

LOW MOUNTAIN CHAPTER SUMMER YOUTH EMPLOYMENT & TRAINING



POLICY AND PROCEDURE

LOW MOUNTAIN CHAPTER

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ATTACHMENT II

LOW MOUNTAIN CHAPTER SUMMER YOUTH EMPLOYMENT & TRAINING POLICY AND PROCEDURES

I. PURPOSE:

The purpose of the Chapter Summer Youth Employment & Training Program (SYETP) Policy and Procedures is to provide guidance to the chapter in administering the SYETP Program Funds and the objectives of the SYETP are as follow:

- A. To provide temporary employment and educational opportunities for high school and college bound students to supplement and to alleviate their financial need and to plan & develop career interest.
- B. To provide an on the job Training for eligible students and to orientate them in the world of work opportunities.

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 and 17 years of age.
- B. For youth between 14 and 17 years of age, both parents, legal guardians or step parents must be active registered voter(s) of the Low Mountain Chapter in May of each physical year.
- C. In the event that a parent is a single parent, the custodial single parent must be actively registered with the Low Mountain Chapter.
- D. For youth over 18 years of age, he/she must be registered with the Low Mountain Chapter.
- E. Student must be enrolled in school and must have definite plans to continue education.

With the following criteria, a college bound student(s) shall be considered eligible for employment under the SYETP:

- A. Must be active registered voter of the Low Mountain Chapter
- B. Must be between 18 and 25 years of age.
- C. Must be enrolled in College, University or Training Institute.
- 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 definite plan to continue education.

III. REQUIRED DOCUMENTS:

In order for the student to go through the eligibility process the following documents must be completed and submitted to the Chapter Administration Office before deadline date before 5pm:

- A. Low Mountain Chapter Employment Application
- B. Copy of Original Social Security Card
- C. Copy of Original Certificate of Indian Blood (CIB)

- E. 1st through 3rd Qtr. Progress Report and/or 1st Qtr. Through 3rd Qtr. Report card with a written verification from school that student has completed 4th Qtr.
- E. Letter of Admission for new college student
- F. Enrollment verification for continuing student
- G. Copy or verification of Chapter Voter Registration
- H. Letter of Interest for all college students
- I. Approved legal guardianship documents

IV. RECRUITMENT:

- A. Based on available funds, 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 approved projects two (2) weeks prior to the commencement of any project. Any and all job advertisements will be:
 - 1. Posted in public areas
 - 2. Announcement at the Chapter, Planning and other committee meetings or gathering.
- C. The Chapter Administration will receive and review all job application for completeness up to scheduled closing date.
- D. Application for SYETP shall be completed online and/or submitted in the Chapter Drop Box.

V. SELECTION AND HIRING PROCEDURES:

- A. Parental Consent Form (Exhibit "A") must and will be signed for all participants.
- B. All applications received will be reviewed, and screened by the Chapter Administration and forward the names of applicants to the Chapter Officials for selection.

VI. ORIENTATION/WORKSITE:

- A. An employment orientation shall be conducted on the first day of work.
- B. It shall be a mandatory requirement for parents, legal guardian and step parents to attend the orientation.
- C. The Chapter may place some youth participants at other job sites upon request provided that a Training Worksite Agreement (Exhibit "B") is in place.
- D. Only the project supervisor with valid insurance coverage will transport goods and/or services.

VII. ILLEGAL DRUG, ALCOHOL OR OTHER ILLEGAL SUB STANCE USE:

A. It is the Chapter policy to provide a drug-free, healthy and safe workplace environment. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

B. Employees shall not use, possess, distribute, sell or be under the influence of alcohol, drugs or other illegal substance while conducting Chapter related business, Chapter premises and/or project site.

C. Only the legal use of medicinal drugs/medication(s) prescribed shall be by a licensed physician permitted on the job, only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

D. In case the minor child is taking prescribed drug/medication, it shall be the parent responsibility to distribute the medication.

E. Violation of this policy shall lead to disciplinary action: to result in a, immediate TERMINATION OF EMPLOYMENT!

VIII. TIMESHEET/PAYROLL:

A. All SYETP employees work (8) hours per day or 40 per week. At the end of each pay period, the project supervisor shall submit the original timesheet, daily sign-in sheet, and bi-weekly progress report to the Accounts Maintenance Specialist who shall review and verify work consistency.

B. Due to insurance liabilities, there will absolutely be no work make up days for participant, any and all leave or absent from work shall be LEAVE WITHOUT PAY.

C. All payroll checks will be prepared and distributed in accordance to the Chapter's Fiscal Management Policies & Procedures.

D. All payroll checks will 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.

E. At the end of each month, quarter and calendar year all required document shall be submitted to appropriate departments.

F. The Chapter Administration shall make a written expenditure report to Chapter Officials and the Chapter Secretary/Treasurer shall make an oral report at a chapter meeting.

IX. AMENDMENT:

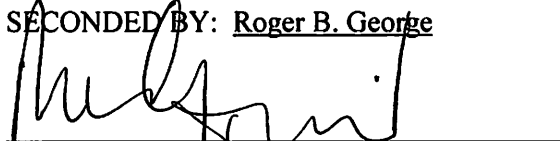
The Low Mountain Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Summer Youth Employment and Training Program Policy. The process to amend the Policy and Procedure shall be recommended in writing by any registered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

C-E-R-T-I-F-I-C-A-T-I-O-N

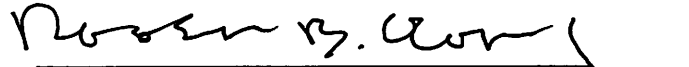
We, hereby certify that this foregoing Summer Youth Employment & Training Program Policies and Procedures was duly considered at a duly called Low Mountain Chapter Meeting in Low Mountain, Navajo Nation, Arizona at which a quorum was present and that same was passed by a vote of 04 in favor, 00 opposed and 01 abstained, this 16th day of 2020.

MOTIONED BY: Rose Ann Charley

SECONDED BY: Roger B. George



Ben Gonnig, Chapter President



Roger B. George, Chapter Vice-President



Rose Ann Charley, Chapter Secretary/Treasurer