



NAVAJO NATION DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

ETHEL B. BRANCH
Attorney General

HEATHER CLAH
Deputy Attorney General

DEPARTMENT OF JUSTICE
INITIAL ELIGIBILITY DETERMINATION
FOR NAVAJO NATION FISCAL RECOVERY FUNDS

RFS/HK Review #: _____

Date & Time Received: _____

Date & Time of Response: _____

Entity Requesting FRF: _____

Title of Project: _____

Administrative Oversight: _____

Amount of Funding Requested: _____

Eligibility Determination:

- ☐ FRF eligible
☐ FRF ineligible
☐ Additional information requested

FRF Eligibility Category:

- | | |
|--|---|
| <input type="checkbox"/> (1) Public Health and Economic Impact | <input type="checkbox"/> (2) Premium Pay |
| <input type="checkbox"/> (3) Government Services/Lost Revenue | <input type="checkbox"/> (4) Water, Sewer, Broadband Infrastructure |

U.S. Department of Treasury Reporting Expenditure Category: _____

Returned for the following reasons (Ineligibility Reasons/Paragraphs 5.E.(1)-(10) of FRF Procedures):

- | | |
|--|--|
| <input type="checkbox"/> Missing Form | <input type="checkbox"/> Expenditure Plan incomplete |
| <input type="checkbox"/> Supporting documentation missing | <input type="checkbox"/> Funds will not be obligated by 12/31/2024 |
| <input type="checkbox"/> Project will not be completed by 12/31/2026 | <input type="checkbox"/> Incorrect Signatory |
| <input type="checkbox"/> Ineligible purpose | <input type="checkbox"/> Inconsistent with applicable NN or federal laws |
| <input type="checkbox"/> Submitter failed to timely submit CARES reports | |
| <input type="checkbox"/> Additional information submitted is insufficient to make a proper determination | |

Other Comments: _____

Name of DOJ Reviewer: _____

Signature of DOJ Reviewer: _____



Disclaimers:

If additional information has been requested and you wish to provide it, please resubmit all the required forms updated to include the additional information. Full resubmission will expedite the Initial Eligibility Determination process. Therefore, please include a new RFS form indicating resubmission, revised Appendix A, Budget Form 1, and other supporting documents. **Please email your resubmission to arpa@nndoj.org.** Please be aware that under Resolution BFS-31-21 a Project or Program can only be reviewed twice, therefore it is critical that you include all the requested additional information for your second submission.

An NNDOJ Initial Eligibility Determination is based on the documents provided, which NNDOJ will assume are true, correct, and complete. Should the Project or Program change in any material way after the initial determination, the requestor must seek the advice of NNDOJ. An initial determination is limited to review of the Project or Program as it relates to whether the Project or Program is a legally allowable use – it does not serve as an opinion as to whether or not the Project or Program should be funded, nor does it serve as an opinion as to whether or not the amount requested is reasonable or accurate.

THE NAVAJO NATION
FISCAL RECOVERY FUNDS **REQUEST FORM & EXPENDITURE PLAN**
FOR GOVERNANCE-CERTIFIED CHAPTERS

Part 1. Identification of parties.

Governance-Certified Chapter requesting FRF: WHIPPOORWILL CHAPTER Date prepared: 03/01/2023

Chapter's PO BOX 279 phone & email: 505-979-3001/m_denny@nnchapters.org
mailing address: Blue Gap, Arizona 86520 website (if any): whippoorwillchapter@navajochapters.org

This Form prepared by: MAREITA DENNY phone/email: 505-979-3001/928-725-3727
Mareita Denny, Chaper Manager

CONTACT PERSON'S name and title

CONTACT PERSON'S info

Title and type of Project: HIRE PERSONNEL (Technical Staff/Skilled Construction Workers)

Chapter President: Aaron Yazzie phone & email: 928-383-2751

Chapter Vice-President: Gerald Ahasteen phone & email: 928-781-7269

Chapter Secretary: Phillip Tom, Jr. phone & email: 928-675-7343

Chapter Treasurer: Phillip Tom, Jr. phone & email: 928-675-7343

Chapter Manager or CSC: Mareita Denny, Chapter Manager phone & email: 505-979-3001/928-725-3727

DCD/Chapter ASO: Ella Kay, Administ. Assistant phone & email: 928-725-3727

List types of Subcontractors or Subrecipients that will be paid with FRF (if known): Chapter will hire local community skilled workers.

☐ document attached

Amount of FRF requested: 630,516.39 FRF funding period: May 01, 2023 to December 31, 2026
indicate Project starting and ending/deadline date

Part 2. Expenditure Plan details.

(a) Describe the Program(s) and/or Project(s) to be funded, including how the funds will be used, for what purposes, the location(s) to be served, and what COVID-related needs will be addressed:

Chapter will hire skilled and experience Construction Supervisor, Carpenters, Trade Helper, and Laborers to modify, repair and renovate community homes and elderly bathrooms. This project will hire local workers and attribute toward lowering socioeconomic impact to rural area. Whippoorwill community is in extreme rural area far from any major development or businesses. The family income is far below Arizona Poverty Guideline. A technical person will oversee the construction repairs and renovation. Another person will develop rural addressing system with locations of homes, roads, for Ambulance, Public Safety, and Schools. New bathrooms deter any germ, such as COVID-19.

☐ document attached

(b) Explain how the Program or Project will benefit the Navajo Nation, Navajo communities, or the Navajo People:

Employment will be available locally for trades, laborers, andy technical people so most wont seek job off the reservation and remain near their families. This employment will boost local economical strength. With rural addressing system in place, we may attract tourist who are interested in rural living. The system will ut to order a neat environmental structures with cell tower, roads with names and numbering system for direct contacts.

☐ document attached

(c) A prospective timeline showing the estimated date of completion of the Project and/or each phase of the Project. Disclose any challenges that may prevent you from incurring costs for all funding by December 31, 2024 and/or fully expending funds and completing the Program(s) or Project(s) by December 31, 2026:

APPENDIX A

The trades and specialized workers will be in place May 2023 to begin Chapter ARPA projects and complete by December 30, 2026. It is imperative we be aggressive to receive our approval by summer. If not we might encounter a shortage of workforce if our project begins at same time as the start of construction season.

