

TO'HAJIILEE NAVAJO CHAPTER/CANONCITO BAND OF NAVAJOS
YOUTH EMPLOYMENT TRAINING PROGRAM

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**TO'HAJIILEE NAVAJO CHAPTER/CANONCITO BAND OF NAVAJOS YOUTH
EMPLOYMENT TRAINING PROGRAM POLICIES AND PROCEDURES**

I. Authorization

- A. Pursuant to 26 N.N.C. Section 101 (A), The To'Hajiilee Navajo Chapter/Canoncito Band of Navajos has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed policies and procedures for the Chapter Youth Employment Training Program.
- B. Pursuant to the To'Hajiilee Navajo Chapter/Canoncito Band of Navajos Resolution # _____, the Chapter Youth Employment Training Program Policies and Procedures is hereby approved and adopted.

II. Purpose

- A. The purpose of these policies and procedures are to install guidelines for the Chapter to administer the Youth Employment Training Program (YETP) for Chapter Expenditures.
- B. The Youth Employment Training Program (YETP) shall provide short-term employment and training for eligible youth on Chapter projects or coordinator with other entities and the private sectors.

III. Definitions

- A. "Chapter Administration" means the employee of the Chapter which includes, but is not limited to, the Chapter Community Service Coordinator and Accountant Maintenance Specialist.
- B. "Chapter Manager" means a Chapter employee who performs the duties proscribed in 26 N.N.C. §§ 1004 (B), 1004 (C), and 2003 (B) and indicates those employees referred to as Community Service Coordinators.
- C. "Local Governance Act" means 26 N.N.C. §§ 1-2005.
- D. "Participants" means a Chapter member participating in Chapter approved Youth Employment Training Program.
- E. "Youth Employment Training Program" means appropriations made by the Navajo Nation Council and referred to in the Chapter disbursement line items as "Youth Employment Training Program."
- F. "Enrichment Program" To provide enrichment activities for youth and may include activities that broaden the learning experience, promote higher level of thinking and provide exposure to additional subject areas/regular curriculum or supplementary materials beyond the normal range of classroom instructions. This Enrichment Program shall not exceed \$100.00 per fiscal year budget or based on

funds availability. Applicant will be eligible for one time within an academic school year.

IV. Participant qualifications and employment notice

- A. Participants must be between the ages 14 to 25 and must not be employed by another Chapter or any entities.
- B. Participants 18 years of age and over must be a registered voter of the To'Hajiilee Navajo Chapter/Canoncito Band of Navajos and a parent must show proof of To'Hajiilee Chapter voter's registration if child is under the age of 18.
- C. All participants shall be a member of the Navajo Nation with a census number (Certificate of Indian Blood).
- D. YETP Supervisor shall not supervise immediate relatives.
- E. Participants shall be enrolled in a high school, alternative school (GED), college, university, vocational or technical institution with official supporting documents.
- F. Participants shall not be expelled or on probation status from high school, college, university, vocational or technical institution.
- G. Selective Services Registrar number for makes born after January ---, 1960.

V. Project application and procedures

- A. For each project, the chapter administration shall properly develop project application (See Sample forms attached hereto as Attached B). The chapter administration shall also include a copy of the chapter budget resolution. The administration shall keep all of the above-mentioned documents on file in accordance with the chapters FMS record management policies and procedures. 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 projects start and end dates
 - 5. The total number of project days
 - 6. The total estimated cost of the project
 - 7. The total amount of YEP funds to be utilized
 - 8. The total number of personnel to be employed
 - 9. The contact person (usually the Account Maintenance Specialist or Community Service Coordinator).

10. The chapter telephone number
 11. The description of the project which 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, 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.
 12. Authorized signatures: Chapter President and Chapter Community Service Coordinator.
- C. The Project Folder will include:
1. Personnel Roster
 2. Project Application
 3. Copy of Timesheet of each participant in the project
 4. Bi-weekly Report Form for each participant
 5. Any rejected individual's application packet

VI. Project document requirements

- A. Accurately completed Chapter Youth Employment Training Program Application and Letter of Interest.
- B. Enrichment Program applicants will complete To'Hajiilee Chapter Scholarship Application.
- C. Must be a registered Chapter voter for 6 months or more. If minor, parent must be a registered voter for one year.
- D. Social Security Card.
- E. Valid Driver's License/ Identification card or school identification card. (Not applicable for Enrichment Program)
- F. Certificate of Indian Blood (CIB)
- G. W-4 Form (Not applicable for Enrichment Program)
- H. New Mexico Hire Form (Not applicable for Enrichment Program)
- I. Project Application (Chapter budget and Resolution) (Not applicable for Enrichment Program)
- J. Personnel Action Form (PAF) (Not applicable for Enrichment Program)
- K. Participant's Acknowledgment Form: the YWTP Policies and Procedures Letter: Alcohol & Drug Form, Prohibition of Sexual Harassment and Job Description Understanding acknowledge form. (Not applicable for Enrichment Program).

VII. Tour of duty

- A. Monday through Friday, except Navajo Nation recognized Holidays.
- B. 8:00 am to 5:00pm with one-hour Lunch from 12:00pm to 1:00pm.
- C. No overtime work allowed.
- D. High School Students shall not work over 32 hours per week.
- E. College students shall now work over 40 hours per week.

