

**PINEDALE CHAPTER
PUBLIC EMPLOYMENT PROJECT
POLICIES AND PROCEDURES FOR CHAPTER EXPENDITURES**

I. PURPOSE

The purpose of the Public Employment Project Policies and Procedures is to provide guidance to chapters in administering Navajo Nation Public Employment Project funds where they lack P.E.P. policies and procedures of their own. The Navajo Nation appropriates these funds to:

- A. provide short-term employment for chapter residents to work on prioritized chapter projects.
- B. reduce the unemployment rate at the chapter and Navajo Nation level, and
- C. provide on-the-job training to selected chapter residents so they may obtain permanent employment with non-chapter employers.

II. DEFINITIONS

- A. "chapter administration" means the employees of the chapter which includes, but is not limited to, the chapter manager and clerk typist.
- B. "chapter manager" means a chapter employee who performs the duties prescribed in 26 N.N.C. §§ 1004 (B), 1004 (C), and 2003 (B), and includes those employees referred to as community services coordinators.
- C. "Local Governance Act" means 26 N.N.C. §§ 1-2005.
- D. "participants" means chapter members participating in chapter-approved Public Employment Projects.

III. SELECTING, APPROVING, EXTENDING, ACCOUNTING, EMPLOYING AND POSTING REQUIREMENTS

- A. Each Navajo Nation chapter has discretion in selecting which Public Employment Project ("PEP") to pursue, subject only to applicable tribal laws. The chapter has the discretion to determine the length of each project and when to begin.
- B. All projects shall be duly approved by the chapter membership and set out in the annual budget.

- C. All projects shall be completed within the annual budget cycle, or an extension shall be reflected in the ensuing year's budget and approved by the chapter membership.
- D. The chapter administration shall make proper accounting and bookkeeping entries for all PEP allocations.
- E. For each project, the chapter administration may employ one or more participants subject to the availability of funds.
- F. The chapter administration may not hire members of the same household family such as parent and child or siblings for the period involved in one approved chapter project.
- G. The chapter administration shall develop an exact job description for each of its participants.
- H. Due to insurance liabilities, no one other than a chosen project participant may work on a project.
- I. The chapter administration shall select chapter supervisors and skilled participants based on experience, skill, and qualifications for the designated project. The chapter can utilize the Navajo Nation pay scales, or chapter pay scales where they exist, to pay these supervisors and skilled employees an appropriate wage.
- J. Chapter managers may replace participants when they fail to show up at work.
- K. The Navajo Preference in Employment Act, as amended, is binding on the selection, hiring, and all other aspects of the employment process at the local chapter.
- L. Participants shall not work more than eight (8) hours per day, 40 hours per week, or 80 hours per period. Additionally, participants may not make up for hours missed.
- M. The Chapter may allow participants to receive on-the-job training with an employer other than the chapter, so long as the chapter has entered into an agreement with the employer that describes the employer's intent to hire the participant on a permanent basis, the employer's contribution to the participant's wage, and the term of the training period.

N. For each project, the chapter administration shall post notice that the chapter is accepting applications. That notice shall be made available two (2) weeks in advance and may be carried out as follows:

1. By posting on the chapter bulletin board(s).
2. By announcement in the media.
3. By announcement at planning and chapter meetings.
4. By posting in public and/or business sites within the area.
5. By other means the chapter deems appropriate.

IV. PARTICIPANT QUALIFICATIONS AND EMPLOYMENT NOTICE

A. Adult participants shall be registered voters of the chapter and not employed by another chapter.

B. Community Youth (non-registered voters) participants between the ages of fourteen (14) and seventeen (17) are eligible by the following conditions shall be met:

1. The applicable child labor laws of Arizona, New Mexico, or Utah are complied with.
2. Parental consent is obtained using a standard consent form, prior to the date of employment. (See sample form attached hereto as Attachment A).
3. There is no work-related travel.
4. The youth are under close supervision at all times and do not work in hazardous occupations.
5. The Navajo Occupational Safety and Health Administration (NOSHA) have assured that the working conditions and environment are safe.