☐ document attached

(d) Identify who will be responsible for implementing the Program or Project:

Whippoorwill Chapter will implement this project and oversee the progress of projects. The chapter will be responsible for reporting and staying within the construction budget and good workmanship is practice.

☐ document attached

(e) Explain who will be responsible for operations and maintenance costs for the Project once completed, and how such costs will be funded prospectively:

Whippoorwill Chapter will provide workforce and supervision to see a quality product is produced.

☐ document attached

(f) State which of the 66 Fiscal Recovery Fund expenditure categories in the attached U.S. Department of the Treasury Appendix 1 listing the proposed Program or Project falls under, and explain the reason why:

This program fall within Negative Economic Impact category at 2.13 Other Economic Support

By providing descent pay uplifts the family and encourages family providers to seek equal pay employment, local or outside the reservation.

☐ document attached

Part 3. Additional documents.

List here all additional supporting documents attached to this FRF Expenditure Plan (or indicate N/A):

Resolution attached.

☐ Chapter Resolution attached

Part 4. Affirmation by Funding Recipient.

Funding Recipient affirms that its receipt of Fiscal Recovery Funds and the implementation of this FRF Expenditure Plan shall be in accordance with Resolution No. CJY-41-21, the ARPA, ARPA Regulations, and with all applicable federal and Navajo Nation laws, regulations, and policies:

Chapter's
Preparer:

signature of Preparer CONTACT PERSON

Approved by:

signature of Chapter President (or Vice-President)

Approved by:

signature of Chapter Manager or CSC

Approved by:

signature of DCD/Chapter ASO

Approved to submit
for Review:

signature of DCD Director

FY 2023

THE NAVAJO NATION PROGRAM BUDGET SUMMARY

 Page 1 of 3
BUDGET FORM 1

PART I. Business Unit No.: <u>NEW</u>		Program Title: <u>WHIPPOORWILL CHAPTER - Hire Personnel</u>		Division/Branch: <u>DCD/Executive</u>	
Prepared By: <u>Mareita Denny, Chapter Manager</u>		Phone No.: <u>928-725-3727</u>		Email Address: <u>whippoorwill@navajochapters.org</u>	

PART II. FUNDING SOURCE(S)	Fiscal Year /Term	Amount	% of Total	PART III. BUDGET SUMMARY	Fund Type Code	(A) NNC Approved Original Budget	(B) Proposed Budget	(C) Difference or Total
NN ARPA FUNDS	<u>5-01-2023</u> <u>12-31-2024</u>	630,516.39	100%	2001 Personnel Expenses	6	0	630,516.39	630,516.39
				3000 Travel Expenses				
				3500 Meeting Expenses				
				4000 Supplies				
				5000 Lease and Rental				
				5500 Communications and Utilities				
				6000 Repairs and Maintenance				
				6500 Contractual Services				
				7000 Special Transactions				
				8000 Public Assistance				
				9000 Capital Outlay				
				9500 Matching Funds				
				9500 Indirect Cost				
				TOTAL		\$0.00	630,516.39	630,516.39

PART IV. POSITIONS AND VEHICLES	(D)	(E)
Total # of Positions Budgeted:	0	0
Total # of Vehicles Budgeted:	0	0

PART V. I HEREBY ACKNOWLEDGE THAT THE INFORMATION CONTAINED IN THIS BUDGET PACKAGE IS COMPLETE AND ACCURATE.	
SUBMITTED BY: <u>James Adakai, Deputy Director</u> Program Manager's Printed Name <u>3-30-23</u> Program Manager's Signature and Date	APPROVED BY: <u>Calvin Castillo</u> Division Director / Branch Chief's Printed Name <u>[Signature]</u> Division Director / Branch Chief's Signature and Date

FY 2023

**THE NAVAJO NATION
PROGRAM PERFORMANCE CRITERIA**

Page 2 of 3
BUDGET FORM 2

PART I. PROGRAM INFORMATION:Business Unit No.: NEW

Program Name/Title:

WHIPPOORWILL CHAPTER - PERSONNEL HIRE

PART II. PLAN OF OPERATION/RESOLUTION NUMBER/PURPOSE OF PROGRAM:**PART III. PROGRAM PERFORMANCE CRITERIA:**

1st QTR		2nd QTR		3rd QTR		4th QTR	
Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual

1. Goal Statement:Hire Temporary Personnel for House Renovation and Bathroom Makeover Project.**Program Performance Measure/Objective:**Hire Temporary Personnel: 1-Construction Supervisor, 2-Carpenters, 1-Helper, 3-Laborers.

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2. Goal Statement:**Program Performance Measure/Objective:**

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3. Goal Statement:**Program Performance Measure/Objective:**

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4. Goal Statement:**Program Performance Measure/Objective:**

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5. Goal Statement:**Program Performance Measure/Objective:**

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PART IV. I HEREBY ACKNOWLEDGE THAT THE ABOVE INFORMATION HAS BEEN THOROUGHLY REVIEWED.

