

DENNEHOTSO CHAPTER

**POLICIES AND PROCEDURES FOR THE
PUBLIC EMPLOYMENT PROGRAM (PEP)**

I. PURPOSE:

The purpose of the Chapter PEP Policies and Procedures is to provide control and guidance to the Chapter in administering the Public Employment Program (PEP). The goals of these programs are, as follows:

- A. To provide on-the job training opportunities for eligible adults who are members of the Dennehotso Chapter.
- B. To reduce the unemployment rate at the Dennehotso Chapter.
- C. To assist Dennehotso Chapter membership in gaining employment skills, ethics and orientation to the world of work.

II. DEFINITIONS:

- A. "Chapter manager" means a Chapter employee as described in 26 N.N.C. Section 1004(B), 1004 (C) and 2003 (B) and includes those employees referred to as community services coordinator.
- B. "Chapter officers" means the public officials elected by the Chapter membership, they are: Chapter President, Chapter Vice President, and Chapter Secretary/Treasurer.
- C. "Chapter meeting minutes" means the record of all action taken at a duly called meeting of the chapter.
- D. "Participant" means selected individual participating in an approved Chapter PEP Project.
- E. "Active Registered Voter" means an individual Chapter member who has voted in the most recent Navajo Nation Election.
- F. "Insurance Coverage" means Worker's Compensation for the Participants.
- G. "Individual" means job applicant.

III. INTERNAL CONTROL PROCEDURES:

- A. The project application shall include:
 1. Name of the project.
 2. Name of the project supervisor.
 3. Project location.
 4. Project start and end dates.
 5. Total number of project days.
 6. Total estimated cost of the project.
 7. Total amount of PEP funds to be utilized.
 8. Total number of personnel to be employed.
 9. Contact person (usually the Chapter manager).
 10. Chapter telephone number.
 11. Description of the project, benefits to be derived from the project, the tasks to be performed under the project, resources required for the project, project readiness, a description of how the project will be monitored and a description of any alternate projects the crew will work on should they finish before the designated date of completion.

B. Project Commencement:

1. PEP project proposal and budget must be presented at the Chapter's Planning Meeting for consideration and recommend consideration at the Chapter's regular meeting. The proposed project will include project cost, duration of the project, scope of work and number of participants.
2. Chapter officers will forward the recommended project to Chapter membership at a duly called Chapter meeting for consideration and approval.
3. Upon approval by membership, the project will be signed off by the presiding officer at the end of the Chapter meeting.
4. Before commencing project, the Chapter manager will obtain insurance coverage for project participants through the Navajo Nation Worker's Compensation Program.
5. Any modification to the project scope of work will require Chapter membership approval.

C. Recruitment:

1. Upon approval, the Chapter manager will post job announcements with job descriptions and qualifications for the projects.
2. Unless otherwise directed, the Chapter manager will ensure job announcement is made two (2) weeks prior to the commencement of the project, by: (a) Posting announcement in public places within the community; and (b) Advertising it using local media and other mediums.
3. All job applications received will be reviewed for completeness and meets the Eligibility requirements.

D. Selection/Hiring:

1. The Chapter manager will set up interview date and time for the applicants.
2. The Chapter manager and at a minimum one (1) Chapter officer will conduct the interviews along with an Interview Committee as designated by the manager.
3. After selection of the participants for the project, the coordinator will post the names of selected individuals at the Chapter and instruction will be provided on the reporting date/ time for employment processing, including orientation.
4. Selected individuals will be instructed to bring essential personal documents necessary for employment processing on their first date of employment.
5. Within five (5) working days, those individuals not selected will be notified in writing on the reason(s) they were not selected.
6. Selection of the project supervisor will be based on the nature of the PEP Project.
7. Alternates will be selected to replace primary participants in case of job termination, abandonment or voluntary resignation.
8. A personnel roster for the approved project will be completed and signed by the Chapter manager.

E. Orientation/Placements:

1. Orientation on project description, tasks to be performed, tool requirements, hourly rates, insurance coverage, safety and the overall PEP Policies and Procedures will be conducted by Chapter manager and others and/or Chapter officers on the first day of employment before going to their job site(s).
2. The Chapter manager may place certain participants at other job sites within the community upon request and a work agreement or a Memorandum of Agreement (MOA) is to be in place before placement of participant(s).

F. Timesheet/Payroll:

1. At the end of each pay period, Project Supervisor will submit the daily sign-in sheet and the weekly progress report to the Chapter manager.
2. The Chapter manager will review and verify the hours each participant worked and complete the pay period timesheets. Upon completion, the Chapter manager will approve the timesheets for payment.
3. After approval, the payroll will be processed for the participants and required deductions will be made.
4. Payroll checks will be distributed the following Wednesday after pay period ending.
5. The payroll will be issued to payee only, unless payee has allowed (in writing) someone else to pick up his/her check.
6. All payroll information will be posted into each of the participant's employee payroll earning subsidiary ledgers.
7. The Chapter manager will make payment of 940 and 941 taxes when due. Further, all required reports to the Navajo Nation, State and Federal agencies are to be completed and submitted.

G. Community Projects:

1. It shall be the policy of the Dennehotso Chapter to ensure that any projects established under the YEOP will be educational and include a research project where the participants will identify a community project.
2. At the conclusion of the project, each participant or group will present their research findings, conclusion and recommendations to the community and other participants.

IV. TOUR OF DUTY:

- A. Participants shall not work more than eight (8) hours per day, 40 hours per week or 80 hours per pay period.
- B. The basic tour of duty is from 8:00 a.m. to 12:00 p.m. noon and from 1:00 p.m. to 5:00 p.m. with lunch break from 12:00 p.m. to 1:00 p.m., Monday through Friday. Participants are entitled to a midmorning and a mid-afternoon break -each break will not exceed 15 minutes. Participants cannot accumulate break time and take time off or leave work early if they work through lunch.
- C. The use of alcohol and/or intoxicants during working hours or lunch break is strictly prohibited. The Dennehotso Chapter has zero tolerance for use of alcohol or illegal drug.
- D. An employee unable to perform job duties as a result of use of alcohol or illegal drug will be excused immediately from the worksite and charged leave without pay.

V. QUALIFICATION:

- A. Must be eighteen (18) years of age older.
- B. Must be an active registered voter of the Dennehotso Chapter.
- C. Number of participants shall depend on budget and depends of project scope of work.
- D. Supervisor for PEP must have basic supervisor, vocational, preventative maintenance and other skills.
- E. Supervisor must be able to read, write and compute the basics and comprehend written and oral instructions.

VI. PROJECT CLOSEOUT:

- A. A close out report will be completed by the Chapter manager that will include a report on the total number of projects completed, benefits to the community, total cost and number of participants.
- B. The aforementioned report will be presented at the Chapter's regular meeting.
- C. All records generated through this project will be maintained in accordance to respective records/ files maintenance and disposition policies and procedures.

VII. AMENDMENTS:

The Policies & Procedures may be amended by the Dennehotso Chapter per recommendation by the Chapter manager and Chapter officials.