

# **ROUND ROCK CHAPTER**

## **SUMMER YOUTH EMPLOYMENT TRAINING PROGRAM (SYETP)**

### **FUND 08**

### **POLICIES AND PROCEDURES**

**Amend on June 16, 2023**

**ROUN2306-06**

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**ROUND ROCK CHAPTER  
YOUTH EMPLOYMENT TRAINING PROGRAM  
POLICIES AND PROCEDURES**

**I. PURPOSE:**

The purpose of the Round Rock Chapter (hereinafter, “The Chapter”), Youth Employment Training Program Policies and Procedures to provide guidance and control to the Chapter in administering Youth Employment.

**II. DUTIES, RESPONSIBILITIES AND AUTHORITY OF CHAPTER ADMINISTRATION:**

**A. Duties:**

1. The Chapter has discretion in identifying a work site.
2. The Round Rock Chapter Administration has discretion in determining the process it will utilize for making participation selections based on completed applications.
3. All expenditures shall be duly approved by the Chapter membership as set out in a budget.
4. The Chapter shall comply with the Navajo Nation Child Labor Law.

**B. Responsibilities:**

1. The Chapter Administration shall make proper accounting and bookkeeping entries for all youth employment program expenditures.
2. At the end of each month, the Chapter Administration shall prepare a written expenditure report which includes the beginning balance, wage, payroll, payroll deductions, IRS and Worker’s Compensation fees and ending balances. The chapter shall keep this report in its records.
3. At the end of each quarter, the Chapter Administration shall prepare a written expenditure report which includes a brief description of where the participants were placed and how many participants there were at the next planning meeting.

**C. Chapter Administration:**

1. The Community Services Coordinator (CSC) and Accounts Maintenance Specialist (AMS) shall make sure all documents have been properly completed, dated and signed by the applicant. The CSC and AMS shall keep the Youth Employment and Training Program Application and accompanying documents, along with the W-4 forms, in a confidential personnel file pursuant to the Chapter's personnel and Records Management Manuals.
2. At the end of each pay period, the CSC and AMS will review the timesheets, bi-weekly progress reports and daily sign in sheets submitted by the Supervisor.
3. Upon receipt of the timesheets and before 5:00 p.m.; the CSC and AMS must verify the hours worked.
4. For each participant, the CSC shall prepare the payroll, make the proper deductions which include FICA, MEDI, Federal Withholding Tax and unemployment Insurance Taxes.
5. After payroll checks are completed, the CSC and a Chapter Official shall sign the checks.
6. Payroll checks shall be distributed according to the payroll schedules as set by the Chapter Administration; and the CSC or AMS shall have participants sign the chapter payroll register indicating they received their checks.
7. Payroll checks shall be issued to the participant(s) only, unless the participant(s) have signed a written authorization designating another person to pick up the check(s).

D. Supervisor:

1. The worksite supervisor will be selected by their qualification or as recommended by the Chapter Administration.
2. Supervisor shall work with the CSC to determine the duties of the participant, 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.
3. Supervisor shall prepare a document telling the participant 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*).

### III. ELIGIBILITY CRITERIA:

- A. Applicant must be between 14 and **25** years old.

- B. **Applicant 18 years & over shall be registered voter.**
- C. Parent(s)/guardian must be an active registered voter of the chapter.
- D. **The Chapter Administration may not hire family members of the same household; such as parent and child or siblings for the period involved in on approved chapter project.**
- E. **Students that have NOT worked are priority.**
- F. School verification- must be currently enrolled in High School/College.
- G. Number of participants shall depend on availability of funds.
- H. Supervisor for SYETP must be an active registered voter of the chapter and/or may be an enrolled college student.
- I. Required documents:
  - Round Rock Chapter Employment application
  - School verification/report card
  - Copy of Social Security Card
  - Certificate of Indian Blood
  - Letter of Interest

#### **IV. INTERNAL CONTROL PROCEDURES:**

##### *A. Projects:*

- 1) The Community Service Coordinator may recommend projects based on the annual approved budget.
- 2) If not within the approved budget, recommendation by Community Service Coordinator (CSC) will be entertained at next Chapter Planning Meeting with project cost, duration of project and number of participants.
- 3) Chapter Officials will forward the recommended project to membership at a duly called chapter meeting for consideration.
- 4) Upon approval by membership, Chapter Administration will complete pages 1

& 2 of project application and forward to one (1) of the chapter officials for approval signatures.

- 5) Chapter Administration will obtain insurance coverage for project participants through the Navajo Nation Worker's Compensation Program (refer to section XI (6)) of the Chapter Reference Manual for instructions).

*B. Recruitment:*

1. Chapter Administration will make sure job announcement is made for two (2) weeks by:
  - a. Posting announcement at the chapter house: job opening bulletin board, **by post office box, social media; and announcement at planning & chapter meetings.**
  - b. AMS will receive and review all job applications for completeness up to closing date.

*C. Selection/Hiring:*

1. Selected individuals **will be notified via phone call and be** instructed to report (date & time) to the chapter house **to begin onboarding and work.**
2. Selection of project supervisor will be based on the nature of the project.
3. AMS will complete personnel roster for the approved project and signed by the Community Service Coordinator.
4. For SYETP Project, all participants must have Parental Consent completed and Signed (under 18 years old), (**Appendix A**).

*D. Orientation/Placement:*

1. Orientation on description of project (**Appendix B**), tasks to be performed, tool requirements, hourly rates, insurance coverage, safety and the overall SYETP Policies & Procedures will be conducted by the Community Service Coordinator on the first day of employment before being disbursed to job site(s).
2. Community Service Coordinator may place certain youth participants at other job sites within the Round Rock Community upon request (depending on insurance liability coverage and approval).

E. *Timesheets/Payroll:*

1. At the end of each pay period, Project Supervisor will submit the daily sign-in sheets and the bi-weekly progress report to the A.M.S.
2. AMS will review and verify the hours each participant worked and complete the pay period timesheets and forward them to the Community Services Coordinator and one (1) of the Chapter Officials to approve for payments.
3. After approval, AMS will prepare payroll for each participant with required deductions.
4. Payroll checks will be distributed on the day of pay period ending.
5. AMS will issue payroll to payee only in present of parents, unless payee has allowed in writing someone else will pick up his/her check.
6. Chapter Administration will make payment of 941 taxes when due.

**V. AMENDMENT:**

The Round Rock Chapter may amend any changes to the Policies and Procedures by membership upon recommendation by the Community Services Coordinator and the Chapter Officials when deemed necessary.