VIII. Wages

The Youth Employment Training Program is restricted Navajo Nation funds; therefore, the hourly wages shall start at the Federal Minimum Wage Law.

IX. Payroll, timesheets, and deduction

- A. The payroll period will be the same as the Navajo Nation Payroll Periods. Payroll will be drawn every two weeks.
- B. Time sheets are due Friday per pay period ending schedule with all proper authorized signatures. If a time sheet due date falls on a Holiday, then time sheets are due prior to Holiday unless otherwise instructed from the Chapter Administration.
- C. Upon receipt, the Community Service Coordinator shall review and verify the hours worked for each participant.
- D. Bi-weekly progress reports from the Project Supervisor shall be submitted with timesheets.
- E. Payroll checks are processed according to the Five Management Policies and Procedures.
- F. After payroll checks are completed, the Community Service Coordinator and Secretary/Treasurer shall sign the payroll checks. If the Secretary/Treasurer is not available, the Community Service Coordinator and Chapter President shall sign the payroll checks. If the Chapter President is not available, the Vice President will sign the payroll checks.
- G. Payroll checks are disbursed at the end of the workday on a pay period Friday.
- H. If the participants are not available for check pick-up, he or she may authorize a parent/guardian to pick up his or her check with a written permission and an original signature.
- I. On the final payroll, the participants shall submit a letter describing his or her employment and training experiences and complete program evaluation form.

X. Taxes

- A. FICA and MEDICARE taxes shall be automatically deducted at each payroll.
- B. The Federal Tax will be deducted based on the W-4 form.
- C. At the end of each month, the Community Service Coordinator 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 to all participants by mail. The Chapter shall submit W-3 to proper agencies.

XI. Benefits

- A. Since all participants are employed under the Youth Employment Training Program as temporary employees, the participants are ineligible for any Chapter's regular position fringe benefits.
- B. All enrolled participants are covered through Navajo Nation Workers Compensation Program.
- C. The participants are also ineligible for holiday, annual or sick leave, or compensatory time off and ineligible for merit pay or bonus pay.
- D. Work related travel shall be authorized for YETP participants with prior approval from Chapter Administration and other applicable parental consent.

XII. Grievance

Since all participants are employed under the Youth Employment Training Program as temporary employees, the participants are ineligible for any type of grievance process.

XIII. Disciplinary actions and termination of youth employment training participants

Supervisor and Community Service Coordinator shall have proper cause of terminating participants with documentations and close out participant's file in accordance with FMS Personnel Policies and Procedures.

- A. Being late for work repeatedly or excessively will leads to dismissal.
- B. Under the influence of Alcohols, drugs, or tobacco immediate removal.
- C. Leaving the work site during designed work hours without permission of a supervisor is insubordination and subject to termination.
- D. Unacceptable work site conduct such as not following worksite safety requirements such as deadly weapons will be subject to immediate termination.
- E. Inadequate job performance which leads to unsafe working environment and cause for dismissal.

XIV. Sexual harassment

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

XV. Hostile environment

The workplace shall be free of hostile behavior including bullying; therefore, such action is prohibited and will result in immediate termination.

XVI. Safety environment

- A. The Chapter shall provide a safe and friendly workplace or environment for all workers by selecting and reviewing all worksites or participating programs.
- B. Workers practicing unsafe working habits will be counseled at the first offense and then terminated after a second offense.
- C. For safety reasons participants must refrain from using earphone plugs, cellular phone, and other electronic devices.
- D. The Child Labor Law will be observed and adhere.

XVII. Illegal drug, tobacco, and alcohol-free workplace

The workplace and environment shall be free of Illegal Drug, Tobacco, and Alcohol; therefore, such usage will result in immediate termination.

XVIII. Code of conduct

- A. The participants shall conduct themselves with respect towards co-workers, Chapter administration staff, Chapter officials, community members, project clients, and all other persons.
- B. The participants shall conduct themselves with trustworthiness and produce quality work.

XIX. Dress code

- A. The participants will report to work under proper attire for the job and proper personal hygiene.
- B. Participants shall dress according to type of job performance for safety reasons.

XX. Applicable laws

- A. The Chapter shall comply with child labor law of New Mexico/Navajo Nation.

- B. There shall be no work-related travel unless prior approval.
- C. Parental consent is obtained using a standard consent form, prior to participate in the Employment Training Program. A separate consent form required for other activities.
- D. Youth participants are under close supervision at all times and should not work in hazardous occupation in accordance with Child Labor Law.
- E. The Chapter shall abide by the Navajo Nation Safety/Loss Program or the Navajo Occupational Safety and Health Administration's (NOSHA) requirements for safe working environment and conditions.

XXI. Oversight

The Chapter Officials, Community Service Coordinator, and Supervisor shall have the daily and overall responsibilities for the Youth Employment Training Program.

XXII. Amendments

- A. If the proposed amendment(s) are favorable by the public input process, the Chapter Officials will forward the recommendations to the Chapter membership for approval or disapproval at a regular scheduled Chapter meeting with a simple majority vote.
- B. The Chapter Youth Employment and Training Program Policies and Procedures maybe amended as deem necessary by the To'Hajiilee Chapter Membership.

XXIII. Attachments

- A. Employment Application
- B. W-4 Form
- C. I-9 Form
- D. Drug & Alcohol Policy and signature form
- E. Personnel Roster
- F. Project Application Form