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THE NAVAJO NATION PINEDALE CHAPTER

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SUMMER YOUTH EMPLOYMENT PROGRAM POLICIES AND PROCEDURES FOR CHAPTER EXPENDITURES

1.1 AUTHORIZATION

- A. Pursuant to 26 N.N.C Section 101 (A), the Pinedale Chapter has formulated, implemented and operates by the Five Management System to ensure accountability and has developed policies and procedures for the Summer Youth Employment Program.
- B. Pursuant to the Pinedale Chapter Resolution# PDC-10-18-2008, the Chapter Summer Youth Employment Program Policies and Procedures is hereby approved and adopted.

1.2 PURPOSE

- A. The purpose of this policies and procedures are to install guidelines for the Chapter to administer the Summer Youth Employment Program (SYEP) for Chapter Expenditures.
- B. The SYEP shall provide short-term employment for chapter membership youth to work on prioritized chapter projects or within the private sector of the local business.
- C. The SYEP shall provide short-term employment for chapter membership youth during the summer, after school, or between classes to obtain employment skills and knowledge.
- D. The SYEP shall help reduce the unemployment rate at the chapter and Navajo Nation level among the employable youth.
- E. The SYEP shall provide an on-the-job training for the youth so they could obtain permanent and competitive employment with other employers.

1.3 APPLICABLE LAWS

- A. The Pinedale Chapter shall comply with all applicable state, federal, and Navajo Nation laws such as Navajo Preference in Employment Act.

1.4 DEFINITIONS

- A. Chapter Administration: the employee of the chapter, which includes, but is not limited to, the Community Services Coordinator and Office Specialist.
- B. Community Services Coordinator: Chapter employee who performs the duties as prescribed in 26 N.N.C. Section 1004 (B), 1004 (C), and 2003 (B), and included those employees referred to as Chapter Managers.
- C. Local Governance Act: N.N.C. Section I-2005
- D. Participants: Chapter members participating in chapter-approved Summer Youth Employment Program.
- E. Summer Youth Employment Program: Appropriations made by the Navajo Nation Council and referred to in the chapter disbursement line items as "Summer Youth Employment Program". Notwithstanding the title of the line item, funding is not limited to "summer" and can be used throughout the year.

1.5 FUNDING SOURCE

- A. The Summer Youth Employment Program originates or comes from the Navajo Nation annually.
- B. Once the funds are disbursed to the Chapter, a budget is developed per projects.
- C. The budget consists of specific Chapter projects with specific time frame due to the workmen's compensation compliance.
- D. The Projects and time frame are prioritized by the Chapter Coordinator based on emergency or priority needs.
- E. The SYEP are disbursed during the summer months or when the TCDC passes the funds with a resolution or based on fund availability.

1.6 POLICY

- A. The Pinedale Chapter shall have discretion in selecting which SYEP to pursue, subject to applicable Five Management System Policies and Procedures and Navajo Nation laws.
- B. The Chapter shall have the discretion to determine the length of each project and when to begin.
- C. All projects shall be approved by the chapter membership at a duly called meeting and set out in the annual budget.
- D. All projects shall be completed within the annual budget cycle, or extensions shall be made with a chapter membership approved at a duly called meeting.
- E. The chapter administration shall make proper accounting and bookkeeping entries for all SYEP allocations.
- F. For each project, the chapter administration shall employ one or more participants subject to the availability of funds and provide job descriptions per trade type.
- G. Proper workman compensation liability insurance shall be filed and only hired participants shall be able to work.
- H. The chapter administration shall select Project Supervisor (Summer Youth Coordinator) and skilled participants based on experience, skills, and qualifications for the designed project.
- I. The Chapter administration shall set the salary and wages of the participants.
- J. The Chapter Coordinator shall hire and terminate participants in compliance with Personnel Management Policies and Procedures.
- K. The Chapter shall adhere to the Navajo Preference in Employment Act.
- L. Minor participants (14 years – 17 years old) shall not work more than eight (8) hours per day, 32 hours per week, or 72 hours per pay period. Participants shall not make up missed hours.
- M. Non-Minor participants (18 years – 25 years old) shall not work more than eight (8) hours per day, up to 40 hours per week, or up to 80 hours per pay period. Participants shall not make up missed hours.
- N. The Chapter shall allow participants to get on-the-job training. The employment is temporary for the participants to obtain training to obtain permanent jobs with non-Chapter employers.
- O. When there are positions available, the Chapter will post job opening for two weeks to accept applications on Chapter bulletin board or announcement at the Chapter Meeting.

