

**ROUND ROCK CHAPTER
PUBLIC EMPLOYMENT
PROGRAM
(PEP)
FUND 15**

POLICIES AND PROCEDURES

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**ROUND ROCK CHAPTER
PUBLIC EMPLOYMENT PROGRAM (PEP) FUNDS
POLICIES AND PROCEDURES**

I. PURPOSE:

The purpose of this Policies and Procedures is to provide guidance and control to Round Rock Chapter (hereinafter “The Chapter”) in administering PEP Funds. The Navajo Nation appropriates these funds annually to:

- A. Provide short term employment and training for the registered voters of Round Rock Chapter to work on prioritized chapter projects.
- B. Provide on-the-job training for selected chapter residents so they may obtain permanent employment in the job market.

II. SELECTING, APPROVING AND EXTENDING

- A. The chapter has discretion in selecting the Public Employment Project(s), length of each project and when to begin, subject to applicable Navajo Nation laws.
- B. All projects shall be duly approved by the chapter membership except on a needs analysis with justification or approved within annual budget.
- C. All projects shall be completed within the annual budget cycle, or an extension shall be reflected in the ensuing year’s budget approved by the chapter membership, if needed.
- D. The Chapter Administration shall make proper accounting and book keeping entries for all PEP allocations.
- E. For each project, the Chapter Administration may employ one or more participants subject to availability of funds.
- F. The Chapter Administration may not hire family members of the same household; such as parent and child or siblings for the period involved in one approved chapter project.
- G. The Chapter Administration shall develop a job description for each of its Participants.
- H. Due to insurance liabilities, no one other than a chosen project participant may work on a project. The Chapter Administration shall select Chapter Supervisor(s) and skilled participants based on experience, skills, and qualifications for the designated project. The chapter can utilize the Navajo Nation pay scales where they exist, to pay these supervisors and skilled

employees' appropriate wages, with an approved resolution at a duly called chapter meeting.

- I. **When a participant(s) fails to show up for any unexcused absence from work, the Community Services Coordinator shall notify participant they are being released of their duties and copy filed in their folder. (Appendix A)**
- J. **CSC will then consider next qualified PEP applicant who applied to replace released participant(s).**
- K. The Navajo 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 work more than 8 hours per day, 40 hours per week, or 80 hours per pay period. Participants cannot make up for hours and/or days missed.
- M. For each project, the Chapter Administration shall **post an employment** notice that the chapter is accepting applications. That notice shall be made available two (2) weeks in advance, **except in the case of an emergency, the notice will be waived. The process shall** be carried out as follows:
 - 1. By posting on the chapter bulletin board(s)
 - 2. By announcing at Planning and Chapter meetings
 - 3. By posting in public and/or business sites within the area
 - 4. **By the Public Post Office boxes**
 - 5. **By Social Media**
 - 6. By other means the chapter deems appropriate

III. PARTICIPANT QUALIFICATION AND EMPLOYMENT NOTICE

- A. Adult participants shall be registered voters of the Chapter and not employed by another chapter, except in technical areas.
- B. Participant(s) shall fill out a Chapter Employment Application(s) (**Appendix B**) and submit to the Chapter Administration with a copy of Social Security Card(s).
- C. The notice of job announcement shall have a deadline for accepting applications. The chapter shall not accept applications after the closing date for the advertised position.
- D. The Community Services Coordinator shall schedule an interview date and time for all **qualified** applicants.
- E. The Chapter Officials, Chapter Administration staff and selected individual(s) shall serve as the interview panel to conduct the interview(s) or make selection.
- F. To provide employment and training to as many persons as possible.
- G. The selections of application(s) **criteria** shall be based on:

- a. 1st time employment with PEP
- b. Not employed with PEP within the last 3 months
- c. **At the discretion of the interview committee, unforeseen or unexpected situations shall be considered and documented.**

IV. SUPERVISOR

- A. The worksite supervisor will be selected by their qualifications or as recommended by the Chapter Administration.**
- B. Supervisor shall work with the CSC to determine the duties of the participant, orientate of job description, safety protocol, procedures, the skills to be learned, the machines that will be operated (if any) the hours to be worked and the nature and extent of manual labor involved. (*Appendix C*)**
- C. The CSC and Supervisor shall prepare a document telling the participants where the work site's personnel policies & procedures can be found and have the participant sign in the document indicating receipt of this information. (*Appendix C*)**
- D. The supervisor shall keep a daily progress report and submit at the end of the week. (*Appendix D*)**
The supervisor will adhere to the work place safety first and advise all workers to follow safety protocols.