James Adakai, Deputy Director
Program Manager's Printed Name

3-30-23
Program Manager's Signature and Date

Calvin Castillo

Division Director/Branch Chief's Printed Name

3/28/2023
Division Director/Branch Chief's Signature and Date

FY 2023

**THE NAVAJO NATION
DETAILED BUDGET AND JUSTIFICATION**

Page 3 of 3
BUDGET FORM 4

PART I. PROGRAM INFORMATION:			
Program Name/Title: <u>WHIPPOORWILL CHAPTER - PERSONNEL HIRE</u>		Business Unit No.: <u>NEW</u>	
PART II. DETAILED BUDGET:			
(A)	(B)	(C)	(D)
Object Code (LOD 6)	Object Code Description and Justification (LOD 7)	Total by DETAILED Object Code (LOD 6)	Total by MAJOR Object Code (LOD 4)
2001	Personnel Expense 2310 - Temporary 2330 - Person - Temporary Part-Time: Hire 1-Carpenter @ \$21.13 p/hr. x 4480 = \$94,662.40 Hire 2-Carpenters @ \$17.61 x 4480 hrs. = \$78,892.80 Hire 1-Trades Helper @ \$12.47 x 4480 hrs. = \$55,865.60 Hire 3-Laborers @ \$12.11 x 4480 = \$162,758.40 Hire 1-Project Planner @ \$22.85 x 4480 = \$102,368.00 Hire 1-Project Coordinator @ \$16.05 x 4480 = \$71,904.00	566,450.80	566,450.80
2900	2910 - FICA 2912 - FICA: FICA Expenses for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ 6.2% = \$35,119.95 2914 - Medicare: Medicare Expenses for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ 1.45% = \$8,213.54	35,119.95	35,119.95
2950	Unemployment Tax 2951 - Unemployment Tax: SUTA Expenses for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ 3.13% = \$17,729.91	17,729.91	17,729.91
2960	Workmen's Compensation 2961 - Workmen's Compensation - Self: Workmen's Compensation for 1-Construction Supervisor, 2-Carpenters, 1-Trade Helper, 3-Laborers, 1-Project Planner, and 1-Project Coordinator @ 100/.53 = \$3,002.19	3,002.19	3,002.19
TOTAL		630,516.39	630,516.39

FOR OMB USE ONLY:	Resolution No:	FMIS Set Up Date:	Company No:	OMB Analyst:
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NAVAJO NATION SALARY SCHEDULE

PAY GRADE	Minimum	HOURLY RATES BY PAY GRADE AND STEP										Maximum
	A	B	C	D	E	F	G	H	I	J	K	L
51	7.22	7.43	7.66	7.88	8.13	8.35	8.60	8.87	9.15	9.40	9.68	10.01
52	7.86	8.12	8.34	8.59	8.84	9.14	9.39	9.67	9.99	10.28	10.57	10.91
53	8.58	8.83	9.11	9.36	9.64	9.95	10.26	10.54	10.88	11.20	11.53	11.90
54	9.34	9.62	9.92	10.20	10.51	10.85	11.18	11.48	11.83	12.18	12.57	12.94
55	10.18	10.49	10.82	11.12	11.45	11.80	12.14	12.52	12.90	13.30	13.69	14.10
56	11.09	11.42	11.77	12.11	12.47	12.85	13.27	13.66	14.05	14.48	14.91	15.35
57	12.09	12.45	12.83	13.21	13.63	14.02	14.44	14.88	15.31	15.80	16.25	16.75
58	13.18	13.59	13.99	14.39	14.83	15.26	15.73	16.22	16.72	17.22	17.73	18.26
59	14.37	14.81	15.24	15.69	16.18	16.69	17.18	17.71	18.24	18.59	18.98	19.53
60	15.63	16.10	16.57	17.07	17.61	18.11	18.49	18.86	19.44	20.00	20.60	21.22
61	17.03	17.56	18.08	18.63	18.83	19.37	19.96	20.56	21.17	21.81	22.48	23.18
62	18.60	18.78	19.34	19.93	20.52	21.13	21.76	22.40	23.09	23.77	24.38	25.10
63	19.87	20.44	21.06	21.70	22.34	23.02	23.71	24.33	25.02	25.78	26.54	27.36
64	21.66	22.26	22.94	23.67	24.39	24.97	25.74	26.49	27.28	28.12	28.97	29.84
65	23.62	24.32	24.91	25.67	26.44	27.21	28.05	28.88	29.74	30.65	31.54	32.49
66	25.59	26.37	27.16	28.00	28.80	29.68	30.58	31.47	32.43	33.39	34.40	35.44
67	27.91	28.72	29.58	30.49	31.39	32.36	33.33	34.33	35.35	36.38	37.48	38.61
68	30.41	31.32	32.28	33.24	34.27	35.26	36.33	37.42	38.55	39.70	40.90	42.13
69	33.15	34.14	35.16	36.23	37.34	38.42	39.55	40.78	42.00	43.24	44.56	45.90
70	36.14	37.20	38.33	39.48	40.69	41.88	43.16	44.47	45.81	47.14	48.33	49.78
71	39.40	40.56	41.78	43.04	44.33	45.65	47.03	48.44	49.67	51.15	52.67	54.25
72	42.93	44.21	45.54	46.91	48.33	49.54	51.02	52.54	54.13	55.73	57.40	59.14
73	46.78	48.21	49.39	50.90	52.44	54.00	55.61	57.28	59.00	60.75	62.61	64.46
74	50.77	52.30	53.85	55.49	57.15	58.84	60.63	62.43	64.33	66.25	68.25	70.31
75	55.33	56.98	58.69	60.47	62.28	64.16	66.07	68.05	70.10	72.20	74.36	76.59
76	60.31	62.15	63.97	65.92	67.87	69.92	72.03	74.20	76.41	78.73	81.06	83.49
77	65.74	67.74	69.75	71.85	74.00	76.23	78.51	80.87	83.31	85.79	88.37	91.00

