



# **PUEBLO OF ACOMA**

## **TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO)**

### **ORIENTATION**

**This will take approximately 10-15 min. to complete**



# WELCOME

## CONGRATULATIONS!

**You have made a great choice for you and your family, in obtaining employment with Contractors/Employers doing business with and on Pueblo of Acoma Tribal Lands.**

**Success depends on you...**



# WHAT IS TERO?

T.E.R.O. Is the acronym for **Tribal Employments Rights Office** (TERO). This office was established by the Acoma Tribal Council on August 8, 2016 by Resolution # TC-AUG-o8-16-VIc.

The law was enacted to create employment and training opportunities for Native Americans and to instruct private sector employers doing business with and on or near the Pueblo of Acoma boundaries to give employment and promotional preference to Native Americans.

TERO also works on behalf of the **Equal Employment Opportunities Commission** (EEOC) and is authorized to handle charges of alleged violations of Title VII of the Civil Rights Act regarding discrimination.



# WHY TERO?

**In the past, Contractors/Employers who performed work with and on Acoma Lands did not give hiring preference to Native Americans, bringing in non-Native American members to do the work, leaving qualified Native Americans without jobs.**

**By adopting the **TERO Ordinance**, the Acoma Tribal Council helps protect these jobs and the rights of Native American employees against actions taken by employers doing business with and on Acoma Tribal Lands.**



# WHAT DOES TERO DO?

The TERO Office is responsible for enforcing the Acoma TERO Ordinance and recruits qualified Native Americans to fill positions that private sector Contractors/Employers request, and then makes referrals to them.

**All Contractors/Employers & their Sub Contractors are required to complete a signed Compliance Plan** mandating them to comply with all Pueblo of Acoma TERO regulations and giving a hiring goal of 25% of core crew mobilized to be filled by TERO Referrals.

All Contractor/Employers are also assessed a 3% Fee for training referrals & administration of the TERO Ordinance

**NON-COMPLIANCE CAN RESULT IN FINES AND/OR REMOVAL FROM TRIBAL LANDS.**



# Matters that TERO can assist

- ✓ Solving employment problems with employers.
- ✓ Address problems regarding wage & hourly laws.
- ✓ Violations of the Fair Labor Standards Act (FLSA).
- ✓ Violations of EEOC - discrimination based on sex, national origin, color, religion, and race.
  - ✓ Violation of age discrimination under the Employment Act of 1967.
    - ✓ Violations of the Equal Pay Act.
    - ✓ Violations of the Pregnancy Discrimination Act.
- ✓ Other unlawful employment practices such as sexual harassment, constructive discharge, passed over promotions, etc.



# Problems at work

**If you think your problem is within our jurisdiction, you should contact the TERO Office and if employed, do not quit your job!**

**If terminated, contact us immediately.**

**If TERO cannot assist or answer your question we may refer you to another agency such as: Legal Services, EEOC, Office of Federal Contract Compliance Pro-grams (OFCCP), U.S. Dept. of Labor/Wage & Hour Division.**



# Job assistance

By submitting a **Referral Request** with TERO, you will be placed on the Trade/Craft list you qualify for, referrals will be made from this list upon employers need.

**To increase your chances of getting hired, you must qualify in the occupation you select.**





# What's expected from you

- Expect to take a drug test before your hired!!!
  - Be at work every day!
  - If you're not 15 minutes early, you're late!
- Make sure you call your Supervisor for any reason you can't be on the jobsite!
  - If you can't get a hold of anyone, call : TERO (505-850-8713).
- Please...let us know if you are hired by anyone including outside entities. That way you will be placed on the "hired" list.
- You can be placed back on the active list when your job project is completed.



# Can you be terminated?

Answer – **Yes**

Immediately for:

- **Any form of Discrimination.**
- **A Serious Willful Safety Violation or for any Intoxication/Drugs on Site.**
  - **No Call No Show.**

**TERO Provides Job Counseling to Help Prevent Terminations**

# Job site safety expectations

**You are required to wear a Hard Hat, Reflective Vest, Safety Toe Boots, Hearing & Eye Protection as required by company policy.**



# Training Opportunities

TERO has partnered with **Fastwolf School of Operating Engineers** to provide for **Heavy Equipment NCCER Certification** in the following:

Dozer   Motor Grader   Frontend Loader   Forklift   Track Hoe   Back Hoe  
Roller   Dump Truck   Scraper   Skid Steer   Also CDL Training



# Other Opportunities

TERO has also partnered with Southwest Carpenters Training Fund to provide free training for Apprenticeship and to become a Journeymen. Click on link below for more information.

[Information](#)







# Referral Card

Congratulations!, You've completed the TERO Orientation and will be issued a **Referral Card** to take with you and present to on-site Contractors/Employers as evidence of your completion.





# Certification

Click here or on tab labeled > [Certification](#) to complete process.

You will be informed on when and where to pick up your **Referral Card**.

Remember to wear your mask!

Good Luck and remember to let us know if you get hired, also update your contact information periodically as it changes.

END