V. PROJECT APPLICATION AND OTHER PERTINENT DOCUMENTS:

- A. For each project, the Chapter Administration along with a Chapter Official, shall properly complete, date and sign the project application, personnel roster, workman compensation application and employment and termination notice(s). (See sample forms attached hereto). The Chapter Administration shall also include a copy of the Chapter budget resolution, and a copy of each participant's social security card. The Round Rock Chapter Administration shall keep all of the above-mentioned documents on file. All documents shall be completed and finalized prior to commencing the project.
- B. The project application shall include:
 1. The name of the project
 2. The name of the project supervisor
 3. The project location
 4. The project's start and end date
 5. The total number of project days
 6. The total estimated cost of the period
 7. The total amount of PEP funds to utilize
 8. The total number of personnel to be employed

9. The contact person (usually the Community Services Coordinator or Accounts Maintenance Specialist).
10. The Chapter's telephone and fax numbers.
11. The description of the project. This should include a description of the benefits to be derived from the project, the tasks to be performed under the project, the resources required for the project, the project readiness, a description of how the project will be monitored and a description of any alternate projects the crew will work on; should they finish before the designated date of completion of a project.
12. Before project begins, Workman Compensation shall be reported and in place.

VI. PAYROLL, TIMESHEET AND DEDUCTIONS

- A. Upon receipt of the timesheets on Friday of each pay period ending, the Chapter administration shall check and verify the hours worked.
- B. For each participant, the Chapter Administration shall prepare the payroll; make the proper deductions, which include FICA, Medicare, Federal Income Tax, and Unemployment Insurance/Taxes.
- C. After payroll checks are completed, the Community Services Coordinator and a Chapter Official shall sign the checks.
- D. Payroll checks shall be distributed on Friday, the last day of work (pay period ending).
- E. Payroll checks may be dispensed to the participants only, unless the participants have signed a written authorization designating another person to pick up the check(s).
- F. At the end of each month, or as instructed by the Internal Revenue Service, the Chapter Administration shall deposit the payroll deductions, report the 941 Quarterly Employers, into the bank.
- G. By the dates set by the federal and state agencies, the Chapter Administration shall pay the federal and/or state unemployment taxes (FUTA/SUTA).
- H. By the end of each calendar year, the Chapter Administration shall issue W-2's to the participants who worked during the year and shall submit W-3 to the Social Security Administration.

VII. EXPENDITURE REPORTING:

- A. At the end of each month, the Chapter Administration shall prepare a written expenditures report which includes the beginning balance, wages, payroll journal, payroll deductions, IRS and Worker's Compensation fees and the ending balance. The Chapter Administration shall keep reports in its records.

- B. At the end of each quarter, the Chapter Administration shall prepare a written expenditure, which includes the types of projects, and number of workers covered in that quarter and submit the reports to the Administrative Service Center (ASC) and Chapter Membership.
- C. At the completion of each project, the Chapter Administration shall prepare a final project evaluation report describing the completed projects and verified by the Chapter Officials.

VIII. OVERSIGHT

The Community Services Coordinator and the Accounts Maintenance Specialist oversight responsibility for the administration of all Public Employment Project activities carried out by the chapter. The Chapter Officials shall have the expenditure oversight and ensure that the allocations are expended in accordance with the Navajo Nation Law and the Chapter Projects are to be completed.

IX. AMENDMENT

The Chapter Public Employment Program Policies and Procedures may be amended by the Chapter membership at a duly called a chapter meeting when deemed necessary.