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
1850	Programmer Analyst Supervisor	68	3184	Senior Animal Control Officer	61
1252	Programs and Projects Specialist	63	3410	Senior Appraiser	64
3503	Project Manager	64	3617	Senior Archaeological Technician	58
4017	Property Clerk	56	3615	Senior Archaeologist	66
4015	Property Supervisor	61	3613	Senior Archaeologist {Contract Representative}	66
1965	Proposal Writer	65	2145	Senior Attorney	70
2158	Prosecutor	65	1653	Senior Auditor	67
0305	Public Defender Director	74	4043	Senior Auto Parts Technician	59
2041	Public Information Officer	63	4045	Senior Automotive Technician	62
2259	Public Safety Answering Point Supervisor	65	1682	Senior Budget Analyst	65
2257	Public Safety Telecommunications Operator	59	4081	Senior Building Maintenance Worker	60
0503	Public Works Employee		4172	Senior Carpenter	62
4030	Radio Technician	60	3762	Senior Caseworker	60
1219	Ranch General Manager	69	3824	Senior Center Supervisor	61
3179	Ranch Hand	61	3630	Senior Child Development Worker	60
3174	Range Conservationist	64	3310	Senior Civil Engineer	69
3172	Ranger	59	3794	Senior Community Health Worker	62
3175	Ranger Dispatcher	56	1891	Senior Computer Operator	59
3170	Ranger Lieutenant	66	2017	Senior Contract Analyst	65
3173	Ranger Recruit	56	3500	Senior Construction Supervisor	63
3171	Ranger Sergeant	64	3801	Senior Counselor	65
3037	Reclamation Specialist	66	2208	Senior Criminal Investigator	68
1306	Records Clerk	56	4084	Senior Custodian	58
3682	Recreation Aide	55	3402	Senior Economic Development Specialist	66
3681	Recreation Coordinator	61	3671	Senior Education Specialist	66
3680	Recreation Specialist	62	4174	Senior Electrician	62
3510	Registered Architect	69	3324	Senior Engineering Technician	60
3328	Registered Land Surveyor	67	3316	Senior Environmental Engineer	68
3780	Registered Nurse	69	2187	Senior Environmental Law Enforcement Officer	65
3321	Registered Surveyor	67	3032	Senior Environmental Specialist	66
3744	Rehabilitation Services Technician	60	3034	Senior Environmental Technician	58
3734	Reimbursement Specialist	61	3910	Senior Epidemiologist	69
3041	Remedial Project Manager	66	4051	Senior Equipment Mechanic	62
2006	Research Assistant	56	3071	Senior Extension Agent	61
3766	Residential Caseworker	60	4072	Senior Facilities Maint Tech	63
3774	Residential Guidance Technician	57	3685	Senior Financial Aid Counselor	65
3775	Residential Supervisor	60	2331	Senior Firefighter	61
1415	Retirement Officer	60	3056	Senior Forest Technician	58
1404	Retirement Plan Administrator	67	3053	Senior Forester	66
1672	Revenue Data Specialist	62	3462	Senior Gaming Surveillance Observer	64
3418	Right-Of-Way Agent	60	3340	Senior Geologist	68
1863	Rural Addressing/GIS Coordinator	65	3720	Senior Health Educator	65
1864	Rural Addressing/GIS Technician	62	4149	Senior Heavy Equipment Operator	62
4025	Safety Officer	67	3415	Senior Homesite Agent	62
4027	Safety Technician	59	3420	Senior Housing Specialist	65
1368	Sales Clerk	56	1416	Senior Human Resources Analyst	66
3039	Sanitarian	66	1429	Senior Human Resources Technician	62
2340	Security Guard	56	3361	Senior Hydrologist	67
3767	Self Reliance Site Manager	67	1871	Senior Information Systems Technician	61
1518	Senior Accountant	65	2235	Senior Investigator	65

NAVAJO NATION SALARY SCHEDULE

PAY GRADE	HOURLY RATES BY PAY GRADE AND STEP											Maximum
	Minimum	A	B	C	D	E	F	G	H	I	J	
51	7.22	7.43	7.66	7.88	8.13	8.35	8.60	8.87	9.15	9.40	9.68	10.01
52	7.86	8.12	8.34	8.59	8.84	9.14	9.39	9.67	9.99	10.28	10.57	10.91
53	8.58	8.83	9.11	9.36	9.64	9.95	10.26	10.54	10.88	11.20	11.53	11.90
54	9.34	9.62	9.92	10.20	10.51	10.85	11.18	11.48	11.83	12.18	12.57	12.94
55	10.18	10.49	10.82	11.12	11.45	11.80	12.14	12.52	12.90	13.30	13.69	14.10
56	11.09	11.42	11.77	12.11	12.47	12.85	13.27	13.66	14.05	14.48	14.91	15.35
57	12.09	12.45	12.83	13.21	13.63	14.02	14.44	14.88	15.31	15.80	16.25	16.75
58	13.18	13.59	13.99	14.39	14.83	15.26	15.73	16.22	16.72	17.22	17.73	18.26
59	14.37	14.81	15.24	15.69	16.18	16.69	17.18	17.71	18.24	18.59	18.98	19.53
60	15.63	16.10	16.57	17.07	17.61	18.11	18.49	18.86	19.44	20.00	20.60	21.22
61	17.03	17.56	18.08	18.63	18.83	19.37	19.96	20.56	21.17	21.81	22.48	23.18
62	18.60	18.78	19.34	19.93	20.52	21.13	21.76	22.40	23.09	23.77	24.38	25.10
63	19.87	20.44	21.06	21.70	22.34	23.02	23.71	24.33	25.02	25.78	26.54	27.36
64	21.66	22.26	22.94	23.67	24.39	24.97	25.74	26.49	27.28	28.12	28.97	29.84
65	23.62	24.32	24.91	25.67	26.44	27.21	28.05	28.88	29.74	30.65	31.54	32.49
66	25.59	26.37	27.16	28.00	28.80	29.68	30.58	31.47	32.43	33.39	34.40	35.44
67	27.91	28.72	29.58	30.49	31.39	32.36	33.33	34.33	35.35	36.38	37.48	38.61
68	30.41	31.32	32.28	33.24	34.27	35.26	36.33	37.42	38.55	39.70	40.90	42.13
69	33.15	34.14	35.16	36.23	37.34	38.42	39.55	40.78	42.00	43.24	44.56	45.90
70	36.14	37.20	38.33	39.48	40.69	41.88	43.16	44.47	45.81	47.14	48.33	49.78
71	39.40	40.56	41.78	43.04	44.33	45.65	47.03	48.44	49.67	51.15	52.67	54.25
72	42.93	44.21	45.54	46.91	48.33	49.54	51.02	52.54	54.13	55.73	57.40	59.14
73	46.78	48.21	49.39	50.90	52.44	54.00	55.61	57.28	59.00	60.75	62.61	64.46
74	50.77	52.30	53.85	55.49	57.15	58.84	60.63	62.43	64.33	66.25	68.25	70.31
75	55.33	56.98	58.69	60.47	62.28	64.16	66.07	68.05	70.10	72.20	74.36	76.59
76	60.31	62.15	63.97	65.92	67.87	69.92	72.03	74.20	76.41	78.73	81.06	83.49
77	65.74	67.74	69.75	71.85	74.00	76.23	78.51	80.87	83.31	85.79	88.37	91.00

