

WHIPPOORWILL CHAPTER SUMMER YOUTH EMPLOYMENT & TRAINING PROGRAM



POLICIES AND PROCEDURES

WHIPPOORWILL CHAPTER

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**WHIPPOORWILL CHAPTER
SUMMER YOUTH EMPLOYMENT & TRAINING
POLICY AND PROCEDURES**

I. PURPOSE:

The purpose of the Chapter 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 and this policy shall be exercised in accordance to any Executive Orders by the OPVP.

- A. The Whippoorwill Chapter plans to provide temporary summer employment and educational opportunities to place the highest priority on health, safety and wellbeing of Chapter Staff, Students, (High School and College) as well as the Chapter's wider community due to the COVID-19 pandemic.
- B. The Whippoorwill Chapter did provide an annual on-the-job training summer program before the COVID-19 pandemic and has the obligatory duty to continue the SYETP for eligible student to support their financial needs and career goals of workableness and ethics as the moral good training work exposure for the world-of-work.
- C. On the home front, many families, parents, and students are still grappling with the personal effects of the pandemic including sustained social distancing and isolation unemployment, partly home-based distance- learning for the students, travel restrictions Summer Youth Employment & Training COVID-19 workplace policies are intended to provide guidance and advice about the how to sustain a productive condition of being temporarily employed on the Chapter SYETP given these highly disruptive changes and COVID-19 exposure liability to health and danger of death.
- D. Plans are to follow the Navajo Department of Health and Government advice about staying safer at home, continue the basic preventive measures, wearing mask in public, washing hands (for 20 seconds) and/or use hand sanitizer, avoid large family and public gatherings, limit contact with people not in immediate household, perform only "Essential Activities" which relates to activities and tasks essential to health, safety, and welfare for the student.
- E. 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 preventative actions, i.e. wearing mask in public, practice social (physical) distancing, disinfecting high touch surfaces, avoiding unnecessary travel and public gatherings, washing hands for a minimum of 20 seconds. Individuals including students can continue to slow the spread on the Navajo Nation and our communities by practicing these preventive measures and staying safe, staying local and staying on the Nation. "These measures are intended to further ensure an effective response to the COVID-19 pandemic."
- F. If a student was on the job and infected by COVID-19, student will be at his/her place of residence to perform their work activities and plans are to develop a stay-at-home Virtual Work Activities Program, to be monitored provided by an interactive computer program use to create or access a virtual reality by the SYETP Supervisor and the Chapter.

II. ELIGIBILITY CRITERIA:

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

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1. Must be between 14 and 18 years of age.
2. The state of health, safety, and wellness (virus- free) will be consideration.
3. Both parents, legal guardians or step parents must be active registered voter(s) of the Whippoorwill Chapter in May of each physical year.
4. In the event that a parent is a single parent, as a custodial single parent he/she must be an active registered voter with the Whippoorwill Chapter.
5. For students over 18 years of age, he/she must be registered with the Whippoorwill Chapter.
6. 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:

1. Must be active registered voter of the Whippoorwill Chapter
2. Must be between 18 and 25 years of age.
3. The state of health, safety, and wellness (virus free) will be under consideration.
4. Must be enrolled in College, University or Training Institute.
5. Must not have other immediate family members, brother(s) or sister(s) participate in the same project
6. Must be unemployed at the time of applying.
7. 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:

1. Whippoorwill Chapter Employment Application will be available online or can be picked up on a drive-up event basis at the Chapter, from Monday-Friday, 8:00 a.m. to 5:00 p.m.
2. Completed applications can be submitted online or thru the drive-up event basis at the Chapter.
3. Copy of Original Social Security Card
4. Copy of Original Certificate of Indian Blood (CIB)
5. 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.
6. Letter of Admission for new college student
7. Enrollment verification for continuing student
8. Copy or verification of Whippoorwill Chapter Voter Registration
9. Letter of Interest for all college students
10. Approved legal guardianship documents

IV. RECRUITMENT:

1. Based on available funds, SYETP projects shall be reviewed for recommendations and suggestions in April Planning Meeting for approval at a regular chapter meeting.
2. 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:

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- a. Posted in public areas
- b. 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 and submit to the Chapter Manager for recommendation to the Chapter Officials.

V. SELECTION AND HIRING PROCEDURES:

1. Parental Consent Form (Exhibit "A") available online must be signed for all participants.
2. 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/WORKSITES:

1. An employment orientation will be conducted on the first day of work.
2. It shall be a mandatory requirement for parents, legal guardian and step parents to attend the orientation.
3. If necessary, the chapter will set up a virtual orientation Meeting and engage or listen to the virtual meeting orientation.
4. The Chapter may place some youth participants at other job sites upon request provided that a Training Worksite Agreement (Exhibit "B") is in place and that the chapter will not be responsible for any injuries and or issues related to COVID-19.
5. It shall be the responsibility of the Youth Counselor to monitor the project progress.
6. The SYETP Youth Counselor as designated "Temporary Essential Employee" with a valid insurance coverage will transport and distribute the needed goods and/or services.

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

1. It shall be the Chapter policy in working with the SYETP Project Youth Counselor to promote a drug-free, healthy and safe workplace. To promote this goal, the summer youth SYETP participants shall be required to conduct an appropriate mental and physical condition to perform their jobs in a satisfactory manner.
2. SYETP summer youth participant 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 while on Chapter premises and/or project site.
3. Only the legal use of prescribed medicine/medications by a licensed physician shall be 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.
4. In case the participant is under the age of 18 years old is taking prescribed drug/medication, it shall be the parent(s) and/or guardian's responsibility to administer the medication.

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5. Violation of and/or failure to uphold or abide by this policy shall result in disciplinary action up to and including TERMINATION OF EMPLOYMENT:

VIII. TIMESHEET/PAYROLL:

1. All SYETP employees work (8) hours per day or 40 per week if the student is not attending Summer School. At the end of each pay period, the Youth Counselor shall submit the original timesheet, daily sign-in sheet, and bi-weekly progress report to the Administrative Assistant who will review and verify work consistency.
2. 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.
3. Only the Chapter Manager shall approve any Holiday make up time.
4. All payroll checks will be prepared and distributed in accordance to the Chapter's Fiscal Management Policies & Procedures.
6. All payroll checks will be picked up by the payee only, unless a written authorization by acknowledged by the chapter administration.
7. At the end of each month, quarter and calendar year all required document shall be submitted to appropriate departments.
8. The Chapter Administrative Assistant 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 Whippoorwill 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. The process to amend the Policies 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 Whippoorwill Chapter Meeting in Whippoorwill, (Arizona), Navajo Nation at which a quorum was present and that same was passed by a vote of 3 in favor, 0 opposed and 3 abstained, this 17th day of February, 2022.

MOTIONED BY: Phillip Tom, Jr.

SECONDED BY: Gerald Ahasteen


Aaron Yazzie, Chapter President


Gerald Ahasteen, Chapter President


Phillip Tom, Jr., Chapter Secretary/Treasurer

