

## EXECUTIVE ORDER

2023-04- CTH

### AFFIRMATIVE ACTION IN HIRING CHEROKEE NATION CAREER TRAINING AND EDUCATION PROGRAM PARTICIPANTS, MEASURING PROGRAM PERFORMANCE AND EXPANDING CAREER SERVICES PROGRAM OUTREACH

1. **AUTHORITY:** The Constitution and laws of the Cherokee Nation, including but not limited to the Cherokee Nation Employment Rights Act and Cherokee Nation Scholarship Amendment Act of 2012 and the Career Readiness Act of 2019.
2. **POLICY:** It is in the national interest of the Cherokee Nation to invest in Cherokee citizens through career training and higher education programs. It is further in Cherokee Nation's national interest to enhance that investment by providing direct employment opportunities to as many program participants as possible.

Also consistent with Cherokee Nation's core values, the Cherokee Nation should identify ways to conduct outreach of Career Services and Higher Education programs to citizens who experience unique needs and barriers employment, educations and job training including but not limited to; women, ONEFIRE participants, veterans and families who participate in Indian Child Welfare through foster and/or adoption, as well as historically disenfranchised communities within the meaning of the Executive Order on Equality. Additionally, the tribe should make provision for employees who are seeking to improve their education or economic environment through career services or education programs.

Cherokee Nation must also commit itself to more rigorous review and scrutiny as to the performance of Career Services and Higher Education programs to maximize the use of program resources and to develop new strategies to improve program effectiveness.

To these ends, departments are ordered to take action and develop plans to hire job training and education program participants to the greatest extent possible and to conduct outreach to improve program access consistent with this Order

3. **Definitions:**
  - a. **Career Training Programs:** Any program of study or training, whether supported by Cherokee Nation *or* directly provided by Cherokee Nation, that prepares a participant for a particular career field.

**Higher Education Program:** Any program directly funded by Cherokee Nation or its entities that provides support for a participant's completion of a higher education degree program, including Cherokee Nation college scholarship programs or the Behavioral Health Scholarship program under the Public Health and Wellness Fund Act.

- b. **Career Services Program Participant:** For the purposes of the employment preference provisions of this Order, a Career Services Program Participant is any person who is: (1) a citizen of the Cherokee Nation, and (2) successfully participated in any Cherokee Nation Career Services Program within four years of program completion.
  - c. **Higher Education Program Participant:** For the purposes of this employment preference provisions of this Order, a Higher Education Program participant is any person who: (1) is a citizen of the Cherokee Nation and (2) successfully completed a degree program for which the program participant received a scholarship for at least four semesters of study, within four years of obtaining said degree.
  - d. **ONEFIRE participant:** Any citizen who is or has received services from Cherokee Nation's ONEFIRE Victim Services department within the last fiscal year.
  - e. **Cherokee Nation Entities:** Any entity wholly owned by the Cherokee Nation, including but not limited to Housing Authority of the Cherokee Nation, Cherokee Nation Elder Care and Cherokee Nation Home Health.
4. **Preference for Hiring Program Participants:** Within Section 8(a) of the Cherokee Nation Employment Rights Act, Cherokee Nation shall generally grant a preference to hiring Career Services and Higher Education Program Participants as defined in this Order. The Executive Director of Human Resources shall update the department's hiring process, forms and websites to ensure that program participant information is collected from job applicants. The Executive Director of Human Resources shall conduct training for Executive Directors, Directors and other relevant departmental staff relating to this preference.
5. **Requirement of Creating a Profile with Cherokee Nation Human Resources, Cherokee Nation Businesses Human Resources:** Each Program Participant shall, as a condition of participation, be required to complete and maintain an applicant profile in the respective human resources applicant systems of Cherokee Nation and Cherokee Nation Businesses.

6. **Waivers of Human Resources Policies to Remove Barriers to Hiring:** Under Cherokee Nation Human Resources Policies and Procedures, Compliance with Policy Manual, Chapter I, E, exceptions to the administration of certain hiring policies may be made by the Principal Chief or her/his written designee.
  - a) **Generally:** The Executive Director of Human Resources shall identify and provide to the Principal Chief a list of policies and procedures to which a waiver or exception may be warranted in order to achieve the purposes and policies of this Order. Any waivers or exceptions resulting from that list shall be appended to this Order for reference and maintained on file in the Human Resources department.
7. **Setting Goals for Program Performance:** The Career Services and Education departments, respectively, are ordered to develop performance measures for Career Training and Education Programs. Such performance measures shall include the successful job placement of program participants. Commencing with Fiscal Year 2024 the departments shall establish job placement targets for program participants. Additionally, commencing with Fiscal Year 2024, the Career Services department shall establish job placement targets for jobs within Cherokee Nation or its entities for Program Participants.
8. **Evaluating Gender Equity:** The Career Services and Higher Education departments shall evaluate gender equity within their programs and submit a report on this subject to the Principal Chief within Fiscal Year 2023.
9. **Gathering and Reporting Program Performance Data:** The Career Services and Education departments, respectively, are ordered to collect data and evaluate performance of Career Training and Education Programs. The data collection should include, but may not be limited to:
  - a) **Job Placement:** Number of Program Participants who successfully completed the program and secured employment as a result of the program, the number of such program participants hired by Cherokee Nation or its entities and other related data.
  - b) **Pay Information:** Pay level of successful program participants and other related data.
  - c) **Exit Interviews:** Each department shall develop an electronic exit interview survey (with an optional hard copy survey) to collect the information set forth in paragraphs (a) and (b) of this section as well as information relating to the Program Participant's experience with

the program and any other information the department's director deems relevant to this Order.

10. **Targeted Outreach:** The Career Services and Education Departments shall, by November 31, 2023, develop strategies to conduct outreach to and access by the following categories of Cherokee Nation citizens:

- a) Women
- b) ONEFIRE Program Participants
- c) Veterans
- d) Individuals participating as foster or adoptive parents as well as foster children and adoptees with Cherokee Nation's Indian Child Welfare Departments.
- e) Historically disenfranchised communities within the meaning of the Executive Order on Equality.

11. **Cherokee Nation Entities:** By November 31, 2023, each Cherokee Nation entity shall submit to the Principal Chief a "Plan of Action to Increase Hiring of Career Services and Education Program Participants." Each plan shall:

- a) Include relevant data on the hiring of program participants, if maintained.
- b) If the hiring data of program participants is not maintained, include a commitment to maintain such data in the future.
- c) Identify strategies to increase hiring of program participants.
- d) Memorialize a hiring preference policy for program participants consistent with section 4 of this Order or identify any policy or legal barriers to such preference.

12. **ORDER:** Affirmative action in hiring Cherokee Nation Career Training and Education program participants and measuring the performance of said programs is so ordered.

13. **EFFECTIVE DATE:** This Order is effective immediately on this 21<sup>st</sup> day of September, 2023



Chuck Hoskin, Jr.  
Principal Chief  
Cherokee Nation