

## For Tribal Members Only

### Stockbridge-Munsee Community | HR Education/Experience Equivalency Table

**This is a tool for the Hiring Manager and Human Resources to use with SMC job descriptions.  
It is intended to provide a standardized approach toward assessing qualified applicants.**

The following table is to be utilized when determining what levels of education and experience substitutes for a higher, required education competency within a posted job description (JD) - unless noted otherwise:

Education		Experience		JD Requirement
Some High School*	+	2 years' experience	=	High School/GED
HS Diploma or GED	+	2 years' experience	=	Associate Degree
HS Diploma or GED Associate Degree	+ +	6 years' experience 4 years' experience	= =	B.A. or B.S.
Bachelor's Degree	+	8 years' experience	=	M.A or M.S

\* To foster employment opportunities, "some high school" applies to entry level positions only with a starting wage of \$10 per hour or less (Casino) - or - a Level 2 position or below (Tribal).

#### IMPORTANT NOTES:

- 1) The experience needs to be in fields specifically identified within the job description.
- 2) Excludes professional positions (examples: physicians, dentist, counselors, attorneys, nurses, etc) and other positions, such as management, where the job description specifically specifies that the Equivalency Table doesn't apply.
- 3) Job applicants may not substitute related experience/education for a required professional license or certification (i.e. Bartending License, CNA, etc).
- 4) For those with a college degree, but not the experience required on a posted job description, the applicant may use a degree proven to be directly related to the position via course transcripts as applicable experience (i.e. an Associate's Degree equals 2 years of experience, a Bachelor's Degree equals 4 years of experience, a Master's Degree equals 6 years of experience).

**TABLE OF EQUIVALENCIES CLARIFICATION-Beverly Miller, HR Manager**

Motion by Scott R. Vele to accept the recommendation of the Human Resources Manager for the revision for the Table of Equivalencies clarification and that human resources from the gaming and government side number four is followed to the letter on the equivalency table.

Seconded by Sterling Schreiber. Motion carried. October 3, 2017

Revisions are for this to apply to Tribal Members Only and number 4 removed Tribal Preference Candidates Only language.