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
1659	Minerals Royalty and Audit Manager	71	2185	Police Recruit	63
3344	Mining Engineer	67	2182	Police Sergeant	67
3003	Mining Financial Analyst	66	1980	Policy Analyst	65
0501	Miss Navajo Nation	61	3186	Predator Control Agent	61
4147	Motor Coach Driver	59	3740	Prevention Specialist	63
3291	Museum Curator	66	1517	Principal Accountant	67
3290	Museum Director	68	3614	Principal Archaeologist	67
3295	Museum Exhibit Technician	58	3612	Principal Archaeologist (Contract Specialist)	67
3297	Museum Facilities Representative	58	2144	Principal Attorney	72
3169	Natural Resource Enforcement Mgr.	70	1652	Principal Auditor	69
3823	Navajo Cultural Specialist	62	1681	Principal Budget Analyst	67
1228	Navajo Nation Fair Manager	66	3765	Principal Case Worker	64
1844	Network Manager	66	3309	Principal Civil Engineer	71
1848	Network Specialist	64	2016	Principal Contract Analyst	67
3847	Nutrition Education Technician	59	3401	Principal Economic Development Specialist	68
3845	Nutrition Worker	57	3670	Principal Education Specialist	68
3842	Nutritionist	63	3323	Principal Engineering Technician	63
3806	Occupational Therapist	68	3070	Principal Extension Agent	66
1367	Office Aide	54	4071	Principal Facilities Maint Tech	65
1364	Office Assistant	56	3055	Principal Forest Technician	62
1366	Office Specialist	58	3339	Principal Geologist	71
3701	Ombudsman	65	3360	Principal Hydrologist	68
4178	Painter	60	1870	Principal Information Systems Technician	62
2282	Paramedic	63	1663	Principal Minerals Auditor	68
3698	Parent Educator	59	3351	Principal Mining Engineer	71
3695	Parent Training Coordinator	59	3843	Principal Nutrition Worker	60
1218	Park Manager	64	3840	Principal Nutritionist	67
3271	Parks Maintenance Worker	57	3349	Principal Petroleum Engineer	71
1526	Payroll Supervisor	65	1960	Principal Planner	67
1528	Payroll Technician	60	1990	Principal Program Analyst	67
3852	Peer Counselor (Breastfeeding)	57	1851	Principal Programmer Analyst	66
0596	PEP Project Supervisor		3315	Principal Remediation Engineer	71
3347	Petroleum Engineer	66	3706	Principal Social Service Representative	62
3009	Petroleum Technician	63	3703	Principal Social Worker	67
3010	Petroleum Technician - Trainee	61	4005	Principal Stores Clerk	59
3808	Physical Therapist	68	3730	Principal Substance Abuse Counselor	65
3723	Physical Wellness Coordinator	62	3338	Principal Superfund Geologist	71
1963	Planner	63	1665	Principal Tax Auditor	68
1962	Planner (Health)	66	2165	Principal Tribal Court Advocate	68
3327	Planner/Estimator	65	3712	Principal Victim Witness Advocate	66
1964	Planning Aide	55	2069	Production Coordinator	65
4180	Plumber	60	1992	Program Analyst	64
2180	Police Captain	70	1993	Program Evaluation Manager	68
2190	Police Commander	71	1235	Program Manager I	67
2253	Police Dispatcher	57	1236	Program Manager II	68
2255	Police Identification Technician	57	1237	Program Manager III	69
2181	Police Lieutenant	68	1246	Program Supervisor I	64
2184	Police Officer	65	1247	Program Supervisor II	65
2240	Police Property Clerk	56	1248	Program Supervisor III	66
2252	Police Records Clerk	57	1853	Programmer Analyst	64

