

EXHIBIT "F"

**ROCK SPRINGS CHAPTER
PUBLIC EMPLOYMENT PROJECT
POLICIES AND PROCEDURES**

I. PURPOSE

The purpose of the Public Employment Project Policies and Procedures is to provide guidance to Rock Springs Chapter Administration in administering Public Employment Project funds. The Navajo Nation appropriates these funds to:

- A. Provide short-term employment for Chapter community residents to work on prioritized chapter projects; and
- B. Reduce the unemployment rate at the Chapter level, and
- C. Provide on-the-job training to selected chapter community residents, so they may obtain permanent employment with non-chapter employers.

II. SELECTION, APPROVING, EXTENSION, ACCOUNTABILITY, EMPLOYMENT and POSTING REQUIREMENTS

- A. The Rock Springs chapter has the discretion in the selection of the public Employment Project ("PEP") to pursue, subject only to applicable tribal laws. The Chapter Manager has the discretion to determine the beginning and length of each project.
- B. At the beginning of each Fiscal year, a current operating budget shall be approved by the community members of each project.
- C. Each project selection shall be completed within the fiscal year budget, and or if an extension is required/budgeted, the approval shall be determined by the Chapter Manager and the Chapter president, and then forwarded to the Chapter Meeting for final approval by the Chapter membership.
- D. The Chapter Administration shall make proper accounting and bookkeeping entries for all Public Employment Project(s) allocations for each Fiscal year.
- E. For each project, the Chapter Administration may employ participants according to the approved Operating Budget.
- F. The Chapter Administration may not hire two (2) or more members of the same household for each Chapter Project, utilizing funds under the Public Employment Projects.

- G. The Chapter Administration shall develop an exact job description for each project and/or participant.
- H. Due to insurance liabilities, no other person other than the selected participant(s) may work on Chapter projects.
- I. The Chapter Administration shall select a Supervisor(s) and participants based on experience, skill and qualifications for the designated projects. The Chapter may utilize their own Chapter pay scale rates to pay the employees.
- J. The Chapter Manager may replace participants at any time due to consecutive absentees from the jobsite or from alcohol and drug use with a written notice to the employee before the end of the project date.
- K. The Navajo Nation Preference in Employment Act, as amended, is binding on the selection, hiring and all other aspects of the employment process at the local Chapter.
- L. Participants shall not be allowed to work more than eight (8) hours per day, (8am – 12pm and 1pm-5pm), 40 hours per week or for 80 hours biweekly for a pay period of two weeks employment. Hours may change according to the project description and the number of employees hired. There shall be no makeup hours allowed.
- M. For each project, the Chapter Administration shall post the job announcement or vacancy for duration of two weeks advertisement. The announcements shall be carried out as follows:
 - 1. By posting on the chapter bulletin board.
 - 2. By posting in public and/or business sites within the Rock Springs Community.
 - 3. By announcements at the Planning or Chapter Meetings.
 - 4. By other means deemed appropriate by the Chapter.

III. PARTICIPANT QUALIFICATIONS AND EMPLOYMENT NOTICES

- A. Adult participants, (18 years old and older) shall be registered voters of the Rock Springs Chapter, and be verified with a Voter's registration card or the Chapter's voters registration listing.
- B. Participants who do register at the time of employment hiring shall wait for duration of six months before being selected for employment.
- C. Community youth, (non-registered voters) and between the ages of fourteen (14) and seventeen (17) will be eligible for employment with the following conditions:
 - 1. The youth shall have parents or a parent registered with the Rock Springs Chapter.
 - 2. The applicable Child Labor Laws of New Mexico are complied with.
 - 3. Parental consent is obtained and signed by the parent(s) prior to youth employment under the Rock Springs Chapter.
 - 4. The youth shall be under close supervision for the duration of his or her employment.

