

**THE BLACK MESA (KITS'IILI) CHAPTER
POLICIES AND PROCEDURES FOR THE
SUMMER YOUTH EMPLOYMENT & TRAINING PROGRAM
(SYETP)**

I. PURPOSE:

The purpose of the established Policies and Procedures is to provide control and guidance to the chapter in administering the Summer Youth Employment & Training Programs (SYETP). The Objectives of these programs are as follows:

- A.) To provide on the job training and educational opportunities for eligible youth that are members of the chapter.
- B.) To reduce the unemployment rate at the Black Mesa (Kits'iili) Chapter.

II. DEFINITIONS:

- A.) "Chapter Manager or Community Services Coordinator" means a Chapter employee as described in 26 N.N.C. section 1004(B) after governance certification.
- B.) "Participant" means selected individual participating in approved project.
- ~~C.) "Active Registered Voter" means someone who has been registered to vote with Black Mesa Chapter for at least six months. voted in recent Navajo Nation Election.~~
- D.) Chapter Officer or Chapter Officials" means President, Vice-President and Secretary-Treasurer.
- E.) "Insurance Coverage" means Worker's Compensation for the Participants.
- F.) "Individual" means job applicant.
- ~~G.) "Chapter Manager or Community Services Coordinator" means a Chapter employee as described in 26 N.N.C. section 1004(B) after governance certification.~~
- ~~H.) "Participant" means selected individual participating in approved project.~~
- ~~I.) "Active Registered Voter" means someone who voted in recent Navajo Nation Election.~~
- ~~J.) Chapter Officer or Chapter Officials" means President, Vice-President and Secretary-Treasurer.~~
- ~~K.) "Insurance Coverage" means Worker's Compensation for the Participants.~~
- ~~L.) "Individual" means job applicant.~~

III. INTERNAL CONTROL POLICIES:

- A.) All SYETP projects shall be implemented and completed within

- the budget cycle.
- B.) The Navajo Nation Preference in Employment Act shall be complied with in selection and hiring of participants.
 - C.) The Arizona Child Labor Laws shall apply for youth (ages 14-17) participating in the program.
 - D.) All SYETP Projects shall be approved by chapter membership at a duly called Chapter meeting.
 - E.) For liability reason, participants shall not make up hours missed.
 - F.) ~~College students~~ ~~Participants~~ shall not work more than eight (8) hours per day, 40 hours Per week or 80 hours per pay period.
 - G.) ~~High School students shall not work more than eight (8) hours per day for 4 days, 32 hours Per week or 64 hours per pay period.~~
 - H.) Payday for SYETP Participants shall be the following ~~Wednesday week~~ after pay period ending.
 - I.) ~~Participants shall not work and receive pay on for all Navajo Nation & Federal holidays.~~

IV. ELIGIBILITY CRITERIAS:

- A. Youth:
 - 1.) Must be between the ages of fourteen (14) and twenty five (25) years of age.
 - 2.) If participant is under 18~~15~~ years of age Parent/guardian must be an active registered voter of the Black Mesa (Kits'iili) Chapter.
- B. Must be currently enrolled in or returning to High School, college or university (a) must provide supporting documents (b) must not have been expelled or on probation.
 - 1.) Number of participants shall depend on budget and must first consider one (1) from each family.
 - 2.) Supervisor for SYETP must be an enrolled college student and active registered voter of the Black Mesa (Kits'iili) Chapter.

V. INTERNAL CONTROL PROCEDURES:

- A. Projects:
 - 1.) ~~Recommendation~~ Plans submitted by Chapter Administration ~~Community Services Coordinator from~~ to Black Mesa (Kits'iili) Chapter planning meeting at least two month prior to the SYETP employment that will outline ~~or urgency justified by Black Mesa (Kits'iili) will recommend at next Chapter Planning Meeting with~~ projects, project cost, duration of projects, and number of participants.
 - 2.) Chapter officers will forward the recommended projects to membership at a duly called Chapter meeting for consideration and approval.
 - 3.) ~~Upon approval by membership, Black Mesa (Kits'iili) Chapter Community Services Coordinator will complete pages 1 & 2 of project applications and forward to one (1) of the chapter officers for approval signatures.~~ Upon approval by membership, Black Mesa (Kits'iili) ~~Chapter Administration-Community Services Coordinator/Chapter Manager~~ will

complete ~~pages 1 & 2~~ of project applications and forward to one (1) of the chapter officers for approval signatures.

- 4.) The ~~Chapter Administration Black Mesa (Kits'iili) Chapter's Clerk Typist~~ will obtain Insurance coverage for project participants through the Navajo Nation Worker's Compensation Program (refer to section XI (6) of the Chapter Reference Manual for instructions.)

