

WHIPPOORWILL CHAPTER

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PLAN OF OPERATION

FOR

PUBLIC EMPLOYMENT PROGRAM

**WHIPPOORWILL CHAPTER  
PUBLIC EMPLOYMENT PROGRAM  
PLAN OF OPERATION**

**I. PURPOSE:**

This Plan of Operation shall guide Whippoorwill Chapter to comply with all applicable laws that govern the usage of the Public Employment Program (PEP) Funds. The Plan of Operation 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 Public Employment Program. The Public Employment Program Funds shall be used to provide short-term temporary employment for chapter community membership. The Chapter shall prioritize chapter projects and provide on-the-job training to Whippoorwill Chapter community membership employed under the PEP, so that they may obtain employment with other non-chapter employers.

**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 employees. The Whippoorwill Chapter;

- A. Shall not improperly discriminate against any applicant or employee.
- B. Applicant(s) shall be a registered voter with Whippoorwill Chapter within three (3) months prior to employment.
- C. Shall not employ more than one immediate family member per approved chapter project.
- D. All elected officials/chapter administration 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.
- E. A PEP worker employed less than 160 hours shall not conduct any project related activities outside of the Whippoorwill Chapter Service Area nor travel off-reservation due to the liability issues.
- F. Due to insurance liabilities, no one other than a chosen project participant may work on a project.

- G. The Tour of Duty for a PEP worker 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
- H. Temporary employees shall not accrue Compensatory Time, Over Time Pay or Holiday Pay.
- I. All PEP leave requests shall be "Leave without Pay". The employee shall complete a Leave Request Form (Exhibit A); and he or she shall not make up time.
- J. All PEP workers shall follow the safety rules and procedures from their on-site supervisor to prevent any injury; and they shall use their judgment for personal safety and shall be prudent.
- K. All PEP participants shall be under close supervision at all times, and shall not work on any hazardous waste to reduce the risk of accidental injury or cause any serious injury; and they shall not work beyond (40) hours per week.
- L. An employee shall not work more than two times in one fiscal year.

#### **IV. PROCEDURES:**

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

##### **1. PEP PREREQUISITES:**

- A. Compile all documents relating to PEP projects(s) and to substantiate the request for employees.
- B. Review the Chapter detailed budget and/or subsidiary ledgers for Public Employment Program Funds.
- C. Make needs assessment through review of PEP request forms (Exhibit B); visit project sites to determine the number of laborers needed to address the issues and the need for an on-site supervisor. Compile all related information with the project number and submit recommendations to the Chapter Officials for consideration.

- D. PEP Projects shall not exceed 160 hours (20 days) and participants shall be determined from assessments for each approved project.
  - E. All projects shall be completed within the 20-days timeframe or an extension shall be reflected in the ensuing year's budget and approved by the chapter membership.
  - F. A Chapter resolution shall be introduced as an agenda item to the next Chapter Planning Meeting then referred to the next regular chapter meeting for community membership approval.
  - G. Upon community membership approval, the resolution shall be signed by the Chapter Officials and submitted to the administration staff for processing.
- 2. RECRUITMENT PROCESS:** The administration staff shall make a two weeks job vacancy announcement, so that the community members shall have the opportunity to apply and participate:
- A. The job vacancy announcement poster shall have information on number of vacancies, interview date, interview location, and the Chapter Administration telephone numbers, so that eligible chapter members shall submit a Public Employment Program (PEP) Application (Exhibit C) and attaches all required documents.
  - B. Announcement shall be posted at the Chapter and local businesses.
  - C. Accounts Maintenance Specialist shall complete the Worker Compensation Project forms for insurance coverage prior to hiring of PEP employees.
- 3. INTERVIEW PROCESS:** The interview panel shall consist of the Community Services Coordinator, Accounts Maintenance Specialist, and One Chapter Official. The following documents shall be used during the interview process.
- A. A Project Application (Exhibit D) shall be reviewed and acknowledged by the applicant and the interview panels to ensure the applicant understands the content of the project application.
  - B. Interview questionnaires shall be used by the interview panel.
- 4. SELECTION and HIRING PROCESS:** Based on interviews and scores, the Interview Panel shall select and hire. The interview panel shall post the names of the newly hired workers.

**5. ORIENTATION PROCESS:** For all approved Chapter Projects, an orientation will be held on the first day of employment for all participants. The Public Employment Program Plan of Operation will be used during the orientation. The orientation will include completion and submission of all required documents, consisting of the following and in accordance with the Navajo Nation Privacy Act and the Chapter's Records Management System;

- A. A Personnel Action Form (PAF) (Exhibit E).
- B. A W-4 Tax Withholding (Exhibit F).
- C. An Arizona New Hire Form (Exhibit G).
- D. A PEP Daily Work Site Sign-in Sheet (Exhibit H)
- E. A Project Progress/Completion Report Form (Exhibit I).
- F. A PEP Orientation Acknowledgement Form (J)

**6. PROJECT 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 Chapter Accounts Maintenance Specialist. The following is the Project Supervisor's duties and responsibilities:

- A. Shall supervise only the assigned workers and prepare daily project progress completion written report.
- B. Shall only do what is in the Project Application or as assigned by the Community Services Coordinator or the Accounts Maintenance Specialist.
- C. Shall make it a priority that there is not Alcohol and Drug usage in the workplace/site.

**7. TERMINATION PROCEDURES:**

- A. If a participant who was selected to work fails to show up on the first day of work, a replacement will automatically be made by selected alternate, and concurred by the available Chapter Official and Community Services Coordinator.
- B. If there should be any Alcohol/Drug found on the jobsite or workplace; even just an odor, will ground for dismissal immediately. The terminated employee shall not be eligible for employment until the next fiscal year.
- C. Falsifying information on employment application and timesheets will cause immediate removal from employment.

**V. AMENDMENT:**

The Whippoorwill Chapter Planning Committee may recommend 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.

1. Amended at a duly called Chapter Planning Members Meeting April 5, 2009.
2. Amended on April 20, 2010 by Community Services Coordinator with recommendation that the Chapter Officials review /amend the Plan of Operation.
3. Reviewed on February 15, 2014 by Chapter Officials and Administrative Staff.  
Amended on February 23, 2014 during a Special Chapter Meeting.

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