



Confederated Tribes of the Umatilla Indian Reservation  
Tribal Employment Rights Office – TERO  
46411 Timine Way | Pendleton, OR 97801  
Office (541) 429-7193 | Fax (541) 429-7190 | email: terostaff@ctuir.org

## COMPLIANCE AGREEMENT

### A. Contractor Information

Check all that apply Prime/General  Subcontractor  Union

Contractor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Scope of work: \_\_\_\_\_

Performance Period: Approximate Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### B. Project Information

Project Type: CTUIR Project  ODOT Project

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Duration of the entire project: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
*(for prime contractor only)*

### C. TERO Tax

1. All covered activities as defined Section 1.05F of the TERO Code with total project costs equaling \$25,000 or more, shall pay a compliance tax per the rate listed in Section 6.03 of the TERO Code. Said tax must be paid by the employer prior to commencing work on TERO jurisdiction lands.
2. The Prime Contractor shall work with the TERO office and use Attachment II – Tax Calculation, to establish the effective tax rate and amount prior to work commencing.
3. For projects subject to the CTUIR/ODOT MOU, the TERO Tax amount shall be the amount listed in the most recent version of the MOU.

### D. TERO Workforce

1. The contractor agrees to utilize the TERO Hiring Hall to fulfill its hiring goals per this Agreement. The hiring goal includes numerical goals and timetables for each craft, skill area, job classification, etc., as a percentage of total hours worked on the project, used by the Employer.
2. When a TERO worker is terminated or unable to continue working, the Employer shall immediately notify the TERO office which may provide a substitute referral within three business days or notify the Employer that it has no referrals for the position, after which time the Employer will be authorized to hire a permanent replacement. The Employer may submit a written request and justification for a shorter rehire period.
3. In all layoffs and reductions in force, no Indian worker shall be terminated if a non-Indian worker in the same job classification is still employed. The non-Indian shall be terminated first if the Indian possesses threshold qualifications for the job classification. If an Employer lays off workers by crews, all qualified Indian workers shall be transferred to crews to be retained so long as non-Indians in the same job classification are employed elsewhere on the job site, except for non-Indians hired as Core Crew pursuant to negotiated Compliance Agreements.
4. Preference will be given to TERO referrals for any training opportunities on this project.
5. Contractors who are in violation of the TERO Code or this compliance agreement may be subject to citations and/or penalties per the TERO Code. Possible sanctions include:
  - a. Immediate replacement with a TERO referral;
  - b. Back pay to TERO referral and/or reinstatement;
  - c. The maximum daily monetary penalty listed in the TERO Code incorporated by Contractor's ODOT contract.
6. Any form of harassment or discrimination directed towards TERO referrals by Contractor employees on the project will not be tolerated.
7. Core Crew requests must be submitted to the TERO staff in writing, showing that each Core Crew member meets these criteria before the start of any project work. Approval of Core Crew members does not exempt any Employer from TERO hiring goals or other compliance agreement terms.
  - a. Indian Core Crew members may count toward the hiring goal.
  - b. The Indian Core Crew members must be registered with the TERO Program.

- c. The Indian Core Crew members must be identified prior to signing the Compliance Agreement.
8. Wages will be paid according to applicable laws.
9. Certified weekly payroll reports must be submitted to the TERO program by Wednesday the following week.

**E. Hiring Goals**

1. Employment goals for each project will be set in by the TERO program and the Contractor representatives. The Contractor will meet the prescribed number of TERO referrals according to the hiring goal established in Attachment I – Hiring Goal of the Compliance Agreement. If no qualified TERO referrals are available, TERO will provide a consent form to waive this obligation.
  - a. For projects subject to the CTUIR/ODOT MOU, the employment goal shall be consistent with the annual CTUIR/ODOT assessment for that project.
2. The Contractor will provide TERO with an accurate listing of all positions in Section I on Attachment I that will be used on this project, (that includes core crew members) and the number of employees required for each craft. These positions will be negotiated for, as well as any Core Crew requests.
3. Prime Contractors will be responsible for an overall hiring goal for a project. The overall hiring goal will be established in section II of Attachment I – Hiring Goals. The overall goal is based on the total hours worked by all contractors involved on the project.
4. Employers with collective bargaining agreements with a union are responsible for informing such unions of this Code, its rules and regulations, applicable Memorandums of Understanding and their Compliance Agreement. Unions will give absolute preference to Indians in job referrals regardless of which referral list they are on. Temporary work permits will be granted to Indians who do not wish to join a union.
5. A TERO Manpower Request form, Attachment III, will be used by the contractor when requesting workers.
6. The Contractor must make every effort to place a job order with the TERO program at least 48 hours prior to needing a TERO referral.
  - a. TERO referrals must be requested from TERO in a timely manner to satisfy the Contractor's new hire process.

- F.** Employers shall give preference to Indian Owned Businesses in the award of contracts or subcontracts to the extent permitted by applicable law. Indian Owned Businesses must be certified by the TERO Program Manager to be included on TERO's Indian Owned Business Directory and to obtain Indian Preference under this Code in contract bids on TERO jurisdiction lands.

