



TÍIS TSOH SÍKAAD CHAPTER

SUMMER YOUTH EMPLOYMENT POLICIES AND PROCEDURES

I. PURPOSE

The purpose of the Chapter Summer Youth Employment Funds Policies is to provide guidance to Chapters in administering Summer Youth Employment Funds where Chapters lack policies and procedures of their own.

II. DEFINITIONS

- A. “Chapter administration” means the employee of the Chapter, which includes, but is not limited to, the Chapter Manager and Administrative Assistant.
- 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 Chapter Manager.
- C. “Local Governance Act” means 26 NNC §§1-2005.
- D. “Participants” means Chapter member awarded Summer Youth Employment funding for temporary employment opportunities or internships.
- E. “Summer Youth Employment Funds” means appropriations made by the Navajo Nation Council and referred to in the Chapter disbursement line items as “Summer Youth Employment Funds”. Notwithstanding the title of the line item, funding is not limited to “summer” and can be used throughout the year as needed.

III. DUTIES, RESPONSIBILITIES, AND AUTHORITY

A. Chapter

- 1. Tiis Tsoh Sikaad Chapter’s worksite will be at the Chapter House.
- 2. Tiis Tsoh Sikaad Chapter has discretion in determining the process it will utilize for making participants selections.
- 3. All current fiscal year funds shall be duly approved by the Tiis Tsoh Sikaad Chapter membership.

B. Chapter Administrative Assistant

- 1. The Chapter Administrative Assistant shall make proper accounting and bookkeeping entries for all Summer Youth Employment expenditures.
- 2. At the end of each month, the Chapter Administrative Assistant shall prepare a written expenditure report, which includes the beginning balance, wages, payroll journal, payroll

deductions, IRS, and Worker's Compensation fees, and ending balance. The Chapter shall keep this report in its record.

3. For each participant, the Administrative Assistant shall prepare the payroll; make the proper deductions, which include FICA, Medicare, Federal Withholding Tax, and Unemployment Insurance.
4. At the end of each quarter, the Chapter Administrative Assistant shall prepare a written expenditure report, which includes a brief description of where the participants were placed and how many participants there were. The Chapter Administrative Assistant shall submit the expenditure report to its Administrative Service Center.
5. At the end of each month, or as instructed by the Internal Revenue Service, the Chapter Administrative Assistant must deposit the payroll deductions on line.
6. By the dates set by the federal and state agencies, the Chapter Administrative Assistant must pay the applicable federal and state taxes.
7. By the end of each calendar year, the Chapter Administrative Assistant must issue W-2s to the participants who worked during the year, and must submit W-3s to the Social Security Administration.

C. Chapter Manager

1. The Chapter Manager shall make sure all documents have been properly completed, dated, and signed by the applicant. The Chapter Manager shall keep the Summer Youth Employment Application and accompanying documents, along with the W-4 form, in a confidential personnel file pursuant to the Chapter's personnel and records management manuals.
2. The Chapter Manager shall work with the work site supervisor to determine the duties of the participant, the skills to be learned, the machines that will be operated (if any), the hours to be worked, and the nature and extent of manual labor involved. The Chapter Manager shall prepare a work site description that fully describes the above mentioned information. (See sample form attached hereto as Attachment A).
3. At the end of each pay period, the Chapter Manager will review the timesheets, weekly progress reports, and daily sign-in sheets submitted by the supervisor.
4. Upon request of the timesheets and before 5:00 pm the Chapter Manager must verify the hours worked.
5. After payroll checks are completed, the Chapter Manager and secretary/treasurer must sign the checks. If the secretary/treasurer is not available, the Chapter manager and an alternative check signer must sign the checks.
6. Payroll checks shall be distributed according to the payroll schedules as set by the Chapter administration, and Chapter Manager shall have participants sign the Chapter payroll register indicating they received their check.
7. Payroll checks shall be dispensed to the participant only, unless the participant payee has signed a written authorization designating another person to pick up the check(s).

IV. DUTIES OF THE WORKSITE SUPERVISOR

- A. Supervisors shall work with the Chapter Manager to determine the duties of the participant, the skills to be learned, the machine that will be operated (if any), and the hours to be worked.
- B. Supervisors shall inform the participants about the work site's personnel policies and procedure and have the participant acknowledge the document indicating receipt of this information.

V. ELIGIBILITY CRITERIA

- A. To be eligible to receive Summer Youth Employment funding, and applicant must be:
 - 1. A member of the Navajo Nation with a census number;
 - 2. Between the ages of 14-25;
 - 3. Enrolled in a high school, college, university, and vocational or technical institution;
 - 4. Unemployed at the time of applying;
 - 5. Must have a Social Security Card
 - 6. Not expelled or on probation status from high school, college, university, vocational, or technical institution; and
 - 7. Applicants age 14-17, parents or court documented legal custodial guardianship's voter registration shall apply. They shall be registered with Tiis Tsoh Sikaad Chapter at least six (6) months. Applicants age 18 and over must be registered with Tiis Tsoh Sikaad Chapter.
- B. The applicant must submit:
 - 1. A Summer Youth Employment Application;
 - 2. Letter of Interest which describes career goals;
 - 3. Supporting documents that the applicant will be returning to the school, college, university, vocational, or technical institution within six (6) months; and
 - 4. A copy of the applicant's Social Security Card.

VI. EMPLOYMENT STATUS, WORK HOURS, AND REPORTING REQUIREMENTS FOR SUMMER YOUTH EMPLOYMENT PARTICIPANTS

- A. All Summer Youth Employment participants are considered temporary status employees of Tiis Tsoh Sikaad Chapter. As temporarily status employees, participants shall not earn annual leave, sick leave, holiday pay, or compensatory time. Additionally, participants cannot make up for hours missed. All absences from work site will be without pay. Participants shall receive worker's compensation and unemployment insurance coverage.
- B. Participants are prohibited from any work-related travel unless adequately insured through their worksites.
- C. Work hours will be set by the Chapter Manager and work site supervisor and be defined in the work site description.
- D. High school student participants may work up to 32 hours per week but shall not perform duties, which requires specialized skills or certification.

- E. College, vocational, and technical student participants may work up to 40 hours per week.
- F. Prior to receiving a final paycheck, the participant shall submit a written report to the Chapter Manager describing her/his experience in the Chapter Summer Youth Employment Program.

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

Summer Youth Employment Program participants may be disciplined and/or terminated for the following reasons:

- A. Being late for work repeatedly or excessively
- B. Leaving the work site during designated work hours without permission of a supervisor
- C. Unacceptable work site conduct as contained in the work site's personnel policies and procedures.
- D. Inadequate performance of job duties.
- E. Insubordination
- F. Using drugs or alcohol at the work site or under the influence of drugs or alcohol at the work site.
- G. Three (3) days unexcused absence from work will be cause for termination.

VIII. PROGRAM OVERSIGHT

- A. The work site supervisor shall have the day-to-day oversight responsibility of the participant and his/her activities.
- B. The Chapter manager shall have the day-to-day oversight responsibility for the administration of all Summer Youth Employment duties carried out by the Chapter.
- C. The Administrative Support Center shall have expenditure oversight and ensure that allocations are expended in accordance with applicable Navajo Nation, state, and federal law.

IX. AMENDMENTS

The Chapter Summer Youth Employment Funds Policies and Procedures may be amended as deemed necessary by the Tiis Tsoh Sikaad Chapter