

**TÍÍS TSOH SIKAAD CHAPTER
PUBLIC EMPLOYMENT PROJECT
POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of the Public Employment Project Policies is to provide guidance to Chapters in administering Navajo Nation Public Employment where chapters lack PEP policies and procedures of their own. The Navajo Nation appropriates these funds to:

- A. Provide short-term employment for chapter residents to work on prioritized chapter projects.
- B. Reduce the unemployment rate at the chapter and Navajo Nation level.
- C. Provide on-the-job training to selected chapter residents so they may obtain permanent employment with non-chapter employers.

II. DEFINITIONS

- A. "Chapter administration" means the employee of the chapter, which includes, but is not limited to, the chapter manager and Office Specialist.
- B. "Chapter Manager" means a chapter employee who performs the duties prescribed in 26 NNC §§1004(B), 1004(C), and 2003(B), and includes those employees referred to as community services coordinators.
- C. "Local Governance Act" means 26 NNC §§1-2005.
- D. "Participants" means chapter members participating in chapter approved Public Employment Projects.

III. SELECTING, APPROVING, EXTENDING, ACCOUNTING, EMPLOYING AND POSTING REQUIREMENTS

- A. 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 and when to begin.
- B. All projects shall be duly approved by the chapter membership and set out in the annual budget.
- C. All projects shall be completed within the annual budget cycle, or an extension shall be reflected in the ensuing year's budget and approved by the chapter membership.
- D. The chapter administration shall make proper accounting and bookkeeping entries for all PEP allocations.
- E. For each project, the chapter administration may employ one or more participants subject to the availability of funds.

- F. The chapter administration may not hire members of the same household family such as parent and child or siblings for the period involved in one approved chapter project.
- G. The chapter administration shall develop an exact job description for each of its participants.
- H. Due to insurance liabilities, no one other than a chosen project participant may work on a project.
- I. The chapter administration shall select chapter supervisors and skilled participants based on experience, skill, and qualifications for the designated project. The chapter can utilize the Navajo Nation pay scales or chapter pay scales where they exist, to pay these supervisors and skilled employees an appropriate wage.
- J. Chapter manager may replace participants when they fail to show up at work.
- K. 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.
- L. 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.
- M. The chapter may allow participants to receive on-the-job training with an employer other than the chapter, so long as the chapter has entered into an agreement with the employer that describes the employer's intent to hire the participant on a permanent basis, the employer's contribution to the participant's wage, and the term of the training period.
- N. For each project, the chapter administration shall post notice that the chapter is accepting applications. That notice shall be made available two (2) weeks in advance and may be carried out as follows:
 - 1. By posting on the chapter bulleting board(s)
 - 2. By announcement in the media
 - 3. By announcement at planning and chapter meetings