

**Kayenta Chapter
Summer Youth Employment Program
Policies and Procedures**

I. PURPOSE

The purpose of this policy is to provide the Kayenta Chapter Administration with a structured and consistent approach to hiring students. These guidelines ensure compliance with regulations and best practices while streamlining the hiring process. Specifically, the document clarifies appropriate hiring situations, outlines the recruitment process, and defines the responsibilities of all stakeholders involved in the decision-making process.

II. AUTHORIZATION

Pursuant to 26 N.N.C. Section 101(A), the Kayenta Chapter is operating under its Five Management System (FMS) to ensure accountability and has developed the Kayenta Chapter's Summer Youth Employment Policies and Procedures.

Pursuant to the Kayenta Chapter Resolution No. KY21-67-10, the Kayenta Chapter Public Summer Youth Employment Policies and Procedures, is hereby approved and adopted on October 21, 2021.

Pursuant to the Kayenta Chapter Resolution No. KY25-05-011, the Kayenta Chapter Summer Youth Employment Program Policies and Procedures, has been amended and approved on May 21, 2025.

III. APPLICABLE LAWS

- a. The Kayenta Chapter shall comply with all Navajo Nation laws.
- b. The Kayenta Chapter shall comply with the Arizona child Labor law
- c. The Kayenta Chapter shall comply with the Kayenta Chapter's Five Management System.

IV. AMENDMENTS

- a. The Kayenta Chapter Summer Youth Employment Program Policies and Procedures shall be reviewed by the Chapter Officials and Chapter Administration on an annual basis to determine if amendments are needed.
- b. The Summer Youth Employment Program Policies and Procedures shall be presented to the Kayenta Chapter membership for review, comment, and approval by a Chapter resolution.

V. POLICY

- a. It is the policy of Kayenta Chapter to provide equal employment opportunities and to seek diverse pools of applications for the Summer Youth Employment Program.
- b. The Summer Youth Employment Program fund shall be budgeted under the Fund 08 account.
- c. The Chapter membership shall approve the annual and carryover budget for Fund 08.
- d. Temporary jobs created under the Summer Youth Employment Program shall be based on the assessment of the Chapter Manager after completion of a project application that shows project title, project summary, purpose, deliverables, timeline, and financial details.
- e. A job vacancy announcement should be advertised for a minimum of 10 business days. The announcement shall show hourly wage, length of employment, hours to work, documents to submit, and a brief job description
- f. Temporary employees under the Summer Youth Employment Program shall not be eligible for overtime or benefits.
- g. Temporary employees under the Summer Youth Employment Program are subject to the Table of Penalties in the Kayenta Chapter Five Management System, Personnel Policies and Procedures Manual.

- h. The Chapter Administration shall ensure that Workmen's Compensation shall be submitted to Risk Management for applicants who are hired.
- i. Kayenta Chapter administration shall not accept any documents until all required documents have been received as one complete package. Incomplete documents shall not be accepted by Chapter administration.
- j. In consultation with the Chapter Officials, the Chapter administration shall submit a proposed budget and determine how many high school and college students shall be hired.
- k. Only one student from one household shall be employed. If there are no other students who didn't apply, another student from the same household shall be allowed to work.

VI. REQUIRED DOCUMENTS (RECEIVED AS WHOLE PACKAGE)

- a. Kayenta Chapter Summer Youth Employment application
- b. Copy of social security card
- c. Copy of driver's license or state-issued ID
- d. Copy of Certificate of Indian Blood
- e. Copy of Navajo Nation Voter's Registration card or verified by Chapter Administration
- f. Copy of school enrollment or current class schedule for verification purpose
- g. Letter of interest
- h. Resume for College students only

VII. ELIGIBILITY

- a. Any applicants over the age of 18 shall be an active registered voter of the Kayenta Chapter for at least three (3) months before applying for employment with the Kayenta Chapter.
- ~~b.~~ If an applicant is under 18, the parent(s) shall be enrolled Navajo Nation members and be registered with the Kayenta chapter for 3 months before applying for employment.

VIII. INTERVIEWS AND SELECTION

- a. All applicants shall go through an interview process. The interview process will allow the applicant to prepare for what to expect during an interview.
- b. Selected applicant(s) shall be contacted by a phone call and followed with an email.
- c. Alternate applicant(s) shall be notified that they will be an alternate and be on standby for employment if needed in the future.

IX. ORIENTATION

- a. Hired employee(s) shall attend a mandatory orientation on their first day of employment.
- b. Hired employee(s) shall complete the new hire paperwork.
- c. Chapter administration shall go over the following:
 - i. Safety in the workplace
 - ii. Sexual harassment awareness in the workplace
 - iii. Proper attire in the workplace
 - iv. Drug and alcohol in the workplace
 - v. Submittal of weekly progress reports
 - vi. Signed acknowledgement form

X. TOUR OF DUTY

- a. Basic tour of duty is Monday to Friday from 8 AM to 5 PM with a 1-hour lunch break from 12 PM to 1 PM, unless approved by the Chapter Manager.
- b. Hired employee(s) shall receive one 15-minute break in the morning and one 15-minute break in the afternoon.

XI. ALTERNATIVE WORK SCHEDULE

- a. Exceptions to the basic tour of duty may be approved by the Chapter Manager and submitted in writing by the Chapter Manager.

- b. An alternative work schedule is generally dependent upon the specific working conditions and needs of the Kayenta Chapter.
- c. The Chapter Manager shall be responsible for developing and issuing procedures on the types of alternative work schedules available.

XII. DISCIPLINARY ACTIONS

- a. The Kayenta Chapter shall adhere to the Kayenta Chapter's Five Management Policy-Personnel policy regarding disciplinary actions.
- b. The Chapter Manager shall have the authority and responsibility to administer appropriate disciplinary actions for violations of law, Nation policies, practices, rules, and regulations.
- c. All disciplinary actions shall be documented in writing by the supervisor or the Chapter Manager.

XIII. ROLE OF THE CHAPTER ADMINISTRATION

- a. The Chapter Manager shall plan, coordinate, direct, and supervise all functional activities of the Summer Youth Employment program.
- b. The Chapter administration shall post job vacancy announcements on the Chapter's website, social media, bulletin, and other local/community bulletins.
- c. The Chapter administration shall ensure all documents have been received from the applicants.
- d. The Chapter Administration shall review the application and documents for completeness.
- e. The Chapter Administration shall review the applications and set up interviews.
- f. The Chapter Administration shall not accept any documents until all required documents have been received as one complete package. The Chapter Administration shall not accept incomplete documents.
- g. Chapter administration shall ensure that the student listing has been submitted to the Workmen's Compensation department before the first day of hire.
- h. The Chapter administration shall ensure that all payroll taxes are being reported to the IRS, new hiring reporting forms are submitted to the state, and all other applicable taxes are reported.
- i. The Chapter Manager shall report back to the Chapter Officials on the upcoming, current, and completed Project applications submitted.