

**COYOTE CANYON CHAPTER
SUMMER YOUTH EMPLOYMENT FUNDS
POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of the Coyote Canyon Chapter Summer Youth Employment Funds Policies and Procedures is to provide guidance in administering the Summer Youth Employment Funds.

II. DEFINITIONS

- A. "Chapter Administration" means the employees of the chapter which includes but is not limited to the Chapter Community Services Coordinator and the Office Technician.
- B. "Chapter Community Service (CSC)" means a chapter employee who performs the duties prescribed in 26 NNC 1004 (B) and 2003 (B) and includes those employees referred to as a Community Service Coordinator.
- C. "Local Governance Act" means 26 NNC 1-2005.
- D. "Participants" means chapter members 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" now withstanding the title of the line item, funding is not limited to "summer" and can be used throughout the year.

III. DUTIES, RESPONSIBILITIES AND AUTHORITY OF CHAPTER AND STAFF

A. Chapter

- 1. Coyote Canyon Chapter has discretion in identifying a work site, This discretion includes the ability to select from chapter, tribal, county, state, federal or private worksites.
- 2. Coyote Canyon Chapter has discretion in determining the process it will utilize for making participant selections. The process may utilize a system based on first-come first-served, selection committee or other methodology.
- 3. All expenditures shall be duly approved by the Coyote Canyon Chapter membership and set out in the annual budget, the CSC and the alternate check signer must sign the checks.

B. Chapter Administration

- 1. The Chapter Administration shall make proper accounting and bookkeeping entries for all Summer Youth Employment expenditures.

2. At the end of each month, the Chapter Administration shall prepare a written expenditure report which includes the beginning balance, wages, payroll deductions, IRS and Worker's Compensation fees and ending balance. The chapter shall keep this report in its records.
3. At the end of each quarter, the Chapter Administration 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 administration shall submit the expenditure report to its Local Governance.

C. Chapter Community Services Coordinator

1. The Chapter CSC shall make sure all documents have been completed, dated and signed by the applicant. The chapter CSC 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 CSC 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 CSC shall prepare a work site description that fully describes the above mentioned information.
3. At the end of each pay period, Project Supervisors shall submit to the Chapter Administration timesheets, weekly progress reports and daily sign-in sheets.
4. Upon receipt of the timesheets and before 5:00 PM, the Chapter Administration shall check and verify the hours worked.
5. For each participant, the Chapter Administration shall prepare the payroll; make the proper deductions which include FICA, Medicaid, Federal Income Tax, Navajo Nation Worker's Compensation and Unemployment Insurance.
6. After payroll checks are completed, the CSC and Secretary/Treasurer shall sign the checks and if the Secretary/Treasurer is not available, the chapter CSC and chapter President shall sign the checks. If the chapter President is not available, then the chapter CSC and chapter Vice-President shall sign the checks.
7. Payroll checks shall be distributed according to the payroll schedules as set by the Chapter Administration and CSC shall have participants sign the chapter payroll register indicating they received their checks.
8. Payroll checks may be dispensed to the participant-payee only, unless the participant payee has signed a written authorization designating another person to pick up the check(s).

9. At the end of each month or as instructed by the Internal Revenue Service, the Chapter CSC must deposit the payroll deductions into the bank.
10. By the dates set by the federal and state agencies, the CSC must pay the applicable federal and state taxes.
11. By the end of each calendar year, the CSC must issue W-2's to the participants who worked during the year and must submit W-3's to the Social Security Administration.

IV. DUTIES OF THE WORKSITE SUPERVISOR

- A. Supervisors shall work with the CSC 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.
- B. Supervisors shall prepare a document telling the participant where the work site's personnel policies and procedures can be found and have the participant sign the document indicating receipt of this information.

V. ELIGIBILITY CRITERIA FOR PARTICIPATING IN THE CHAPTER'S SUMMER YOUTH EMPLOYMENT PROGRAM

- A. To be eligible to receive Summer Youth Employment funding, an applicant must be:
 1. A member of the Navajo Nation with a census number.
 2. Between the ages of 14 to 21.
 3. Ages between 18-21 must be a registered voter of Coyote Canyon Chapter.
 4. Enrolled in a high school, college, university, vocational or technical institution.
 5. Unemployed at the time of applying.
 6. Returning to high school, college, university, vocational or technical institute within six (6) months of applying and willing to provide supporting documents.
 7. In possession of a Social Security Card.
 8. Not expelled or on probation status from high school, college, university, vocational or technical institution.
 9. A legal resident of the 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 high school, college, university, vocational or technical institute within six (6) months.

4. A copy of the applicant's Social Security Card.

C. Community Youth (non-registered voters) participants between the ages of fourteen (14) and seventeen (17) are eligible but the following conditions shall be met:

1. The applicable Child Labor Laws of Arizona, New Mexico or Utah are complied with.

2. Parental consent is obtained using a standard consent form, prior to the date of employment.

3. There is no work-related travel.

4. The youth 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.

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 the Chapter. As temporary 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 the 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 work site.

C. Work hours will be set by the Chapter CSC 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 and shall not perform duties which requires specialized skills or certification.

E. College, university, vocational or 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 CSC describing his/her 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 (three (3) times), (15 minutes late).
- B. Leaving 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 influence of drugs or alcohol at the work site.

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 CSC shall have day-to-day oversight responsibility for the administration of all Summer Youth Employment duties carried out by the chapter.
- C. The Local Governance shall have expenditure oversight and ensure that allocations are expended in accordance with applicable Navajo Nation, state and federal law.
- D. The Resources and Development Committee of the Navajo Nation Council shall have the oversight responsibility for the Chapter Summer Youth Employment activities.

IX. ADMENDMENTS

The Coyote Canyon Chapter Summer Youth Employment Funds Policies and Procedures may be amended as deemed necessary by the Resources and Development Committee of the Navajo Nation Council.