



# *Bahastl'ah Chapter*

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## **POLICY**

### **Public Employment Project (PEP)**

#### **I. PURPOSE**

Bahastl'ah Chapter provides temporary employment opportunities to registered voters of the Bahastl'ah Chapter. The Public Employment Project (PEP) program is designed to provide income, training, and short-term employment, simultaneously encouraging employees to seek long-term or permanent employment with other business establishments. PEP employees are assigned to complete various tasks for registered voters of Bahastl'ah Chapter, or to make chapter improvements as assigned. Projects are assigned based on need and urgency and located at various job sites within the Bahastl'ah community.

The budget for PEP is allocated by the Navajo Nation Council through the Navajo Nation budgeting process. Bahastl'ah Chapter shall develop and submit a budget for temporary employment and projects which will be approved in accordance with available funding.

#### **II. PUBLIC EMPLOYMENT PROJECT PROGRAM**

Before projects are initiated, an annual budget is assigned and approved by registered voters of Bahastl'ah Chapter. All employees hired for the PEP are covered by the Navajo Nation's Workmen's Compensation Program.

##### **A. Process**

1. The Community Service Coordinator (CSC) shall complete a Project Application Request form, abiding by approved Chapter Policies and Procedures. All administrative policies regarding record-keeping, personnel, payroll, property management, the procurement process, and program management shall be organized and maintained appropriately.
2. Project Files are to contain:
  - a. Project Name, Project Number and Type of Project

- b. Start Date and anticipated End Date
- c. Project description (Scope of Work), work plan, and costs
- d. Description of any supplementary work necessary
- e. Resources utilized, vendors, list(s) of materials
- f. Personnel roster and/or types of positions needed for hire
- g. An indication that a PEP worker may hold irregular hours, only as approved by the CSC and designated Chapter Official
- h. Final closeout report and approval of project by the CSC and designated Chapter Official

B. PEP Employee Evaluations

Each PEP worker will be regularly evaluated for staff performance. At the end of the PEP's employment, an exit interview will be requested, in which the individual may choose to remain anonymous.

C. PEP Project Extensions

A project may be found to be in need of an extension due to unforeseen occurrences, inclement weather, or other emergencies. Approval may be granted with the CSC's and designated Chapter Official's shared consent. Project extensions will not apply to administrative staff. The following information must be provided for evaluation and approval of extension:

- 1. A written status report
- 2. A written reason for request to extend project (justification statement)
- 3. Number of days needed to complete project
- 4. Copy of previously approved Project Application
- 5. Personnel Action Forms (PAF) confirming termination notices and new employment for PEP employees

III. PEP EMPLOYEE RECRUITMENT, SELECTION, HIRING PROCESS, AND PAYROLL

PEP applicants shall be recruited, selected, and hired as part of the administrative management. The CSC and Bahastl'ah Chapter officials will conduct interviews equally and fairly. The current Navajo Nation Preference Employment Act shall be used in the selection and hiring process.

A. Recruitment

- 1. Open positions for employment shall be advertised for a minimum of ten (10) days through various means of communication.
- 2. Applicants are to use the Bahastl'ah Chapter Employment Application form.
- 3. PEP applicants must have been residents and registered voting members of Bahastl'ah Chapter for six (6) months or more.

4. PEP applications will be accepted and compiled by Chapter administration, then forwarded to the CSC for review.
5. Applicants cannot be employed by another Navajo Nation Chapter at the time of hire.

#### B. Selection and Hiring Process

1. Selected applicants will complete the interview process conducted by Chapter Administration and/or Chapter Officials.
2. Applicants will be notified by mail within five (5) business days if not selected.
3. Hired PEP Employees are required to complete the following:
  - a. Sign a PAF indicating date of hire and expected ending date.
  - b. Fill out W-4 and W-9 forms and other state and federal forms as required
  - c. Sign a Work Ethics Affidavit
  - d. Attend trainings related to their position of hire
  - e. A PAF indicating end of employment should be placed in the employee's personnel file

#### C. Payroll

Bahastl'ah Chapter compensates PEP employees for hours worked. All timesheets, deductions, and payroll will be documented and properly maintained.

The CSC and Chapter Secretary/Treasurer, or the CSC and Chapter President (when Chapter Secretary/Treasurer is unavailable) shall co-sign all payroll checks.

Payroll processes close at the end of each calendar year. The Accounts Maintenance Specialist (AMS) is responsible for issuing W-2 forms to all employees who worked during the calendar year by the date established by the Internal Revenue Service (IRS). The AMS is also responsible for ensuring W-2 forms are submitted to the Social Security Administration.

1. Employees will have timecards and timesheets available for proper accountability.
2. Employees will have leave slips available for time off needed. Leave slips are to be attached to the employee's timesheet.
3. Employees are required to clock in and out at the Chapter House.
4. Employees are responsible for reviewing their timesheets before signing. Discrepancies should be reported to the CSC or AMS.
5. The laborer's Project Supervisor is to submit PEP timesheets, weekly project reports, daily timecards, and approved leave slips to the timekeeper at the end of each pay period.
6. After review and necessary corrections are made, the timekeeper will prepare PEP payroll packets and submit to the Chapter Officials for processing. The Chapter Officials will review and give final approval for payroll processing before passing the payroll packets to the timekeeper.

7. Payroll checks shall be distributed to employees on scheduled paydays (bi-weekly on Wednesdays). Only in cases of extreme emergencies, and with approval by the CSC and AMS, can an employee collect early pay. *Written justification will be required.*
8. Payroll checks will be distributed to payees only. If an employee is unable to pick up his or her own payroll check, a written statement from the payee is required identifying an individual authorized to collect the payroll check for that pay period.

#### IV. AMENDMENTS

*The Public Employment Project Policy may be amended from time to time in writing by the Community Service Coordinator and the Chapter Officials. Thereafter, the amended Policy will be presented at duly-called Chapter Planning and/or Regular meetings in accordance with the Navajo Nation Fiscal Policies and Procedures, Section VII (K).*

Final Revision:	<u>April 12, 2019</u>
Meeting Date:	<u>April 14, 2019</u>
Resolution No.:	<u>BAH-19-04-14-195</u>
Motioned by:	<u>Marilyn Johnson</u>
Seconded by:	<u>Rosemary Smith</u>
Vote Count:	<u>18 – 00 - 04</u>