PROJECT APPLICATION AND PROCEDURES

A. For each Chapter Project, the Chapter Administration shall have all documents completed and finalized five days prior to beginning project(s) and shall include:

1. Project Title
2. Project Number
3. Project Supervisor's name (if any)
4. Location of Project
5. Beginning and ending dates of project
6. Total number of employment days
7. Total estimate cost of project
8. Total amount of PEP funds to be used for Project(s)
9. Total number of Personnel for each Project(s)
10. Contact person – either the Chapter Manager or Office Specialist
11. Chapter's telephone number
12. The description of the Project, which should include a description of the benefits minus the project total, that tasks to be performed, resources that will be required for each project, project readiness, description of how the project will be monitored, and a description of any alternate projects the employees or participants(s) will work on should they finish before the term of employment days.

B. The Chapter Administration shall file the packet in a labeled folder in the participant's name and filed in the Personnel File Section within the Chapter Administration Office in a locked file cabinet.

V. PAYROLL, TIMESHEETS, AND DEDUCTIONS

A. At the end of each Pay Period, Project Supervisor(s) shall submit to the Chapter Administration the daily sign in sheet and timesheets (See sample form attached hereto as Attachment C), and Weekly Progress Reports, and

B. Upon receiving the Timesheets before 5:00pm, the Chapter Administration shall check and verify the hours worked.

C. For each participant, the Chapter Administration shall prepare the Payroll Calculation sheet, and make proper deductions on the payroll check which will include FICA, Medicaid, Federal Income Tax, *Navajo Nation Worker's Compensation and Unemployment Insurance*.

D. After completion of the payroll checks, the Chapter Manager and the Secretary/Treasurer shall review and sign the checks. If the Secretary/Treasurer is not available, the Chapter Manager and the Chapter President shall review and sign the checks. If the Chapter President is not available, the Chapter Manager and the Vice-President shall sign the checks.

E. Payroll checks shall be distributed to the participant at the end of the pay period by 5:00pm or otherwise as set by the Chapter Administration.

- F. Payroll checks shall be disbursed to the participant-payee only, unless otherwise stated with a written authorization designating another individual to pick up check(s).
- G. At the end of each month, or as instructed by the Internal Revenue Service (IRS), the Chapter Administration shall mail the payroll deductions at the local post office.
- H. By the dates set by the Federal and State Agencies, the Chapter Administration shall pay the federal and state unemployment taxes.
- I. By the end of each Calendar Year, the Chapter Administration shall issue W-2's to the participants who were employed with the Rock Springs Chapter during the year and shall submit W-3's to the Social Security Administration.

VI. EXPENDITURE REPORT

- A. At the end of each month, the Chapter Administration shall prepare a written expenditure report, including the beginning balance, wages, payroll journal, payroll deductions, IRS and Worker's Compensation fee, and the ending balance. All expenditure reports shall be kept under a locked file cabinet within the Chapter Administration Office.
- B. At the end of each quarter such as:
 - 1. October, November, December (1st Quarter)
 - 2. January, February, March (2nd Quarter)
 - 3. April, May, June (3rd Quarter)
 - 4. July, August, September (4th Quarter)

The chapter Administration shall prepare a written expenditure report, which will include Project Type and number of employees who were employed with a quarter and submit reports to the Local Governance Support Center.

- C. At the completion of each Project, the Chapter Administration shall prepare a final Project Evaluation Report describing the completed project and signed by the Chapter President.

VII. OVERSIGHT

- A. The Chapter Manager shall have the day-to-day oversight responsibility for the administration of all Public Employment Project activities carried out by the Chapter.

VIII. AMENDMENTS

These Policies and Procedures may be amended by Rock Springs Chapter membership a duly called Chapter meeting.

DEFINITIONS

- A. **"Chapter Administration"** means the employee of the Chapter, which includes, but not limited to, the Chapter Manager and Office Specialist.
- B. **"Chapter Manager"** means a Chapter employee who performs the duties and responsibilities prescribed under Title 26 N.N.C. 1004(B), 1004(C), and 2003(B):
- C. **"Local Governance Act"** means 26 N.N.C. 1-2005
- D. **"Participants"** means a registered Chapter community member participating in Chapter Public Employment Projects.

X. APPENDIXES