Tselani/Cottonwood Chapter

POLICY AND PROCEDURES
for
Public Employment project (PEP)

POLICY NO.: 5-2026	**AMENDED DATE: August 13, 2026**
RESOLUTION NO.: TSEL-26-1064	**EFFECTIVE DATE: August 18, 2026**

I. PURPOSE:

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

A. Positions at the Chapter are temporary training opportunities designed to provide individuals with on-the-job experience and prepare them for employment opportunities outside of the Chapter.
B. Provide short-term employment for selected applicant by participating in approved chapter project.
C. Reduce the unemployment rate at the chapter and Navajo Nation level.

II. DEFINITIONS:

A. "Chapter Administration" means the employees of the chapter which includes, but is not limited to, the Community Services Coordinator (CSC) and Accounts Maintenance Specialist (AMS).
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 Public Employment Projects.
F. Employers: Chapter, Workforce, BIA, TANF, Apache County, and any Tribal, State and Government entities.

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 Public Employment Project (PEP) to pursue, subject only to applicable tribal laws. The chapter has the discretion to determine the length of each project.

C. All projects shall be approved at a duly called meeting by chapter membership.
D. All projects shall be completed within the annual fiscal year. The chapter administration shall maintain proper accounting and bookkeeping for PEP allocations.
E. The chapter administration will hire one per household in one approved chapter project.
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, 40 hours per week, or 80 hours per pay period. Additionally, participants may not make up for hours missed.
    1. In an event of emergency situation (late meetings, gatherings & chapter related events).
    2. Any additional hours earned will be compensation time with prior approval by standing delegation.
I. The chapter allows participants to receive on-the-job training; The previous employee may use the Chapter staff as a reference for a job.
J. The program is temporary and provides on-the-job training to help participants develop job skills and gain the experience needed to obtain permanent employment. Therefore, a maximum of three quarters will be allow.
K. The Custodian/Maintenance position is excluded from this temporary training limitation due to the ongoing operational needs of the Chapter.
L. For each project, the chapter administration shall post notice for 10 days that the chapter is accepting applications.
M. Job posting will be on the Chapter's website, local radio stations, and Chapter bulletins.

IV. ELIGIBILITY FOR EMPLOYMENT:

A. Applicants shall be Navajo Nation registered voter with a minimum of six months of the chapter.
B. 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.
C. Applicant must have relevant minimum skills and experience for the designated project.
D. The Chapter will hire based on the Chapter's needs, and available positions.
E. Applicants must have self-confident connection with chapter & community.
F. Individual must not have been terminated or exceeded the maximum period of three quarters of temporary employment, in the last three years.
G. After the two-year period they may be considered for rehire depending on the Chapter's needs. Rehire is not guaranteed.

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 or Driver's License
   3. Social Security Card
   4. Navajo Nation Voter Registration Card
   5. Any credentials related to the job (Certificates or Diplomas)
   6. Must have valid working phone or message phone number
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.

VI. PAYROLL, TIMESHEETS AND DEDUCTIONS:

A. At the end of each pay period, project supervisors shall remind PEP 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 shall record & distribute payroll checks on a bi-weekly basis
F. Payroll checks will be dispensed to the employee for which the check was issued to unless he gives permission to another to pick up the check by providing a signed note.
G. The Accounts Maintenance Specialist shall post payroll in the subledger of the chapter accounting.
H. The Accounts Maintenance Specialist or Chapter Coordinator will be responsible for submitting the payments to 941 Employee Tax, SUTA-Unemployment Tax and Workers' Compensation fee when they are due.
I. All Public Employment participants are considered temporary status employee of the chapter. As temporary status employees, participants shall not earn annual leave, sick leave, and Navajo Nation Holiday pay. All absences from the work site will be without pay.
J. Participants' tour of duty is from Monday through Friday from 8:00 AM to 12:00PM and from 1:00 PM to 5:00 PM.
K. Community Services Coordinator and Project Supervisor will oversee the day-to-day project activities.

VII. DISCIPLINARY ACTIONS AND TERMINATION PROCESS OF PUBLIC EMPLOYMENT PARTICIPANTS:

A. The Community Service Coordinator shall be responsible for reporting and initiating proper action regarding employee misconduct, unsatisfactory work performance, or violation of personnel policies or regulations. 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. Any temporary PEP employee terminated/walking off the job will not be rehired for two years of date of termination and rehire is not guaranteed.

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 Public Employment Project's Policy and Procedures from time to time as deemed necessary and approved at a duly called chapter meeting by resolution.