

**NEWCOMB CHAPTER
PUBLIC EMPLOYMENT PROJECTS POLICIES AND PROCEDURES**

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NEWCOMB CHAPTER PUBLIC EMPLOYMENT PROJECTS POLICIES AND PROCEDURES

I. PURPOSE

The purpose of the Public Employment Projects Policies and Procedures is to provide guidance to chapters in administering Navajo Nation Public Employment Project_Funds. The Navajo Nation appropriates these funds to:

- A.** Provide short-term temporary employment for Chapter residents to work on prioritized Chapter Projects.
- B.** Reduce the unemployment rate at the Chapter and Navajo Nation level.
- C.** The Newcomb Chapter shall operate according to the Chapter's Five Management System Fiscal, Personnel, and Record Policies and Procedures Manual.

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

- A.** Each Navajo Nation Chapter has discretion in selecting which Public Employment Projects (PEP) to pursue subject only to applicable tribal laws. The Newcomb Chapter has the discretion to determine the length of each project and when to begin.
- B.** All projects shall be duly approved by the Newcomb Chapter membership and set out in the annual Newcomb Chapter budget.
- C.** All projects shall be completed within the annual budget cycle. Carry-over funds shall be reflected and approved by Chapter resolution in the next fiscal year's budget.
- 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.
- G.** The Chapter Administration shall develop a job description for each of its positions.
- H.** Due to insurance liabilities, only selected participants may work on a project.

- I. The Chapter Administration shall select 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 established pay scale 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 that eight (8) hours per day, forty hours (40) per week, or eighty hours (80) per pay period. Additional, participants may not make up for hours missed.
- M. 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 bulletin board(s).
 - 2. By announcement in the media.
 - 3. By announcement at the Planning and Chapter Meetings.
 - 4. By posting in public and/or business sites within the area.
 - 5. By other means the Chapter deems appropriate.

III. PARTICIPANT QUALIFICATIONS AND EMPLOYMENT NOTICES

- A. Adult participants shall be registered voters of the Newcomb Chapter and not employed by another Chapter.
- B. To be eligible for Public Employment Projects, an applicant must be:
 - 1. A member of the Navajo Nation with a census number;
 - 2. Over the age of eighteen (18) years;
 - 3. Unemployed at the time of applying, and cannot have second employment during the course of the Project Application;
 - 4. Copy of a Social Security Card, State issued Identification Card and/or Driver's License;

5. A registered voter of the Chapter.
- C. In as much, whenever the Summer Youth Employment Program Funds is depleted, then the Chapter may utilize the Public Employment Projects Funds. Community Youth (non-registered voters) participants between the ages of fourteen (14) and seventeen (17) are eligible but the following conditions shall be met in accordance to the Newcomb Chapter Summer Youth Employment Project Policies and Procedures, Section V. Eligibility Criteria for Participation.

IV. PROJECT APPLICATION AND PROCEDURES

- A. Each Project the Chapter Administration shall properly complete, date, and sign the Project Application (Form 3), Personnel Roster (Form 4), and Employment/Termination Notice (Form 5). The Chapter Administration shall also include a copy of the Chapter Budget Resolution and a copy of each participant's social security card. The Chapter Administration shall keep all of the above-mentioned documents on file. All documents shall be completed and finalized prior to commencing the Project.
- B. The project application shall include:
1. The name of the project.
 2. The name of the project supervisor.
 3. The project location.
 4. The project start and end dates.
 5. The total number of project days.
 6. The total estimated cost of the project.
 7. The total amount of PEP funds to be utilized.
 8. The total number of personnel to be employed.
 9. The contact person Administrative Assistant or Chapter Manager.
 10. Project description, including a description of the benefits to be derived, the tasks to be performed, the resources required, the project readiness, monitoring description, and a description of alternate projects, which participants will work on should they finish before the designated date of completion.

V. PAYROLL, TIMESHEETS AND DEDUCTIONS

- A.** At the end of each pay period, project supervisors shall submit to the Chapter Administration weekly progress reports and daily sign-in sheets.
- B.** Upon receipt of the timesheets and before 5:00 p.m. the Chapter Administration shall check and verify the hours worked. All financial transaction shall be in accordance to the Chapter's Fiscal Management Policies and Procedures.
- C.** For each participant, the Chapter Administration shall prepare the payroll, make the proper deductions, which include FICA, Medicare, Federal Withholding.
- D.** After payroll checks prepared, the Chapter Manager and Chapter Secretary/Treasurer shall sign the checks and if the Chapter Secretary/Treasurer is not available, the Chapter President shall sign the checks.
- E.** Payroll checks may be dispensed to the participant payee only, unless the participant has signed a written authorization designating another person to pick up the check(s).
- F.** At the end of each month, or as instructed by the Internal Revenue Service, the Chapter Administration shall deposit all tax liabilities.
- G.** By the dates set by the Federal and State agencies, the Chapter Administration shall pay the state unemployment taxes.
- H.** By the end of the calendar year, the Chapter shall issue W-2's to the participants who worked during the year and shall submit W-3's to the Social Security Administration.

VI DISCIPLINARY ACTIONS AND TERMINATION PROCESS OF PARTICIPANTS

The Public Employment Project participants may be disciplined and/or terminated for the following reasons:

- A.** Unacceptable worksite conduct as described in the Personnel Management Policies and Procedures.
- B.** Repeated or excessive tardiness.
- C.** Leaving the worksite during designated work hours without permission from the supervisor.

- D. Inadequate performance of job duties.
- E. Insubordination.
- F. Second employment.
- G. Use of illegal drugs or alcohol at the worksite or under the influence of illegal drugs or alcohol at the worksite.
- H. Sexual Harassment.

VII. GRIEVANCE

- A. All Public Employment Projects participants are not subject to a grievance process. See Section XIII. (B). *Employment Grievance*

VIII. EXPENDITURE REPORTING

- A. At the completion of each project, the Chapter Administration shall prepare final project and expenditure reports to the Chapter membership at a duly call Chapter meeting.

IX. OVERSIGHT

- A. The Chapter Manager shall have the daily oversight responsibilities of all Public Employment Project activities.
- B. The Chapter Officials shall have expenditure oversight and ensure that allocations are expended in accordance with Navajo Nation laws and Chapter's Five Management System.

X. DEFINITIONS

- A. Chapter Administration – means the employees of the Chapter, which includes, but limited to, the Chapter Manager and Administrative Assistant.
- B. Chapter Manager – means a Chapter employee who performs the duties prescribed in 26 N.N.C. 1004 (B), 1004 (C) and 2003(B), the individual responsible for administering the Chapter's Five Management System and Chapter Administration.
- C. Participants – means Chapter registered voters participating in chapter approved Public Employment Projects.

IX. AMENDMENTS

The Public Employment Projects Policies and Procedures may be amended as deemed necessary by the Chapter Administration Staff or Chapter Officials with an approval of the Chapter membership at a dully called Chapter meeting.

X. APPENDIX

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| A. Roster | Exhibit "A" |
| B. Timesheets | Exhibit "B" |
| C. Sign In Sheet | Exhibit "C" |
| D. Weekly Progress Report | Exhibit "D" |
| E. W4 | Exhibit "E" |
| F. I-9 | Exhibit "F" |
| G. New Mexico New Hire Form | Exhibit "G" |