

**LOW MOUNTAIN CHAPTER
SUMMER YOUTH EMPLOYMENT AND TRAINING PROGRAM
POLICY AND PROCEDURES
[AS AMENDED – 10/30/2023]**

I. PURPOSE:

The purpose of the Chapter Summer Youth Employment & Training Program (SYETP) the virtual COVID-19 Workplace Policy and Procedures, is to provide guidance to the chapter in administering the FY' 2024-2026 SYETP Program Funds and the objectives of the SYETP are as follows:

- A. The LMC did provide an annual on-the-job-training summer program before the COVID-19 pandemic and has the obligatory duty to continue to provide the SYETP for eligible students to support their financial needs and career goals of workableness and ethics as a moral good training work exposure for the world-of-work.
- B. On the home front, families, parents, individual and students are still grappling with the effects of the virtual pandemic with sustainable efforts, social distancing, personal isolations, lack of employment and the interruptions of the Navajo Nation businesses and public services. The LMC Summer Youth Employment & Training Program virtual COVID-19 workplace policies are intended to provide guidance and advice about how to sustain a productive condition of being temporarily employed on the Chapter SYETP, given these highly disruptive changes and virtual COVID-19 exposure liability to health and danger of death.
- C. Plans were to follow the Navajo Department of Health (NDOH) advice about staying safe and continuing the basic preventive measures, wearing mask in public, washing hands and/or using sanitizer, avoiding large family and public gatherings, limited contact with people not in immediate household only activities which relates to activities and tasks essential to health, safety, and welfare of personal care and your family.
- D. NOTE: Individuals on the Navajo Nation played an important role in slowing the spread of the COVID-19 disease on the Nation by exercising caution by practicing everyday preventive actions; i.e., wearing masks in public, practicing social (physical) distancing, disinfecting high-touch surfaces, avoiding unnecessary travel and public gatherings, personal cleanliness. Individuals including students can continue to remain safe at home and on the Navajo Nation by practicing these preventive measures and staying safe, staying local and less travels. "These measures are intended to further ensure an effective response to the continuing by virtual COVID-19 pandemic still present on the Navajo Nation."

II. ELIGIBILITY CRITERIA:

With the following criteria, a high school student shall be considered eligible for employment under the SYETP:

- A. Must be between 14 to 17 years of age for high school students age 17+ shall also be eligible.
- B. The state of health, safety, and wellness (virus-free) will be under consideration.
- C. Both parents, legal guardians and/or stepparents, shall be active registered voter(s) with the Low Mountain Chapter in May of the calendar year and with the action or process of occurring, that a single parent MOTHER or FATHER one who brings up and provides care for a child as a custodial parent and being in residence of the Low Mountain community, she/he must be an active registered voter with the Low Mountain Chapter.

- D. For students that are over 18 years of age, he/she must be a registered voter with the Low Mountain Chapter.
- E. Student must be enrolled in school and must have a definite plan to continue their education.

With the following criteria, college students and/or college-bound students shall be considered eligible for employment under the SYETP:

- A. Must be between 18 to 25 years of age and registered voter with Low Mountain Chapter.
- B. The state of health, safety, and wellness (virus-free) will be under consideration.
- C. Must be enrolled in College, University, or a Vocational or Technical field study Institution.
- D. Must not have other immediate family members, brother(s) or sister(s) participate in the same project.
- E. Must be unemployed at the time of applying.
- F. Must have a definite plan to continue education.

III. **REQUIRED DOCUMENTS:**

To assure for the students to go through the eligibility process the following documents must be completed and submitted to the Chapter Administration Office before the deadline date no later than 5:00 P.M.

- A. Low Mountain Chapter Employment Applications will be available online or can be picked up at the Chapter House Monday to Friday, from 9:00 A.M. to 5:00 P.M.
- B. Completed applications can be submitted to the Chapter House on Monday to Friday, 8:00 A.M. to 5:00 P.M. on/or before deadline of advertisement.
- C. Copy of Original Social Security Card,
- D. Copy of Original Certificate of Indian Blood (CIB),
- E. 1st through 3rd quarter Progress Report and/or 1st through 3rd quarter Report Card with a written verification from the school that the student has completed 4th quarter,
- F. Letter of Admission for new college students,
- G. Enrollment Verification for continuing college students,
- H. Copy or Verification of Low Mountain Chapter Voter Registration,
- I. Letter of Interests for all college students,
- J. Approved Legal Guardianship and/or Power of Attorney Documents.

