_ Per Hour \_\_\_\_\_ Salary Amount Depending on Experience  
Employee will receive a payroll check for the amount of hours worked:  
\_\_\_\_\_ Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly

**TIME, DATE, & LOCATION TO REPORT**

Application process: \_\_\_\_\_  
Report Time: \_\_\_\_\_ A.M./P.M. Report Date: \_\_\_\_\_  
Reporting Address: \_\_\_\_\_  
City: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**GILA RIVER INDIAN COMMUNITY**  
**Tribal Employment Rights Office**  
**Project Employee List**  
**PLEASE SUBMIT ON A WEEKLY BASIS**

Project: \_\_\_\_\_ Week Ending: \_\_\_\_\_

General: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cellular#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Employee Name	Trade or Title	Wage	American Indian	Non-Indian	Lay-Off Date	Termination Date
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						



**GILA RIVER INDIAN COMMUNITY  
Tribal Employment Rights Office  
Compliance Officer Evaluation**

**CLOSE OUT FORM**

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Superintendent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date of Completion: \_\_\_\_\_

Have all Project Employee Lists been submitted and does the contractor have a current business license on file?  
 Yes  No If no, when will PEL's and/or current business license be submitted to the TERO Office?

\_\_\_\_\_  
\_\_\_\_\_

How would you rate the working relationship with your assigned compliance officer?  
 Poor  Fair  Good  Excellent Additional Comments: \_\_\_\_\_

\_\_\_\_\_

What obstacles did your company experience while working on this project?  
\_\_\_\_\_  
\_\_\_\_\_

Contractors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TERO OFFICE USE ONLY**

Did this Company comply with Title 12 and Indian Preference hiring?  
 Yes  No If no, why not? \_\_\_\_\_

\_\_\_\_\_

Would you recommend this contractor for future projects?  
 Yes  No Why? \_\_\_\_\_

\_\_\_\_\_

Comments by Compliance Officer: \_\_\_\_\_

\_\_\_\_\_

Contractors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Compliance Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Directors/Supervisor/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_