

**SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM**

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**SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM**  
**POLICIES AND PROCEDURES FOR CHAPTER EXPENDITURES**

*This policies and procedures will supersede the policies and procedures set by the TCDC Resolution #TCDCMY-43-01.*

**I. AUTHORIZATION**

- A. Pursuant to 26 N.N.C. Section 101 (A), the Coppermine Chapter has formulated, implemented, and operates by the Five Management System to ensure accountability and has developed policies and procedures for the Chapter Summer Youth Employment Training Program.
- B. Pursuant to The Coppermine Chapter Resolution #\_\_\_\_\_, the Chapter Summer Youth Employment Training Program Policies and Procedures is hereby approved and adopted.

**II. PURPOSE**

- A. The purpose of this policies and procedures are to install guidelines for the Chapter to administer the Summer Youth Employment Training Programs (SYETP) for Chapter Expenditures.
- B. The SYETP shall provide a short-term employment for chapter membership youth to work on prioritized chapter projects or within the private sector of the local businesses.
- C. The SYETP shall provide a short-term employment for chapter membership youth during the summer, after school, or between classes to obtain employable skills and knowledge.
- D. The SYETP shall help reduce the unemployment rate at the Chapter and Navajo Nation level among the employable youth.
- E. The SYETP shall provide an on-the-job training for the youth so they could obtain permanent and competitive employment with other employers.

**III. APPLICABLE LAWS**

- A. The Coppermine Chapter shall comply with all applicable state, federal, and Navajo Nation laws, such as Navajo Preference in Employment Act.

**IV. DEFINITIONS**

- A. Chapter Administration: the employee of the chapter, which includes, but is not limited to, the Chapter Manager and Office Specialist.
- B. Chapter Manager: Chapter employee who performs the duties as prescribed in 26 N.N.C. Section 1004 (B), 1004 (C), and 2003 (B), and included those employees referred to as Community Service Coordinators.
- C. Local Governance Act: N.N.C. Section 1-2005.

- D. Participations: Chapter members participating in chapter-approved Summer Youth Employment Training Programs.
- E. Summer Youth Employment Training Programs: appropriations made by the Navajo Nation Council and referred to in the chapter disbursement line items as "Summer Youth Employment Training Programs". Notwithstanding the title of the line item, funding is not limited to "summer" and can be used throughout the year.

**V. FUNDS SOURCE**

- A. The Summer Youth Employment Training Programs originates or comes from the Navajo Nation semi-annually.
- B. Once the funds are disbursed to the Chapter, a budget is developed per projects.
- C. The Budgets consists of specific Chapter projects with specific time frame due to the workman's compensation compliance.
- D. The Projects and time frames are prioritized by the Chapter Manager based on emergency or priority needs.
- E. The SYETP are disbursed during the summer months or when the TCDC passes the funds with a resolution or based on fund availability.

**VI. POLICY**

- A. The Coppermine Chapter shall have discretion in selecting which Summer Youth Employment Training Programs (SYE) to pursue, subject to the applicable Five Management System Policies and Procedures and Navajo Nation laws.
- B. The Chapter shall have the discretion to determine the length of each project and when to begin.
- C. All projects shall be approved by the chapter membership at a duly called meeting and set out in the annual budget.
- D. All projects shall be completed within the annul budget cycle, or an extension shall be made with a chapter membership approval at a duly called meeting.
- E. The chapter administration shall make proper accounting and bookkeeping entries for all Summer Youth Employment Training Programs allocations.
- F. For each project, the chapter administration shall employ one or more participants subject to the availability of funds and provide job descriptions per trade type.
- G. Proper workman compensation liability insurance shall be filed and only hired participants shall be able to work.

- H. The Chapter administration shall select project supervisor and skilled participants based on experience, skills, and qualifications for the designed project.
- I. The Chapter administration shall set the salary and wages of the participants.
- J. The Chapter manager shall hire and terminate participants in compliance with Personnel Management Policies and Procedures.
- K. The Chapter shall adhere to the Navajo Preference in Employment Act.
- L. Minor participants shall not work more than six (6) hours per day, 32 hour per week, or 64 hours per pay period. Participants shall not make up missed hours.
- M. Non-minor participants shall not work more than eight (8) hours per day, 40 hour per week, or 80 hours per pay period. Participants shall not make up missed hours.
- N. The Chapter shall allow participants to get on-the-job-training. The employment is temporary for the participants to obtain training to obtain permanent jobs with non-Chapter employers.
- O. When there are positions available, the Chapter will post job opening for two weeks to accept applications on Chapter bulletin board or announcement at the Chapter Meetings.