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
2155	Chief Prosecutor	74	4085	Custodian	56
3632	Child Development Aide	55	1230	Department Manager I	68
3631	Child Development Worker	59	1231	Department Manager II	69
2172	Child Support Case Management Specialist	63	1232	Department Manager III	70
2170	Child Support Enforcement Officer	60	0400	Deputy Attorney General	75
2171	Child Support Regional Manager	65	2179	Deputy Chief of Police	72
3311	Civil Engineer	67	2156	Deputy Chief Prosecutor	72
3754	Clinical Director	69	2023	Deputy Contracting Officer	68
3804	Clinical Family Therapist	68	1191	Deputy Division Director	70
3753	Clinical Psychologist	69	1192	Deputy Executive Director	70
3702	Clinical Social Worker	68	2316	Deputy Fire Chief	67
3750	Clinical Specialist	67	4142	Derrick Operator	58
3755	Clinical Specialist - Intern	66	3697	Developmental Specialist	64
3433	Collection Clerk	56	2241	Digital Evidence Technician	64
3432	Collection Officer	60	3693	Director of Administrative Services	69
3820	Community Center Supervisor	61	2178	Director of Corrections	72
3798	Community Health Environmental Research Tech	62	2177	Director of Criminal Investigations	71
3792	Community Health Nurse	66	0411	Director of Ethics and Rules	70
3790	Community Health Nurse Director	69	3699	Director of Financial Services	69
3791	Community Health Nurse Supervisor	67	1840	Director of Information Technology	70
3795	Community Health Worker	62	0301	Division Director	71
3799	Community Health Worker Intern	60	4140	Driller	60
3793	Community Health Worker Supervisor	64	4141	Driller Helper	56
3821	Community Involvement Specialist	62	4144	Driver	57
3737	Community Library Manager	68	3655	Early Head Start Teacher	60
3830	Community Resource Coordinator	58	3403	Economic Development Specialist	63
3831	Community Services Coordinator	62	3408	Economist	70
1843	Computer Operations Manager	68	3676	Education Administrator	70
1892	Computer Operator	56	1859	Education Data Network Specialist	65
2022	Construction Employment Analyst	59	3688	Education Data Specialist	63
3515	Construction Inspector	63	3677	Education Program Manager	68
3501	Construction Supervisor	62	3762	Education Specialist	64
2018	Contract Analyst	63	3516	Electrical Inspector	63
2020	Contract Compliance Officer	64	4175	Electrician	61
2015	Contracting Officer	70	2065	Electronic Technician	62
0402	Controller	74	3741	Eligibility Technician	58
3849	Cook	57	2288	Emergency Management Director	68
3850	Cook's Aide	54	2287	Emergency Medical Responder	59
2264	Corrections Captain	69	2284	Emergency Medical Technician - Basic	60
2265	Corrections Lieutenant	67	2283	Emergency Medical Technician - Intermediate	61
2267	Corrections Officer	63	2285	Emergency Medical Technician - Intern	57
2268	Corrections Officer Trainee	61	2286	Emergency Medical Technician - Recruit	57
2266	Corrections Sergeant	65	2281	Emergency Medical Technician Instructor/Coordinator	62
3802	Counselor	62	2280	Emergency Medical Technician Supervisor	64
3430	Credit Manager	66	2290	Emergency Services Coordinator	66
2351	Criminal Information System Specialist	64	2291	Emergency Services Liaison	59
2207	Criminal Investigations Supervisor	70	1213	Employee Housing Specialist	67
2209	Criminal Investigator	67	1423	Employee Insurance Representative	59
0591	CSE-DOL Employee		3673	Employment Assistance Officer	59
4083	Custodial Supervisor	58	3696	Employment Development Specialist	64

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
2258	911 Dispatcher	61	2007	Associate Statistical I Research Analyst	63
1519	Accountant	63	2146	Attorney	68
1360	Accounting Clerk	56	2142	Attorney Candidate	67
1510	Accounting Manager	69	0303	Attorney General	76
1522	Accounting Supervisor	67	2055	Audio-Visual Technician	59
1525	Accounting Technician	57	1654	Auditor	65
1523	Accounting Technician (Cashier)	58	0304	Auditor General	72
1524	Accounts Maintenance Specialist	58	4049	Auto Body Repairer	59
1534	Accounts Maintenance Specialist (AP/PCard)	59	4048	Auto Body Shop Supervisor	62
1533	Accounts Payable Specialist	60	4042	Auto Parts Supervisor	60
3745	Adaptive Education Teacher	66	4044	Auto Parts Technician	57
1260	Administrative Assistant	62	4053	Automotive Service Writer	61
1292	Administrative Legal Secretary	63	4046	Automotive Technician	61
1211	Administrative Services Officer	64	2245	Background Adjudicator (DPS)	65
3314	Air Quality Engineer	66	1435	Background Investigations Manager	68
1212	Air Transportation Director	70	2246	Background Investigator (DPS)	61
4093	Aircraft Maintenance Technician/ Pilot	68	3756	Behavioral Health Director	71
4092	Aircraft Mechanic	61	1422	Benefits Clerk	56
4090	Aircraft Pilot	68	3735	Benefits Coordinator	67
4094	Airport Maintenance Coordinator	62	3245	Biologist	65
0506	AmeriCorp Participant		3246	Botanist	65
3185	Animal Control Officer	59	2068	Broadcast Engineering Technician	64
1854	Application Systems Programmer	66	2072	Broadcast Technician	62
3411	Appraiser	62	1683	Budget Analyst	64
3619	Archaeological Aide	56	1680	Budget Officer	68
3618	Archaeological Technician	57	4080	Building Maintenance Supervisor	62
3616	Archaeologist	64	4082	Building Maintenance Worker	58
3610	Archaeologist (Program Manager)	69	3405	Business Analyst	67
0401	Assistant Attorney General	74	4004	Buyer	61
1233	Assistant Department Manager	68	4171	Cabinet Maker	61
3678	Assistant Superintendent	71	3711	Caregiver Resource Specialist	64
1531	Associate Accountant	62	4173	Carpenter	60
2149	Associate Attorney	66	3764	Case Assistant	56
1655	Associate Auditor	63	3761	Case Management Specialist	64
3312	Associate Civil Engineer	65	3763	Case Worker	57
2019	Associate Contract Analyst	62	3760	Caseworker Supervisor	64
3318	Associate Environmental Engineer	63	1529	Cashier Services Supervisor	65
3043	Associate Environmental Specialist	64	0592	CBP-DOL Employee	
3342	Associate Geologist	64	1530	Chapter Accounting Technician	59
1418	Associate Human Resources Analyst	63	0597	Chapter Employee	
3363	Associate Hydrologist	64	0507	Chapter Youth Employee	
2164	Associate Juvenile Presenting Officer	62	3247	Chemist	65
1983	Associate Management Analyst	62	1515	Chief Financial Officer	71
1660	Associate Minerals Auditor	63	3350	Chief Geologist (Minerals)	73
3345	Associate Mining Engineer	63	2150	Chief Hearing Officer	69
3846	Associate Nutrition Worker	54	0211	Chief Legislative Counsel	76
3851	Associate Nutritionist	62	2361	Chief Medical Investigator	69
3348	Associate Petroleum Engineer	63	2176	Chief of Police	73
2042	Associate Public Information Officer	62	0201	Chief of Staff	71
3038	Associate Reclamation Specialist	64	0206	Chief Operating Officer	72