V. PROJECT APPLICATION AND PROCEDURES

A. For each project, the chapter administration shall properly complete, date, and sign the project application, personnel roster, and employment and termination notice(s). (See Sample forms attached hereto as Attachment B). The chapter administration shall also include a copy of each participant's social security card. The chapter administration shall keep all of the above-mentioned

documents on file. All documents shall be completed and finalized prior to commencing the project.

B. The project application shall include:

1. The name of the project.
2. The name of the project supervisor.
3. The project location.
4. The project start and end dates.
5. The total number of project days.
6. The total estimated cost of the project.
7. The total amount of PEP funds to be utilized.
8. The total number of personnel to be employed.
9. The contact person (usually the clerk-typist or chapter manager).
10. The chapter telephone number.
11. The description of the project. This should include a description of the benefits to be derived from the project, the tasks to be performed under the project, the resources required for the project, the project readiness, a description of how the project will be monitored, and a description of any alternate projects the crew will work on should they finish before the designated date of completion.

VI. PAYROLL, TIMESHEETS, AND DEDUCTIONS

- A. At the end of each pay period, project supervisors shall submit to the chapter administration timesheets (see sample form attached hereto as Attachment C), weekly progress reports, and daily sign-in sheets.
- B. Upon receipt of the timesheets and before 5:00 p.m., the chapter administration shall check and verify the hours worked.
- C. For each participant, the chapter administration shall prepare the payroll, make the proper deductions which includes FICA, Medicaid, Federal Income Tax, Navajo Nation Worker's Compensation, and Unemployment Insurance.
- D. After payroll checks are completed, the chapter manager and secretary/treasurer shall sign the checks and if the secretary/treasurer is not available, the chapter manager and chapter president shall sign the checks. If the chapter president is not available, then the chapter manager and chapter vice-president shall sign the checks.

- E. Payroll checks shall be distributed according to the payroll schedules as set by the chapter administration.
- F. Payroll checks may be dispensed to the participant payee only, unless the participant-payee has signed a written authorization designating another person to pick up the check(s).
- G. At the end of each month, or as instructed by the Internal Revenue Service, the chapter administration shall deposit the payroll deductions into the bank.
- H. By the date set by the federal and state agencies, the chapter administration shall pay the federal and state unemployment taxes.
- I. By the end of each calendar year, the chapter administration shall issue W-2's to the participants who worked during the year, and shall submit W-3's to the Social Security Administration.

VII. EXPENDITURE REPORTING

- A. At the end of each month, the chapter administration shall prepare a written expenditure report which includes the beginning balance, wages, payroll journal, payroll deductions, IRS and Worker's Compensation fees, and the ending balance. The chapter administration shall keep this report in its records.
- B. At the end of each quarter, the chapter administration shall prepare a written expenditure report which includes the types of project and number of workers covered in the quarter and submit the report to its Local Governance Support Center.
- C. At the completion of each project the chapter administration shall prepare a final project evaluation report describing the completed project and have that report signed by the chapter president.

VIII. OVERSIGHT

- A. The chapter manager shall have the day-to-day oversight responsibility for the administration of all Public Employment Project activities carried out by the chapter.

B. The Local Governance Support Center shall have expenditure oversight and ensure that allocations are expended in accordance with Navajo Nation law.

C. The Transportation and Development Committee of the Navajo Nation Council shall have the oversight responsibility for the operation of the Public Employment Project and the Local Governance Support Center's activities.

IX. AMENDMENTS

These policies and procedures may be amended by the Transportation and Community Development Committee.



