



# Tselani/Cottonwood Chapter

## POLICY AND PROCEDURES for Summer Youth Employment Program (SYEP)

<b>POLICY NO.: 4-2024</b>	<b>AMENDED DATE: February 14, 2024</b>
<b>RESOLUTION NO.: TSEL-24-853</b>	<b>EFFECTIVE DATE: March 13, 2024</b>

### I. PURPOSE:

The purpose of the Summer Youth Employment Program (SYEP) Policy and Procedures is to provide control and guidance to chapter in administering Navajo Nation Summer Youth Employment Program (SYEP). The objectives of this program are as follows:

- A. Provide short-term employment for selected applicant by participating in an enrichment program.

### II. DEFINITIONS:

- A. "Chapter Administration" means the employees of the Chapter which includes, but is not limited to, the Chapter Manager and Account Maintenances Specialist.
- B. "Community Services Coordinator" means a chapter employee who performs the duties prescribed in Title 26 N.N.C. § 1004 (B, C), and 2005 (B) and includes those employees referred to as Community Service Coordinator.
- C. "Administration" means daily operation of governmental business.
- D. "Local Governance Act" means Title 26 N.N.C. § 1-2005.
- E. "Participants" means applicants working on chapter-approved Summer Youth Employment Program.

### III. POLICIES:

- A. 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.
- B. Each Navajo Nation chapter has discretion in selecting which Summer Youth Employment Program (SYEP) to pursue, subject only to applicable Tribal and Federal laws. The chapter has the discretion to determine the length of each project.
- C. All projects shall be completed within the annual fiscal year. The chapter administration shall maintain proper accounting and bookkeeping for SYEP allocations.
- D. The chapter administration will hire one per household in one approved chapter project.

- E. The chapter will hire siblings on account that they are on different project groups.
- F. The chapter administration shall develop a project application.
- G. The chapter administration will follow the criteria of selection processing.
- H. Participants shall not work more than eight (8) hours per day, 32 hours per week, or 64 hours per pay period.
- I. Chapter Administration shall schedule an enrichment to provide education, and culture activities for the youth while employed by the chapter
- J. For each project, the chapter administration shall post notice for 10 days that the chapter is accepting applications.

**IV. ELIGIBILITY FOR EMPLOYMENT:**

- A. Applicant must be the age of 14-23.
- B. Applicants under the age of 18 a parent must be a Navajo Nation registered voter with Tselani/Cottonwood Chapter for a minimum of six months.
- C. The chapter practices equal opportunity employer that recruits, trains, pays and promotes employees fairly and equally regardless of race, gender, religion, age or physical status.
- D. Applicant must be a full-time student.

**V. PROCEDURES OF APPLICATIONS:**

- A. Applicant shall apply by completing application and submit all required documents:
  - 1. Application. (incomplete application will not be considered) (Exhibit A)
  - 2. Valid ID (students) or Driver's License (supervisors)
  - 3. Social Security Card
  - 4. Certificate of Indian Blood (CIB)
  - 5. Parent's Navajo Nation voter registration card
  - 6. Report Cards or transcript or attendance record
  - 7. Parental Consent Form (Exhibit B)
  - 8. Chapter may request for legal guardianship of the student
  - 9. Must have valid working phone or message phone
- B. All applications will be review by Chapter Account Maintenance Specialist for completeness.
- C. Once the job announcement closes the interviews will be conducted by the Chapter Coordinator and Chapter Administrative Staff and Project Supervisor.
- D. Selection of qualified applicants will be notified by phone or in-person
- E. Orientation of the selected applicants on harassment, safety, bullying and respect.
- F. Steps will be taken for non-compliance.

**VI. PAYROLL, TIMESHEETS AND DEDUCTIONS:**

- A. At the end of each pay period, project supervisors shall remind SYEP workers to submit timesheets, weekly progress reports, timecards and leave slips to the Chapter's Account Maintenance Specialist.

- B. Account Maintenance Specialist will review for completeness and forward the documents to Chapter Coordinator for review and approval.
- C. Upon the approval, Accounts Maintenance Specialist shall prepare all payroll, with proper deductions.
- D. After payroll checks are completed, the Community Services Coordinator and Secretary/Treasurer shall sign the checks (Title 26 N.N.C., §1001 B(3)) for distribution
- E. The Accounts Maintenance Specialist will distribute payroll checks on a bi-weekly basis
- F. Payroll checks will be dispensed to the employee for which the check is issued to; unless he gives another person permission to pick up the check by a signed note.
- G. The Accounts Maintenance Specialist shall post payroll in the subledger of the chapter accounting.
- H. The Accounts Maintenance Specialist will be responsible for submitting the payments to 941 Employee Tax, SUTA-Unemployment Tax and Workers' Compensation fee when they are due.
- I. Participants' tour of duty is from Monday through Thursday from 8:00 AM to 12:00PM and from 1:00 PM to 5:00 PM. Unless a holiday or administrative leave is granted an adjustment will be made through the week.
- J. All absences from the work site will be without pay unless otherwise an arrangement is made prior to working on a Friday.
- K. Community Services Coordinator and Project Supervisor will oversee the day-to-day project activities.

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

- A. The Community Service Coordinator shall be responsible for reporting and initiating proper action regarding the student's misconduct, unsatisfactory work performance, or violation of Chapter policies or regulations. In reference of NN Policies & Procedures. (In reference of NN Policies & Procedures. Navajo Nation Department of Personnel Policies and Procedures: XIII. Discipline of Employees, G. Table of Penalties, 9. Table of Penalties).
- B. The Community Service Coordinator will contact the parent immediately and update with the issue. If necessary, the parent will pick up the student.

**VIII. SUBJECT TO THE AVAILABILITY OF FUNDS:**

- A. For each project, the chapter administration may employ one or more participants subject to the available of funds.

**IX. AMENDMENT:**

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