1.7 PARTICIPANT QUALIFICATION AND EMPLOYMENT NOTICE

- A. Participants must be between the ages of 14-25.
- B. Adult participants shall be registered voters of the Chapter and not be employed by another Chapter.

- C. All participants shall be members of the Navajo Nation with a census number.
- D. Immediate supervisor shall be a relative.
- E. Enrolled in a high school, college, university, and vocational or technical institutions.
- F. Returning to a high school, college, university, and vocational or technical institution within (6) six months of applying and willing to provide supporting documents.
- G. Unemployed at the time of applying.
- H. Not expelled or on probation status from a high school, college, university, vocational or technical institution.

1.8 PROJECT DOCUMENTS REQUIREMENTS

- A. Accurately completed Chapter and Summer Youth Employment Application
- B. Must be a registered voter of the chapter. If minor, parent must be a registered voter for six (6) months.
- C. Social Security Card
- D. State issued Driver's License, Identification Card or School ID
- E. W-4 form
- F. New Mexico New Hire form
- G. Project application (Chapter budget and resolution)
- H. Personnel Action Form
- I. Signed Policies and Procedures, Alcohol & Drug free form, Prohibition of Sexual Harassment and job description understanding acknowledgement form.
- J. Letter of Interest, which describes career goals.

1.9 TOUR OF DUTY

- A. Monday through Friday, except Navajo Nation recognized Holidays.
- B. 8:00 a.m. to 5:00 p.m. with one-hour lunch from 12:00 p.m. to 1:00 p.m. (unless authorized with special arrangements with Project Supervisor and chapter administration, lunch hour can be for thirty (30) minutes from 12:00 p.m. to 12:30 p.m. and work hours will be from 4:00 p.m. to 4:30 p.m..)
- C. No overtime allowed
- D. High school Students shall not work over 40 hours per week.
- E. College Students shall not work over 40 hours per week.

1.10 WAGES

- A. The SYEP are restricted budgeted funds; therefore, the hourly wages shall start at the Federal minimum wage.
- B. The Chapter shall grant wage increase based on job performance evaluations and fund availability.

1.11 PAYROLL, TIMESHEET AND DEDUCTION

- A. The payroll periods will be the same as the Navajo Nation Payroll Periods. Payroll will be drawn every two (2) weeks.
- B. The timesheets are due three (3) days prior to actual payroll date with all proper signature and time. Timesheets are done as per Pay Period Ending.

- C. Upon receipt, the Community Services Coordinator shall review and verify the hours worked for each participant.
- D. Bi-weekly progress report from the Project Supervisor (Summer Youth Coordinator) is due with the timesheets.
- E. Payroll checks are signed as per Fiscal Management Policies and Procedures.
- F. Payroll checks are disbursed at the end of work day on Fridays.
- G. If the participants are not available for check pick-up, he or she may authorize their parent to pick up his or her check with a written permission and an original signature.
- H. On the final payroll, the participants shall submit a letter describing his or her employment experiences and what was learned.

1.12 TAXES

- A. FICA and Medicare taxes shall be automatically deducted at each payroll.
- B. The Federal Tax and State tax will be deducted based on the W-4 form.
- C. At the end of each month, the Chapter Coordinator/Office Specialist shall submit payment to the Internal Revenue Services for the taxes deducted and unemployment taxes, if applicable.
- D. At the end of each calendar year, the Chapter shall issue W-2 or 1099 to all participants. The Chapter shall submit W-3 and 1096 to proper agencies.

1.13 BENEFITS

- A. Since all participants are employed under the Summer Youth Employment Program as temporary employees, the participants are in-eligible for any Chapter sponsored fringed benefits.
- B. However, all participants are covered through Navajo Nation Workers Compensation Program, if applicable.
- C. The participants are also in-eligible for holiday, personal leave of absence, or compensatory time off and in-eligible for merit pay or bonus pay.
- D. No work related travel shall be authorized for all SYEP participants.