PINEDALE CHAPTER

Employment Application

PLEASE PRINT ALL INFORMATION



PDC-PEPapp-2019

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER	FIRST NAME	MIDDLE INITIAL	LAST NAME	
OTHER NAMES USED IF APPLICABLE	MAILING ADDRESS	CITY	STATE	ZIP CODE
DRIVER'S LICENSE NUMBER	TYPE <input type="checkbox"/> CDL <input type="checkbox"/> OPERATOR	CLASS:	STATE	EXPIRATION DATE (MM/DD/YYYY)
TELEPHONE NUMBER	MESSAGE NUMBER	E-MAIL ADDRESS		
ARE YOU A REGISTERED VOTER OF PINEDALE CHAPTER? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, INDICATE CENSUS NUMBER		DATE OF BIRTH (MM/DD/YYYY)
ARE YOU A VETERAN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DO YOU WISH TO CLAIM VETERANS' PREFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If not previously submitted, please provide a copy of DD Form 214/215		If Yes, please attach an Application for Veterans' Employment Preference		
HAVE YOU EVERY APPLIED TO THE CHAPTER BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHEN?		

POSITION INFORMATION

REQUISITION NUMBER	POSITION NUMBER	POSITION TITLE
ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF DO MAY WE CONTACT THEM? <input type="checkbox"/> YES <input type="checkbox"/> NO	

EDUCATION

NAME AND LOCATION OF SCHOOL	DATES ATTENDED (MM/YY)		GED/DIPLOMA/DEGREE RECEIVED	MAJOR/MINOR
	FROM	TO		
HIGH SCHOOL				
COLLEGE/UNIVERSITY				
COLLEGE/UNIVERSITY				
TECHNICAL/VOCATIONAL/BUSINESS SCHOOL				

LIST ADDITIONAL JOB RELATED TRAINING - INCLUDE DATES OF TRAINING

LIST JOB RELATED SKILLS:

The PINEDALE CHAPTER gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act (NPEA) and the Veterans' Preference

REFERENCES: List three persons who are not related to you and who have definite knowledge of your qualifications for the position you are applying for.
Do not repeat names of supervisors listed under work history.

NAME	ADDRESS	TELEPHONE NUMBER
1.		
2.		
3.		

ADDITIONAL EMPLOYMENT INFORMATION

HAVE YOU EVER BEEN CONVICTED OF A FELONY? * ☐ YES ☐ NO IF YES, GIVE DATE AND REASON.
ATTACH ADDITIONAL SHEET IF NECESSARY

*** A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application**

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR INVOLVING MORAL TURPITUDE? * ☐ YES ☐ NO
IF YES, GIVE DATE AND REASON

*** A conviction does not automatically disqualify you, however, an incomplete answer will result in an incomplete application**

DO YOU HAVE ANY PHYSICAL CONDITION(S) WHICH MAY CHALLENGE YOUR ABILITY TO * ☐ YES ☐ NO IF YES, GIVE BRIEF DESCRIPTION
PERFORM THE RESPONSIBILITIES OF THE JOB FOR WHICH YOU ARE APPLYING.

*** An incomplete answer will result in an incomplete application**

ARE YOU RELATED TO ANYONE CURRENTLY EMPLOYED WITH THE PINEDALE CHAPTER? ☐ YES ☐ NO

NAME/ TITLE:

RELATIONSHIP:

NAME/ TITLE:

RELATIONSHIP:

EMPLOYMENT HISTORY

(Do not indicate "See Resume". Begin with current or most recent position.)

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YYYY) FROM TO	JOB TITLE
	TELEPHONE NUMBER	REASON FOR LEAVING
IMMEDIATE SUPERVISOR:		

DESCRIBE DUTIES AND
RESPONSIBILITIES

EMPLOYER'S NAME AND MAILING ADDRESS	DATES EMPLOYED (MM/DD/YYYY) FROM TO	JOB TITLE
	TELEPHONE NUMBER	REASON FOR LEAVING
IMMEDIATE SUPERVISOR:		

DESCRIBE DUTIES AND
RESPONSIBILITIES

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