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
3421	Housing Specialist	64	4143	Laborer	55
1426	HR Background Check Technician	60	3412	Land Agent	63
1407	HR IT Manager	67	3414	Land Support Agent	60
1411	HR Position Control Analyst	65	3770	Laundry Worker	55
1431	HR Records Supervisor	62	2154	Law Clerk - Intern	63
1408	HR Recruitment Manager	67	2251	Lead Police Records Clerk	58
1432	HR Support Services Specialist	66	3413	Leasing Agent	63
1433	HR Technical Specialist	65	0202	Legal Counsel	70
1430	HR/IT Support Technician	62	1291	Legal Secretary	59
3675	HS Admin Regional Mgr.	64	1017	Legislative Accounts Maintenance Specialist	60
3664	HS Community Partnership Mgr.	67	1014	Legislative Advisor I	65
3660	HS Director of Educational Svcs	70	1013	Legislative Advisor II	67
3683	HS Employee Relations Spec	65	1010	Legislative Analyst	66
3633	HS Facilities & Safety Officer	64	1015	Legislative Assistant	60
3679	HS Mental Health & Disabilities Liaison	63	1011	Legislative Associate	66
3668	HS Paraprofessional	60	0210	Legislative Chief of Staff	70
3634	HS Prof Dev & Planning Spec	67	1297	Legislative Clerk Supervisor	63
3684	HS Regional Partnership Coordinator	64	1016	Legislative District Assistant	65
3687	HS School Readiness & Lang Immersion	67	1002	Legislative Financial Advisor	68
3689	HS Student Data Specialist	63	1005	Legislative Financial Manager	69
3669	HS Student Trans Supervisor	64	1012	Legislative Liaison	60
1427	Human Resource Adjudicator	66	1004	Legislative Manager	69
1417	Human Resources Analyst	64	1295	Legislative Reporter	59
1405	Human Resources Classification and Pay Manager	67	1296	Legislative Reporter Supervisor	65
1401	Human Resources Director	70	1298	Legislative Secretary I	58
1410	Human Resources Employee Relations Specialist	66	1299	Legislative Secretary II	59
1412	Human Resources Information Systems Supervisor	65	1300	Legislative Secretary III	60
1413	Human Resources Operations & Development Mgr.	68	1003	Legislative Staff Assistant	68
1424	Human Resources Records Clerk	58	1307	Legislative Transcriptionist	60
1428	Human Resources Specialist (Behavioral Health)	64	1355	Library Assistant	56
1403	Human Resources Systems Manager	67	3738	Library Services Coordinator	64
1419	Human Resources Technician	60	3431	Loan Officer	63
2166	Human Rights Investigator	64	3434	Loan Processor	58
3364	Hydrologic Technician	58	2350	Local Agency Security Officer	64
3362	Hydrologist	65	4176	Locksmith	62
3404	Industrial Development Specialist	67	1362	Mail Clerk	56
1877	Information Security Officer	68	4076	Maintenance Mechanic	58
1872	Information Systems Technician	60	4077	Maintenance Technician	60
1470	Insurance Claims Analyst	64	1982	Management Analyst	64
1471	Insurance Claims Examiner	60	3407	Marketing Specialist	66
0504	Intern	56	2057	Media Production Specialist	65
2206	Internal Affairs Investigator	65	2070	Media Production Technician	62
2205	Internal Affairs Supervisor	68	2056	Media Representative	64
1668	Internal Auditor	68	2360	Medical Examiner	74
2236	Investigator	63	2362	Medical Investigator	64
1511	Investment Manager	71	4028	Mine Safety Officer	67
4070	Irrigation Supervisor	60	3002	Mineral Assessment Specialist	63
2163	Juvenile Presenting Officer	64	3355	Minerals & Royalty Management Director	73
3189	Kennel Officer	56	1664	Minerals Audit Manager	70
2021	Labor Compliance Officer	61	1661	Minerals Auditor	65

NAVAJO NATION LISTING OF CLASIFICATION
TITLES, CLASS CODES AND ASSIGNED PAY GRADES

Class Code	Position Classification Title	Salary Grade	Class Code	Position Classification Title	Salary Grade
1290	Senior Legal Secretary	61	2002	Statistical Research Analyst	65
4075	Senior Maintenance Mechanic	60	2003	Statistical Technician	57
1981	Senior Management Analyst	66	2004	Statistician/Demographer	68
3001	Senior Mineral Assessment Specialist	65	4007	Stores Clerk	55
1662	Senior Minerals Auditor	67	3732	Substance Abuse Counselor	56
3343	Senior Mining Engineer	68	3733	Substance Abuse Health Educator	63
1847	Senior Network Specialist	65	0403	Superintendent of Schools	73
3844	Senior Nutrition Worker	59	3611	Supervisory Archaeologist	68
3841	Senior Nutritionist	65	3320	Supervisory Land Surveyor	66
1365	Senior Office Specialist	60	1841	Systems and Programming Manager	69
4177	Senior Painter	62	2148	Tax Attorney	68
3270	Senior Parks Maintenance Worker	59	1657	Tax Auditor	65
1527	Senior Payroll Technician	61	1671	Tax Compliance Officer	63
3346	Senior Petroleum Engineer	69	3178	Telecommunications Supervisor	63
3008	Senior Petroleum Technician	65	0500	Temporary Employee	
1961	Senior Planner	65	4170	Trades Helper	56
4179	Senior Plumber	62	3811	Traditional Counselor	60
2183	Senior Police Officer	65	3810	Traditional Practitioner	62
1991	Senior Program Analyst	65	0505	Trainee	
1852	Senior Programmer Analyst	65	1444	Training & Development Supervisor	66
1251	Senior Programs and Projects Specialist	67	1443	Training Instructor	64
4016	Senior Property Clerk	59	1441	Training Manager	67
2157	Senior Prosecutor	67	4032	Transit Dispatcher	59
2040	Senior Public Information Officer	64	1250	Transit Manager	70
3036	Senior Reclamation Specialist	68	1966	Transit Planner	64
3042	Senior Remedial Project Manager	68	3743	Treatment Coordinator	64
3419	Senior Right-Of-Way Agent	62	2162	Tribal Court Advocate	64
4026	Senior Safety Technician	62	3797	Tuberculosis Control Technician	59
3707	Senior Social Service Representative	60	1842	User Services Manager	68
3704	Senior Social Worker	65	4047	Vehicle Service Worker	56
2001	Senior Statistical Research Analyst	66	3829	Veterans Claims Examiner	64
4006	Senior Stores Clerk	57	3825	Veterans Service Officer	61
3731	Senior Substance Abuse Counselor	60	3073	Veterinarian	69
3365	Senior Superfund Hydrogeologist	68	3075	Veterinary Aide	55
2147	Senior Tax Attorney	70	3710	Victim and Witness Advocate	62
1656	Senior Tax Auditor	67	1229	Vital Statistics Manager	65
1670	Senior Tax Compliance Officer	65	2005	Vital Statistics Technician	58
2161	Senior Tribal Court Advocate	66	3692	Vocational Rehabilitation Counselor	64
3709	Senior Victim and Witness Advocate	64	3826	Volunteer Services Coordinator	60
3691	Senior Vocational Rehabilitation Counselor	65	4078	Voter Machine Technician	58
4002	Senior Warehouse Worker	58	3835	Voter Registration Specialist	62
3285	Senior Zookeeper	61	4001	Warehouse Supervisor	61
3456	Slot Compliance Assistant	64	4003	Warehouse Worker	56
3455	Slot Compliance Manager	68	3025	Water Code Compliance Officer	64
3796	Social Hygiene Technician	59	3021	Water Development Technician	62
3708	Social Service Representative	58	1849	Web Developer	66
3705	Social Worker	63	3007	Weights and Measures Inspector	60
3807	Speech Language Pathologist	69	4181	Welder	60
0205	Staff Assistant	64	3180	Wildlife Biologist	65
1442	Staff Training Coordinator	64	3181	Wildlife Conservation Officer	65