**VII. PARTICIPANT QUALIFICATIONS AND EMPLOYMENT NOTICE**

- A. Participants must be between ages 14 to 22.
- B. Adult participant shall be registered voters of the Chapter and not be employed by another Chapter.
- C. All participants shall be member of the Navajo Nation with a census number.
- D. Immediate supervisor shall not be a relative.
- E. Enrolled in a high school, college, university, vocational or technical institution.
- F. Returning to a high school, college, university, and vocational or technical institution within six (6) months of applying and willing to provide supporting documents.
- G. Unemployed at the time of applying.
- H. Not expelled or on probation status from a high school, college, university, vocational or technical institution.

**VIII. PROJECT DOCUMENTS REQUIREMENTS**

- A. Accurately completed Chapter and Summer Youth Employment Application
- B. Must be a registered voter for 6 months or more. If minor, parent must be a registered voter for one year.
- C. Social Security Number
- D. Drivers Licenses or Identification
- E. W-4 Form
- F. New Arizona Hire Form
- G. Project Application (Chapter budget and Resolution)
- H. Employment/Termination Notice Form
- I. Signed Policies & Procedures, Alcohol & Drug Free Form, Prohibition of Sexual Harassment and Job Description Understanding acknowledgement form
- J. Interest Letter, which describes career goals

**IX. TOUR OF DUTY**

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

**X. WAGES**

- A. The Summer Youth Employment Training Programs are restricted budgeted funds; therefore, the hourly wages shall start at the Federal minimum wage.
- B. The Chapter shall grant wage increase based on job performance evaluations and fund availability.

**XI. PAYROLL, TIMESHEETS, AND DEDUCTION**

- A. The payroll periods will be the same as the Navajo Nation Payroll Periods. Payroll will be drawn every two weeks.

- B. The timesheets are due one week prior to the actual payroll date with all proper signatures and time. Timesheets are done as per Pay Period Ending.
- C. Upon receipt, the Chapter Manager shall review and verify the hours worked for each participant.
- D. Bi-weekly progress reports from the Project Supervisor are due with the time sheets.
- E. Payroll checks are signed as per Fiscal Management Policies and Procedures.
- F. Payroll checks are disbursed at the end of workday on Fridays.
- G. If the participants are not available for check pick-up, he or she may authorize a person to pick up his or her check with a written permission and an original signature.
- H. On the final payroll, the participants shall submit a letter describing his or her employment experiences and what was learned.

## **XII. TAXES**

- A. FICA and MEDICARE taxes shall be automatically deducted at each payroll.
- B. The Federal Tax and State Tax will be deducted based on the W-4 form.
- C. At the end of each month, the Chapter Manager 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 1099 to all participants. The Chapter shall submit W-3 and 1096 to proper agencies.

## **XIII. BENEFITS**

- A. Since all participants are employed under the Summer Youth Employment as temporary employees, the participants are ineligible for any Chapter sponsored fringe benefits.
- B. However, all participants are covered through Navajo Nation Workers Compensation Program, if applicable.
- C. The participants are also ineligible for holiday, personal leave of absence, or compensatory time off and ineligible for merit pay or bonus pay.
- E. No work related travel shall be authorized for SYETP participants.

**XIV. GRIEVENCE**

- A. Since all participants are employed under the Summer Youth Employment as temporary employees, the participants are ineligible for any type of grievance process.
- B. Participants may be terminated for excessive tardiness and absences.
- C. Leaving worksite without authorization before tour of duty is completed.
- D. Inadequate job performance
- E. Insubordination

**XV. SEXUAL HARASSMENT**

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

**XVI. HOSTILE ENVIRONMENT**

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

**XVII. SAFETY ENVIRONMENT**

- 1. The Chapter shall provide a safe and friendly workplace or environment for all workers by selecting and reviewing all worksites or participating programs.
- 2. Workers practicing unsafe working habits will be counseled at the first offense and then terminated after a second offense.