B. Recruitment:

- 1.) Upon approval by the Black Mesa (Kits'iili) Chapter, Chapter Administration ~~Community Services Coordinator~~ will post job announcements. ~~with project job descriptions and qualifications for the projects.~~
- 2.) ~~Unless otherwise directed by Black Mesa chapter~~ The ~~Black Mesa (Kits'iili) Chapter,~~ Chapter Administration will ensure Job announcement is advertised for two (2) weeks by:
 - a.) Posting announcement on the Chapter House Job Opening Bulletin board
 - b.) Airing it on KTNN and other radio stations.
 - ~~c.) Publishing it in the Navajo Times and other news media.~~
 - d.) Announcements at monthly chapter meetings and local events.
- 3.) ~~Clerk Typist~~ The Chapter Administration will receive and review all job applications for completeness ~~and is consistence with above IV. Eligibility criteria's up to closing date.~~
- 4.) One applicant ~~partieipant~~ from each family will be hired.

C. Selection/Hiring:

- 1.) The ~~Black Mesa (Kits'iili) Chapter Administration~~ ~~Community Services Coordinator~~ will set up interview date and time for the applicants.
The ~~Black Mesa (Kits'iili) Chapter Administration~~ ~~Community Services Coordinator/Chapter Manager~~ will set up interview date and time for the applicants.
- 2.) The ~~Black Mesa Chapter Community Services Coordinator/Chapter Manager, Office Specialist/Clerk Typist~~ Chapter Administration and one (1) or two (2) of the ~~Black Mesa (Kits'iili) Chapter Officers~~ will conduct the interviews at least one day prior to the beginning of the project.
- 3.) Names of selected individuals for the project will be posted at the chapter house
~~the day following after~~ the interviews.
- 4.) Selected individual will be instructed to report (date & time) to the chapter house for employment process and orientation.
- 5.) ~~Selected individual will be instructed to bring certain required personal documents on their first day of employment.~~
- 6.) ~~Applicants not selected will be notified in writing the reason for not being selected within five (5) working days.~~
- 7.) Selection of project supervisor will be based on the nature of the project.

- 8.) Alternates will be selected to replace primary participants in case of job termination or abandonment.
- ~~9.) The Black Mesa (Kits'ili) Chapter Office Specialist/Clerk Typist will complete personnel roster for the approved project and signed by the Black Mesa (Kits'ili) Chapter Community Services Coordinator/Chapter Manager.~~
- 2.) For SYETP Project, all participants under the age of 18 years must have Parental Consent completed and signed.

D. Orientation/Placements:

- 1.) Orientation on description of project, tasks to be performed, required tools, hourly rates, insurance coverage, safety and the overall SYETP Policies and Procedures will be conducted by ~~the Black Mesa (Kits'ili) Chapter Administration Community Services Coordinator and the Clerk Typist~~ on the first day of employment. ~~before being disbursed to job site(s).~~
- ~~2.) The Black Mesa (Kits'ili) Chapter Community Services Coordinator may place certain youth participants at other job sites with the community upon request providing a Memorandum of Agreement (MOA) is in place. Refer to PEP~~

E. Timesheet/Payroll:

- 1.) At the end of each pay period, Project Supervisor will submit the daily sign-in sheet and the bi-weekly progress report to ~~the Chapter Administration.~~
- 2.) The ~~Black Mesa (Kits'ili) Chapter Administration Office Specialist/Clerk typist~~ will review and verify the hours each participants worked and complete the pay period timesheets and forward ~~to them to the Chapter Community Services Coordinator/Chapter Manager and~~ one (1) of the Chapter officers to approve for payments.
- 3.) After approval, the Chapter ~~Administration Black Mesa (Kits'ili) Clerk Typist~~ will prepare payroll for each participant with required deductions.
- 4.) Payroll checks will be distributed the following ~~week Wednesday~~ after pay period ending.
- 5.) The Chapter ~~Administration Black Mesa (Kits'ili) Clerk typist~~ will issue payroll to payee only, unless payee has authorized in writing someone else will pickup his/her check.
- 6.) The Chapter ~~Administration Black Mesa (Kits'ili) Clerk typist~~ will post all the payroll information into each of the participant's employee payroll earning subsidiary ledgers.
- 7.) ~~The Chapter Administration Black Mesa (Kits'ili) Chapter Community Services Coordinator~~ will ~~ensure make~~ payment of 940 and 941 taxes when due.
- 8.) The Chapter ~~Administration Black Mesa (Kits'ili) Chapter Community Services Coordinator~~ will ensure required reports to Navajo Nation & State and Federal entities are met.

VIII. MONITORING:

- A. The Community Service Coordinator/Chapter Manger shall have the day-to-day oversight responsibility for the administration of all chapter activities involving the Summer Youth Employment Training Program Funds.
- B. The ~~Administrative Service Center~~ ~~Local Governance Support Center~~ shall have expenditure oversight and ensure that all chapter Summer Youth Employment Training Program Funds are expended in accordance with applicable Navajo Nation, state and federal law.
- C. The ~~Budget and Finance~~ ~~Transportation and Community Development~~ Committee of the Navajo Nation Council shall have nationwide oversight responsibility for chapter Summer Youth Employment Training Program fund activity.

VI. AMENDMENTS:

The Policies & Procedures may be amended by the Black Mesa (Kits'iili) Chapter per recommendation by the chapter officers and community service coordinator.