1.14 GRIEVANCE

- A. Since all participants are employed under the SYEP as temporary employees, the participants are in-eligible for any type of grievance process.
- B. Participants may be terminated for excessive tardiness and absences.
- C. Leaving worksite without authorization before tour of duty is completed.
- D. Inadequate job performance.
- E. Insubordination

1.15 SEXUAL HARASSMENT

- A. The workplace will be free of sexual harassment; therefore, such action is prohibited and will result in immediate termination.

1.16 HOSTILE ENVIRONMENT

- A. The workplace shall be free of hostile behavior or environment; therefore, such action is prohibited and will result in immediate termination.

1.17 SAFETY ENVIRONMENT

- A. The Chapter shall provide a safe and friendly workplace or environment for all workers by selecting and reviewing all worksites and participants programs.
- B. Workers practicing unsafe working habits will be counseled at the first (1st) offense and then terminated after a second (2nd) offense.

1.18 ILLEGAL DRUG AND ALCOHOL FREE WORKPLACE

- A. The workplace and environment shall be free of illegal drugs and alcohol, therefore, such usage will result in immediate termination.

1.19 CODE OF CONDUCT

- A. The participants shall conduct themselves with respect towards co-workers, chapter staff, chapter officials, community members, project clients, resources staff, and all other persons.
- B. The participants shall conduct themselves with trustworthiness and produce quality work.
- C. The participants shall participate/follow instructions from the Project Supervisor (Summer Youth Coordinator) in activities and/or training from resources staff.

1.20 DRESS CODE

- A. The participants will report to work under proper attire for the job and proper personal hygiene.
- B. Participants with long hair shall braid or tie back hair for safety reasons.
- C. No attires that advertises illegal drugs/alcohol/offensive languages, etc.

1.21 APPLICABLE LAWS

- A. The Chapter shall comply with child labor laws of New Mexico and Federal laws.
- B. There shall be no work-related travel.
- C. Parental consent is obtained using a standard consent form, prior to the start of employment.
- D. Youth participants are under close supervision at all time by Project Supervisor (Summer Youth Coordinator) and do not work in hazardous occupations.
- E. The Navajo Occupational Safety and Health Administration (NOSHA) have assured that the working conditions and environments are safe.

1.22 OVERSIGHT

- A. The Community Service Coordinator shall have the daily and overall oversight responsibilities for the SYEP carried out by the Chapter.

1.23 PERSONNEL MANAGEMENT POLICIES AND PROCEDURES

- A. The Chapter shall comply with all aspects of the Five Management System which includes the Personnel Management Policies and Procedures for the SYEP participants in addition to these policies and procedures.
- B. For more in-depth information regarding Personnel Management, please refer to the Five Management System Personnel Policies and Procedures.

- C. The Personnel Management Policies and Procedures are available upon request at the Chapter for review or print. For print, there is a fee of \$14.00 plus 6% Navajo Nation Sales Tax.

1.24 AMENDMENTS

- A. Any amendments to the SYEP policies and procedures may be recommended by any of the Chapter staff or community members in written format, and forward supportive and argumentative documentation to the Chapter Coordinator and Chapter Officials for assessment.
- B. All proposed amendments shall be presented by the Chapter President, in consultation with Navajo Nation Department of Justice, at a regular chapter meeting for final approval with a simple majority vote of the chapter membership.
- C. The foundation to add, delete, or revise any selections or provisions of the SYEP Policies and Procedures would be subject to the following condition(s):
 - 1. Any proposed amendments to the SYEP Policies and Procedures must be submitted in writing with supporting documentations to the Community Services Coordinator.
 - 2. The proposed amendments must be drafted in legislative format. The new language underline and old language stricken.
 - 3. The Community Services Coordinator in consultation with the Navajo Department of Justice and the Office of Auditor General will review the proposed amendments to assure compliance with applicable federal, state and Navajo Nation laws, necessity or realistic.
 - 4. If requirements 1, 2, & 3 above are met, the Community Service Coordinator will forward the proposed amendments to the Chapter Officials for review and discussion at a regular scheduled planning meeting.
 - 5. The Chapter Officials may instruct the Community Services Coordinator to set a public hearing date, time and location depending on whether the amendments are substantial and sufficient to warrant a public hearing.
 - 6. If the proposed amendment(s) are favorable by the public input process, the Chapter Officials will forward the recommendations to the chapter memberships for approval at a regular scheduled chapter meeting with a simple majority vote.
 - 7. Upon approval, the Community Services Coordinator will make all recommended changes to the SYEP Policies and Procedures with a supporting resolution.