**XVIII. ILLEGAL DRUG AND ALCOHOL FREE WORKPLACE**

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

**XIX. CODE OF CONDUCT**

- 1. The participants shall conduct themselves with respect towards co-workers, chapter staff, chapter officials, community members, project clients, and all other persons.
- 2. The participants shall conduct themselves with trustworthiness and produce quality work.

**XX. DRESS CODE**

1. The participants will report to work under proper attire for the job and proper personal hygiene.
2. Participants with long hairs shall braid or tie back their hair for safety reasons.

**XXI. APPLICABLE LAWS**

1. The Chapter shall comply with child labor laws of Arizona.
2. There shall be no work-related travel.
3. Parental consent is obtained using a standard consent form, prior to the start of employment.
4. Youth participants are under close supervision at all times and do not work in hazardous occupations.
5. The Navajo Occupational Safety and Health Administration (NOSHA) have assured that the working conditions and environment are safe.

**XXII. OVERSIGHT**

The Chapter Manager shall have the daily and overall oversight responsibilities for the Summer Youth Employment carried out by Chapter.

**XXIII. PERSONNEL MANAGEMENT POLICIES AND PROCEDURES**

1. The Chapter shall comply with all aspects Five Management System which includes the Personnel Management Policies and Procedures for the Summer Youth Employment Training Programs Participants in addition to this policies and procedures. .
2. For more in-depth information regarding Personnel Management, please refer to the Five Management System Personnel Management Policies and Procedures.
3. The Personnel Management Policies and Procedures are available upon request at the Chapter for review or print. For print, there is a fee of \$7.00.

**XXIV. AMENDMENTS**

Any amendments to the Summer Youth Employment Training Program policies and procedures may be recommended by any of the Chapter staff or community members in written format, and forward supportive and argumentative documentation to the Chapter Manager and Chapter Officials for assessment.

All proposed amendments shall be presented by the Chapter President, in consultation with Navajo Nation Department of Justice, at a regular chapter meeting for final approval with a simple majority vote of the chapter membership.



The foundation to add, deletes, or revise any section(s) or provision(s) of the Summer Youth Employment Training Program Policies and Procedures Manual would be subject to the following condition(s):

- A. The funding source has changed.
- B. The amount of the funding has tremendously increased or decreased.
- C. Procedures and Requirements for Submitting Amendments:
  - 1. Any proposed amendments to the Summer Youth Employment Training Program Policies and Procedures Manual must be submitted in writing with supportive documentation to the Chapter Manager.
  - 2. The proposed amendments must be drafted in a legislative format. The new language underline and old language stricken.
  - 3. The Chapter Manager in consultation with the Navajo Nation Department of Justice and the Office of Auditor General will review the proposed amendments to assure compliance with applicable federal, state and Navajo Nation Laws, necessity or realistic.
  - 4. If requirements 1, 2 & 3 above are met, the Chapter Manager will forward the proposed amendments to the Chapter Officials for review and discussion at a regular scheduled planning meeting.
  - 5. The Chapter Officials may instruct the Chapter Manager to set a public hearing date, time and location depending on whether the amendments are substantial and sufficient to warrant a public hearing.
  - 6. 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.
  - 7. Upon approval, the Chapter Manager will make all recommended changes to the Summer Youth Employment Training Program Policies and Procedures with a supporting resolution.

May 11, 2006

DATE: June 05, 2006

TO: All Chapter Summer Youth  
Employment Training Program Participants

FROM: Coppermine Chapter

SUBJECT: Understanding the Chapter SYETP Policies & Procedures,  
Job Description, Alcohol & Drug Free and Prohibition Sexual Harassment  
Acknowledgement Form

I, \_\_\_\_\_, have read and understood the Chapter SYETP Policies and Procedures

I, \_\_\_\_\_, understand my job description and a copy of the job description has been given to me. I also received information from the Chapter SYETP Policies & Procedures regarding the alcohol & drug free work place and environment.

Furthermore, I understand that the work place is free of Sexual Harassment and Hostile Environment as outlined in the Coppermine Chapter Personnel Management Policies and Procedures under the Five Management System.

SIGNATURE:

\_\_\_\_\_  
SYETP Participant

\_\_\_\_\_  
Date