

WHIPPOORWILL CHAPTER

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PLAN OF OPERATION

FOR

SUMMER YOUTH EMPLOYMENT PROGRAM

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SUMMER YOUTH EMPLOYMENT PROGRAM**

I. PURPOSE:

This Plan of Operation shall guide Whippoorwill Chapter to comply with all applicable laws that govern the usage of the Summer Youth Employment Program (SYEP) Funds. This is established to address the accountability of funds.

II. AUTHORITY:

The Whippoorwill Chapter has the primary authority to administer all funds that is allocated for the Summer Youth Employment Program. The Summer Youth Employment Program shall be used to provide short-term employment and on-the job training for student employees. The Chapter shall prioritize and approve all chapter projects.

III. POLICY:

The policy of the Whippoorwill Chapter is to comply with applicable laws that regulate the employment relationship between the Whippoorwill Chapter and its youth employees. The Whippoorwill Chapter;

- A. Shall not improperly discriminate against any applicant or employee.
- B. Any youth applying for employment with Whippoorwill Chapter shall submit required documents to the administration office before deadline date. Required documents shall include: employment application, social security card, Certificate of Indian Blood (CIB), proof of voter registration, legal guardianship documents, letter of interest, final report card or current transcript.
- C. All personnel records submitted to the Chapter administration office by the applicant shall be kept confidential and maintained in a locked filing cabinet at all times in accordance to the Chapter Records Management System of the Five Management System.
- D. Parent(s) or legal guardian(s) for applicants between 14–17 years of age must be registered voters with Whippoorwill Chapter; and 18-21 years of age must be registered voters of Whippoorwill-Chapter.
- E. Shall not employ more than one immediate family member per approved chapter project.
- F. All elected officials/chapter administrative staff related to and capable of influencing the hiring of immediate relatives, shall be prohibited from participating in any and all decisions pertaining to the recruitment and selection process.

G. A SYEP employee between 14 – 17 years of age shall work only 32 hours per week. And employees over 18 – 21 years of age shall work no more than 40 hours per work.

H. Any project related outside the Chapter premise or compound shall require a worksite agreement among the Chapter, employee and the entity.

I. Due to liability issues, the Chapter shall prohibit the use of personal vehicles by any youth employee during normal work hours.

J. The Tour of Duty for a SYEP employee is:

- From 8:00 am to 5:00 pm, Monday to Friday
- Lunch break is from 12:00 pm to 1:00 pm
- Two fifteen minutes break time at 10:00 am and 3:00 pm

K. Any SYEP employee shall not be allowed to work on any tribal and federal recognized holiday or shall not accrue compensatory or overtime pay.

L. Due to insurance and liability issues, all leave requests for SYEP shall be “Leave Without Pay.” Prior to taking leave, the employee shall complete a Leave Request Form and shall not be allowed to make up time.

M. All SYEP employees shall follow the safety rules and procedures from their immediate supervisor to prevent any injury, damage or unforeseen accidents.

N. All SYEP participants shall be under close supervision at all times, and shall not work in hazardous work environment.

O. Shall not allow youth employees to use or sell any illegal drug, alcoholic beverages or controlled substance during employment with Whippoorwill Chapter.

IV. PROCEDURES:

In accordance with the Local Governance Act of 1998, the Chapter Officials shall have legislative oversight authority over the operation of the Summer Youth Employment Program. The Community Services Coordinator under the directive of the Chapter Vice President shall monitor Chapter approved SYEP projects. N.N.C. Title: 26 Section 1001. B.2.e.).

A. Chapter Officials and Administration Staff shall review the need for Summer Youth Employment Program (SYEP) employees by the following procedures:

1. PREREQUISITES:

- a. The Administrative staff shall compile and prepare all documents relating to SYEP project(s) and to substantiate the request for employees.
- b. The Administrative staff shall review the chapter detailed budget for availability of funds for the Summer Youth Employment Program (SYEP) Projects.
- c. The Chapter shall ensure all project applications and workers' compensation for insurance coverage is approved before hiring.
- d. The administrative staff shall present request to Chapter Official and membership at a duly called Planning and Regular Chapter Meetings for deliberation and approval of any SYEP Project.

2. RECRUITMENT PROCESS:

The Administration Staff shall comply with the following procedures so that the community youths will have an opportunity to participate in employment with Whippoorwill Chapter:

- a. The job vacancy announcement poster will include information such as: job description, number of positions, interview date and time, etc.
- b. Job vacancy announcement shall be posted in conspicuous areas.
- c. Accounts Maintenance Specialist shall complete the Workers' Compensation Project forms for insurance coverage prior to hiring of SYEP Employees.

3. SELECTION AND HIRING PROCESS:

The Community Services Coordinator and a Chapter Official(s) shall select and hire an applicant who has submitted all required documents as described in Section III B. of this plan of operation.

4. ORIENTATION PROCESS:

On the first day of employment, the Whippoorwill Chapter shall use the SYEP Plan of Operation to provide orientation to its youth employees. The orientation shall consist of policy and procedures, duties and responsibilities, worksite agreement, insurance coverage, dress codes, safety, misconduct/behavior, payroll process, attendance, disciplinary action, etc.

In addition, all documents for each project shall be completed, dated and signed by Chapter Official, Administration Staff, and Employee:

- Personnel Action Form
- W-4 Tax Withholding
- Parental Consent Form for ages 14-17 year old

- Arizona New Hire Form
- SYEP Orientation Acknowledgement Form

5. SYEP SUPERVISOR:

The Project supervisor under the direct supervision of the Community Services Coordinator shall oversee all participants to assure continuity of all on-going project(s) and that they are completed on a timely manner. In the event that the Community Services Coordinator is unavailable the Project Supervisor shall report directly to the Accounts Maintenance Specialist. The Project Supervisor shall adhere to the following duties and responsibilities:

- a. Shall assist the Chapter Staff and Officials to conduct the orientation.
- b. Shall supervise only the assigned employees per approved project application.
- c. Shall prepare and submit daily and weekly progress reports on a bi-weekly basis.
- d. Shall perform work activities described in the project application.
- e. Shall not perform work outside the chapter premises or compound unless otherwise instructed by the immediate supervisor.
- f. Shall comply with the Child Labor Law, all Tribal and local laws including the Public Employment Program Plan of Operation.
- g. Shall be prohibited from using or selling any illegal drug, alcoholic beverages or controlled substance during employment with Whippoorwill Chapter.

6. TERMINATION

The project supervisor with the assistance from the Community Services Coordinator shall have the authority and responsibility to administer appropriate disciplinary actions for violations of laws, Navajo Nation policies, practices, rules and regulations.

V. AMENDMENT:

The Whippoorwill Chapter Planning Committee recommends to amend this Plan of Operation from time to time as needed and shall seek community membership approval at a duly called Regular Chapter Meeting.

- A. Amended at duly called Chapter Planning Members Meeting on April 5, 2001.
- B. Amended on May 28, 2010 by Community Services Coordinator with recommendations that the Chapter Officials review/amend the Plan of Operation.
- C. Amended on February 23, 2014 at a duly called Special Chapter Meeting.