**G. Contractor Obligations**

1. The Contractor agrees to comply with the TERO Code.
2. The prime contractor is responsible for ensuring each of their subcontractors comply with the provisions of the TERO Code and the Compliance Agreement.
3. Allow on-site inspections by TERO representatives.

**H. Point of Contact**

1. The points of contact for the TERO Program are as follows:
  - a. Compliance/Enforcement – Damon McKay, TERO Compliance Officer; Office - 541-429-7491, email – [damonmckay@ctuir.org](mailto:damonmckay@ctuir.org)
  - b. Referral/Compliance Agreements – Michelle Bratlie, TERO Dispatch Officer; Office – 541-429-7490, email – [MichelleBratlie@ctuir.org](mailto:MichelleBratlie@ctuir.org)
  - c. Certified Payroll – Danielle Broncheau, TERO Assistant; Office – 541-429-7506, email – [DanielleBroncheau@ctuir.org](mailto:DanielleBroncheau@ctuir.org)
  - d. Management – John Barkley, TERO Program Manager; Office – 541-429-7489, email – [JohnBarkley@ctuir.org](mailto:JohnBarkley@ctuir.org)
  - e. TERO All Staff – [terostaff@ctuir.org](mailto:terostaff@ctuir.org), fax – 541-429-7190
2. Contractor must submit a list of relevant staff with the completed Compliance Agreement. Relevant staff include, but are not limited to, main office receptionist and on-site manager/supervisor.

**I. Attachments**

Attachments I, II and III are incorporated as part of this Agreement. Any additional attachments must include the signature of authorized representatives of both parties to be incorporated in this Agreement.

**J. Contractor Compliance Agreement Approval**

I have read and understand the terms, conditions and requirements as set forth in this Compliance Agreement. I understand that a compliance agreement is required even if there is no set hiring goal to ensure continued compliance with the TERO Code and monitoring by the TERO Program. I certify that I have full authority to sign on behalf of \_\_\_\_\_.

\_\_\_\_\_  
Contractor Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Representative (Signature)

\_\_\_\_\_  
Date

**K. TERO Compliance Agreement Approval**

On behalf of the CTUIR TERO Program, I have reviewed this compliance agreement and certify that the contractor has submitted the required documentation. The contractor has been approved to commence work on the project.

\_\_\_\_\_  
TERO Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
TERO Representative (Signature)

\_\_\_\_\_  
Date

## COMPLIANCE AGREEMENT Attachment I – Hiring Goals

### Section I – Contractor Positions

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Position	Start Date	# of each	# of TERO	%	Wage Rate
<b>TOTALS</b>					

TERO reserves the right to negotiate for any positions listed above in order to meet the prescribed hiring goals. This attachment supplements the TERO Compliance Agreement in which the Contractor agrees to meet their obligation pursuant to the CTUIR TERO Code.

### Section II – Overall Project Hiring Goal

The Prime contractor shall be responsible for ensuring that an overall hiring goal of \_\_\_\_\_%, for the life of the \_\_\_\_\_ project will be met.

\_\_\_\_\_  
Contractor Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
TERO Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
TERO Representative (Signature)

\_\_\_\_\_  
Date

**COMPLIANCE AGREEMENT**  
**Attachment II – Tax/Fee Calculation**

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The TERO Compliance Tax for all applicable projects in the sum of \$25,000 or more, shall be assessed a Compliance Tax/Fee per the tax rate structure found in the most recent version of the ODOT/TERO MOU.

A. **Project:** \_\_\_\_\_

B. **Contractor:** \_\_\_\_\_

C. **Effective tax rate(s):** \_\_\_\_\_

D. **TERO tax amount or one-time administrative fee of \$1,000:** \_\_\_\_\_

E. **Due Date:** *due before the date that work commences on the project* – \_\_\_\_\_

\_\_\_\_\_  
Contractor Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contractor Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
TERO Representative (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
TERO Representative (Signature)

\_\_\_\_\_  
Date

**ODOT MOU COMPLIANCE AGREEMENT**  
**Attachment III – Manpower Request**

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A manpower request form will need to be submitted each time the employer is requesting a worker.

Date: \_\_\_\_\_

Check one: Prime Contractor  Sub-contractor

Project Name: \_\_\_\_\_ Project Location: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Representative requesting worker(s) (Name and Title): \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Job position requesting: \_\_\_\_\_ No. of positions needed: \_\_\_\_\_

Job location: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Starting date: \_\_\_\_\_ Starting time: \_\_\_\_\_

Name, Title and Contact info of individual(s) that the TERO worker will need to contact when starting work: \_\_\_\_\_

Job Status: Full Time  Part Time

Job Duration: > 1 week  1-2 weeks  2 weeks – 1 month  < 1 month

Schedule: M-F  Weekends  Other: \_\_\_\_\_

Driver's license required? Yes  No  CDL? Yes  No  If yes, type: A  B  C  D

Alcohol/Drug test required? Yes  No  Physical Required? Yes  No

Brief Job Description: \_\_\_\_\_

Skills/Training needed: \_\_\_\_\_

Tools required: \_\_\_\_\_

Special Instructions: \_\_\_\_\_