



Tselani/Cottonwood Chapter

POLICY AND PROCEDURES For The Summer Youth Employment & Training Program

POLICY NO.:	Revised: 05/17/2015
RESOLUTION NO.:	Effective Date: 05/17/2015

I. PURPOSE:

The purpose of the established Policy & Procedures is to provide control and guidance to the chapter in administering the SYETP Program. The objectives of this program are as follows:

- A. Provide short term employment for selected youth chapter membership by participation in approved chapter projects.
- B. Provide on the job training, educational and cultural activities for eligible youth that are members of the chapter.

II. DEFINITIONS:

- A. "Chapter Administration" means the employee of the chapter, which includes, but is not limited to, the Community Services Coordinator and Accounts Maintenance Specialist.
- B. "Community Service Coordinator" means a Chapter employee as described in Title 26 N.N.C. § 1004 (B) after governance's certification.
- C. "Participant" mean selected individual participating in approved chapter projects.
- D. "Insurance Coverage" means Worker's compensation for the participants.
- E. "Individuals" mean job applicants.

III. DUTIES, RESPONSIBILITIES AND AUTHORITY OF CHAPTER AND STAFF:

- A. Chapter Administration
 - 1. The chapter has discretion in identifying a work site. This discretion includes the ability to select from chapter, tribal, county, state, federal or private work sites.
 - 2. Each chapter has discretion in determining the process it will utilize for making participant selections. The process may utilize a system based on first-come first served, selection committee or other methodology.
 - 3. All expenditures shall be duly approved by the chapter membership and set out in the budget.
 - 4. Community Services Coordinator shall create job announcements with project job descriptions and qualifications for youth projects and make sure job announcements is announced for ten (10) working days by:
 - a) Posting announcement on the Chapter House Job Opening Bulletin Board and announcements at local chapter meetings or gatherings.
 - 5. The Office Assistant is the designated individual who will receive and review all job applications for completeness. No application will be accepted after the closing date. No Exceptions.
 - 6. The Navajo Nation Preferences in Employment Act shall be complied within selection and hiring of participants.
 - 7. The Arizona Child Labor Law apply to youth ages (14-17) participating in the program.
 - 8. The chapter administration shall make proper accounting and bookkeeping entries for all Summer Youth Employment expenditures.
 - 9. 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 ending balance. The chapter shall keep this report in its records.
 - 10. At the end of each quarter, the chapter administration shall prepare an expenditure report, which includes a brief description of where the participants were placed and how many participants there were.
- B. Community Service Coordinator (CSC)
 - 1. The CSC shall make sure all documents have been properly completed, dated and signed by the applicant. The CSC shall keep the Youth Employment Application and accompanying documents, along with the W-4 form, in a confidential personnel file pursuant to the chapter's personnel and records management manuals.

2. The CSC or designated staff shall work with the work site Supervisor to determine the duties of the participant, the skill to be learned, the machines that will be operated (if any), the training to be acquired, type of sports or youth clubs to be offered, sport activities, the hours worked and the nature and extent of manual labor involved. The CSC shall prepare a work site description that full describes the above mentioned information.
- C. Accounts Maintenance Specialist (AMS)
1. At the end of each pay period, the AMS will review the timesheets, weekly progress reports and daily sign-in sheets submitted by the supervisor.
 2. Upon receipt of the timesheets and before 5:00 pm, the AMS must verify the hours worked.
 3. For each participant, the AMS shall prepare the payroll, make the proper deductions, which include FICA, Medicare, Federal Income Tax, Navajo Nation Worker's Compensation and Unemployment Insurance.
 4. After payroll checks are completed, the Community Services Coordinator and Secretary/Treasurer must sign the checks. If the Secretary/Treasurer is not available, the Community Services Coordinator and Chapter President will sign the checks. If the Chapter President is not available then the Chapter Vice President will sign the checks.
 5. Payroll checks shall be distributed according to the payroll schedules as set by the chapter administration, the AMS shall have participants sign the chapter payroll register indicating they received their checks.
 6. 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.
 7. At the end of each month, or as instructed by the Internal Revenue Services, the AMS must deposit the payroll deductions into the bank.
 8. By the dates set by the federal and state agencies, the AMS may pay the federal and state taxes.
 9. By the end of each calendar year, the AMS must issue W-2s to the participants who worked during the year, and must submit W-3s to the Social Security Administration.

IV. DUTIES OF THE WORKSITE SUPERVISOR

- A. Supervisor shall work with the Community Services Coordinator to determine the duties of the participant, the skills to be learned, the machines that will be operated (if any), the hours worked, and the nature and extent of manual labor involved.
- B. Supervisor shall orientate the participant on the worksite's Personnel Policies and Procedures and where is can be located and have the participant sign the document indicating receipt of this information.
- C. Supervisor and the Community Services Coordinator will orientate the participants on the overall SYETP Policies and Procedures.

V. ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE CHAPTER'S SUMMER YOUTH EMPLOYMENT PROGRAM:

- A. To be eligible to receive Summer Youth funding, an applicant must be:
 1. A member of the Navajo Nation with a census number.
 2. Between the ages of 14 to 25.
 3. Parent/guardian must be an active registered voter of the chapter.
 - a. Community Youth (non-registered voters) participants between the ages of fourteen (14) and seventeen (17) are eligible but the following conditions shall be met:
Parental consent is obtained using a standard consent form, prior to the date of employment. (Exhibit A)
 - b. A youth workers shall not travel outside chapter boundary and shall be under close supervision at all times.
 - c. A youth will not work in hazardous conditions.
 4. Must be currently enrolled in High School, college, university, vocational or technical institution.
 5. In possession of a Social Security Card.
 6. Not expelled or on probation status from high school, college, university, vocational or technical institution; and
 7. A legal resident of the chapter.
- B. The applicant must submit:
 1. A Summer Youth Employment Application;
 2. Letter of Interest, which describes career goals;
 3. Supporting documents that the applicant will be returning to school;

4. A copy of the applicant's Certificate of Indian Blood;
5. A copy of the applicant's Social Security Card.

C. Selection/Hiring:

1. CSC will set up interview date and time for the applicants.
2. CSC and one (1) of the chapter officers will conduct interviews.
3. Names of selected individuals for the project will be posted at the chapter house the day following the interviews.
4. Selected individuals will be instructed to report (date & time) to the chapter house for employment processing and orientation.
5. Submit personal documents on their first day of employment.
6. Applicants not selected will be notified in writing within five (5) working days.
7. Selection of project Supervisor will be based on the nature of the project.
8. Office Assistant will complete personal roster for approval Project and sign by the Community Service Coordinator.
9. For SYETP Project, all participants must have a Parental Consent form completed and signed prior to the beginning of employment.

VI. EMPLOYMENT STATUS, WORK HOURS AND REPORTING REQUIREMENTS OF SUMMER YOUTH EMPLOYMENT PARTICIPANTS:

- A. All Summer Youth Employment participants are considered temporary status employees of the chapter. As temporary status employees, participants shall not earn annual leave, sick leave, holiday pay or compensatory time. Additionally, participants cannot make up for hours missed. All absences from the work site will be without pay. Participants shall receive worker's compensation and unemployment insurance coverage.
- B. Participants are prohibited from any work-related travel unless adequately insured through their worksites.
- C. Work hours will be set by the Community Services Coordinator and work site Supervisor and be defined in the work site description.
- D. High school student participants may work up to 32 hours per week, and shall not perform duties, which requires specialized skills or certification.
- E. College, vocational and technical student participants may work up to 32 hours per week.
- F. Prior to receiving a final paycheck, the participants shall submit a written report to the Community Services Coordinator describing his/her experiences in the Chapter Summer Youth Employment Program.

VII. DISCIPLINARY ACTIONS AND TERMINATION PROCESS OF SUMMER YOUTH EMPLOYMENT PARTICIPANTS:

Summer Youth Employment Program participants may be disciplined and/or terminated in accordance to the Personnel Policies and Procedures:

- A. Being late for work repeatedly or excessively.
- B. Leaving the work site during designated work hours without permission from the Supervisor.
- C. Unacceptable work site conduct.
- D. Inadequate performance of job duties.
- E. Insubordination
- F. Using drugs or alcohol at the work site, or under the influence of drugs or alcohol at the work site.

VIII. PROGRAM OVERSIGHT:

- A. The work site Supervisor shall have the day-to-day oversight responsibility of the participant and his/her activities.
- B. The Community Services Coordinator shall have the day-to-day oversight responsibility for the administration of all Summer Youth Employment duties carried out.

IX. AMENDMENTS:

The Tselani/Cottonwood Chapter may amend the Summer Youth Employment Program's Policies and Procedures from time to time as deemed necessary and approved at a duly called chapter meeting.

**TSELANI-COTTONWOOD CHAPTER #35
SUMMER YOUTH EMPLOYMENT PROGRAM**

PARENTAL CONSENT

PARTICIPANT NAME: _____ DATE OF BIRTH: _____

PARENT OR LEGAL GUARDIAN NAME: _____

ADDRESS: _____ PHONE NO. _____

CHAPTER: **TSELANI-COTTONWOOD CHAPTER #35**

ADDRESS: **PO Box 1139, Chinle, AZ 86503**

PROJECT TITLE/PROJECT NUMBER: _____

LOCATION OF WORKSITE: **Tselani, Cottonwood, and Black Mountain Areas.**

JOB TITLE: _____

STARTING DATE: _____ ENDING DATE: _____

JOB DESCRIPTION – WORK ACTIVITIES TO BE PREFORMED:

SEE PROJECT APPLICATIONS.

EQUIPMENT AND TOOLS TO USED:

SEE PROJECT APPLICATIONS.

EMPLOYMENT-RELATED ACTIVITIES AWAY FROM WORKSITE (DESCRIPTION OF ACTIVITIES, FREQUENCY, LOCATION, MEANS OF TRANSPORTATION):

I, _____ am the parent/legal guardian (circle one) of _____, age _____, and consent to his/her participation in the Employment Program at the above worksite from _____ **TSELANI-COTTONWOOD CHAPTER #35** this program has been fully explained to me and I hereby consent to his/her placement in this program and participation in the above-described employment and related activities.

SIGNED: _____ DATE: _____

NOTE: Youth are NOT to exceed 32 hours per week.