IV. RECRUITMENT:

- A. Based on available funds, the SYETP projects shall be reviewed for recommendations and suggestions in April Planning Meeting for approval at a Regular Chapter Meeting.
- B. There shall be adequate notice of the SYETP approved projects two (2) weeks prior to the commencement of the SYETP projects and all job advertisements shall be:
 - 1. **POSTED IN PUBLIC AREAS**
 - 2. **ANNOUNCEMENTS** at the Chapter Planning Meetings, Regular Chapter Meetings, and local Committee Meetings and/or approved gatherings.
 - 3. The Chapter Accounts Maintenance Specialist (AMS) shall receive, review and screen all SYETP employment applications for completeness, submit to the Community Services Coordinator (CSC) for approval and results reported during the scheduled Chapter Meeting by the AMS.

V. SELECTION AND HIRING PROCEDURES:

- A. Parental Consent Form (Exhibit "A") available online and shall be signed for all participants.
- B. All SYETP employment applications received, screened, approved, and reported by the Chapter Administration during the Chapter Meeting shall be deferred to the Chapter Officials for selection.

VI. ORIENTATION/WORKSITE:

- A. The SYETP Orientation shall be conducted on the first day of work.
- B. It shall be Mandatory for parents, legal guardians, custodial stepparents, and single parents to be present at the scheduled SYETP Orientation Meeting to provide support for the children.
- C. Because of the continuing virtual COVID-19 pandemic, Navajo Nation per Public Health some students will be placed at Chapter work site to perform their work activities.
- D. It shall be the responsibility of the SYETP Youth Counselor to monitor the project work progress for those students will be placed at Chapter work site to perform their work activities.
- E. The SYETP Youth Counselor as a designated "Temporary Employee" with a valid Driver's License and Insurance will transport and distribute the needed goods and/or services.

VII. ILLEGAL DRUGS, ALCOHOL OR OTHER ILLEGAL SUBSTANCE USE:

- A. It shall be the Chapter policy in working with the SYETP Project Youth Counselor to promote a drug-free, healthy, and safe workplace environment. To promote this goal the summer youth SYETP participants shall be required each morning as "Reporting to Work" in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- B. SYETP summer youth work participants shall not use, possess, distribute, sell or be under the influence of alcohol, drugs or other illegal substance while conducting Chapter related business or work activities on Chapter premises and/or project site.

- C. Only the legal use of prescribed medicinal drugs/medications by a licensed physician is permitted on the job only if it does not impair the summer youth work participant's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals at their workplace.
- D. In the case the minor child is taking a prescribed drug/medication, it shall be the parent's responsibility to distribute at home medication.
- E. Violation of and/or failure to uphold or abide by this policy will result in disciplinary action, up to and including TERMINATION OF EMPLOYMENT!

VIII. TIMESHEET/PAYROLL:

- A. All SYETP employees work (8) hours per day or (40) hours per week. At the end of each pay period, THE Project Youth Counselor shall verify and submit an original timesheet, daily roll call-in attendance sheet and a progress report to the Accounts Maintenance Specialist who shall review and verify work consistency.
- B. The Chapter Administrator can request for employment extension up to (10) days for college student assisting in the Administration Office.
- C. Due to Insurance Liabilities, there shall absolutely be no work make up days for the SYETP participants and all leave or absent from work shall be LEAVE WITHOUT PAY!
- D. All payroll checks shall be prepared and distributed in accordance with the Chapter's Fiscal Management Policies and Procedures.
- E. All payroll checks shall be picked up by the payee only, unless a written authorization by the payee designating another individual to pick up the check is submitted to and acknowledged by the Chapter Administration.
- F. At the end of each month, quarter and calendar year, all required documents shall be submitted to the appropriate departments.
- G. The Chapter Administration shall make a written expenditure report to the Officials and the Chapter Secretary/Treasurer shall make an oral report at a Chapter Meeting.

IX. AMENDMENT:


The Low Mountain Chapter shall strictly abide and comply with the set Policy and Procedures unless otherwise changes or amendments have been made to the Chapter Summer Youth Employment and Training Program Policy. The process to amend the Policy and Procedure shall be recommended in writing by any registered community members at a duly called Chapter Planning Meeting.

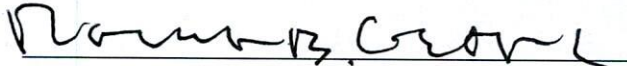
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We, hereby, certify that the foregoing Summer Youth Employment and Training Program Policy and Procedures was duly considered at a duly called Low Mountain Chapter, Chapter Meeting in Low Mountain, Navajo Nation, Arizona at which a quorum was present and that same was passed by a vote of 11 in favor, 0 opposed, and 04 abstained, on this 13 day of November, 2023.

Motion By: Clara Tsosie

Second By: Mae Yazzie


Ben Gonnig, Chapter President


Roger B. George, Chapter Vice President


Rose Ann Charley, Chapter Secretary/Treasurer