WHIPPOORWILL CHAPTER PUBLIC EMPLOYMENT PROGRAM FUNDS



POLICIES AND PROCEDURES

WHIPPOORWILL CHAPTER
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**WHIPPOORWILL CHAPTER
PUBLIC EMPLOYMENT PROGRAM
POLICY & PROCEDURES**

I. ESTABLISHMENT:

The Public Employment Program (PEP) is hereby established as a short-term employment program under the Whippoorwill Chapter Government.

II. PURPOSE:

The purpose of the PEP Policies and Procedures is to provide guidance to the Whippoorwill Chapter in administering the Chapter PEP funds to provide short-term employment opportunities for registered and/or non-registered Chapter residents in the community to work on prioritized Chapter Emergency Projects.

- A. The Policy of the Whippoorwill Chapter ("Chapter") is to comply with applicable laws that governs the employment relations between the Chapter and the PEP employees and consistent with the Nation's laws, regulations and policies, the Chapter shall not discriminate against an applicant or employee(s).
- B. Reduce the unemployment rate within the Chapter community and Navajo Nation level.
- C. Provide on-the-job training to selected Chapter PEP participants, to bring them to a desired standard of efficiency or condition or behavior etc. so they may seek and obtain other outside employment with non-Chapter employers.
- D. During the Coronavirus emergency health crisis, the policy of the Chapter shall be to educate the PEP participants about how the virus spreads and raise their awareness about the crucial roles of self-distancing, handwashing, sanitizing and also facemask use to help in controlling the outbreak of COVID-19. We need to have that degree of compliance with these simple measures for self-protections of PEP participants, Chapter staff, Officials and others.

III. DEFINITIONS:

- A. "Chapter Official" means the following public officials elected by the Chapter membership; Chapter President, Chapter Vice President and Chapter Secretary/Treasurer.
- B. "Chapter Manager" means the individual who is responsible for administering the Five Management System (FMS) and the administrative functions of the Chapter operation. Administrative head staff performing the duties prescribed in Local Governance Act (LGA) Title 26 N.N.C. Subsections 1004 (B) (C) and 2003 (B).
- C. "Chapter Administration" means the employees of the Chapter which includes, but is not limited to Chapter Manager and Administrative Assistant.
- D. "Chapter Employee" means any person or entity working for or rendering or exchanging any services or performing any act for or on behalf of the Chapter, in return for any form of payment or other compensation. This can be temporarily, permanently or indefinitely, in any capacity.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

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- E. Elected Chapter Officials or an Administrative staffs shall recuse oneself from hiring process participation determining employment eligibility for an applicant due to personal relationship because of a potential conflict of interest or lack of impartiality.
- F. The Chapter Officials shall select a Chapter Project Supervisor based on experience, skills and qualifications for the designated Chapter Project. The Chapter Manager can utilize the Navajo Nation pay scales or recommend the Chapter pay scale based on funds availability to pay the Project Supervisor and likewise with other skilled employees their appropriate wages.

VI. REQUIREMENTS FOR EACH CHAPTER PROJECTS:

- A. It shall be the policy of the Chapter Manager to have discretion in selecting prioritized Chapter PEP project(s) and/or an emergency related project(s) and to determine the length of each project and when to begin such as coinciding with pay period start date to assure proper processing of payroll checks and other pertinent paperwork.
- B. All projects shall be approved by the Chapter membership and/or approved by current emergency reduced quorum of three (3) Chapter members and set out in the annual or supplemental Chapter budget until such time the Navajo Nation re-approved the regular quorum attendance.
- C. Projects shall be completed within the annual budget cycle or an extension shall be reflected in the ensuing year's budget and approved by the Chapter membership.
- D. The Navajo Nation Workers' compensation Program shall provide adequate insurance coverage for each participant prior to start of employment.
- E. The Navajo Preference in Employment Act, as amended (codified as Title 15 Chapter 7) is binding on the selection, hiring and all other aspects of the employment process at the Chapter.
- F. In order for the Chapter to deviate from its set policies by employing more than five (5) participants per approved Chapter project and to exceed twenty (20) working days and/or an extension of the project, the Chapter Officials shall request for ratification at the next Chapter meeting based on funds availability.
- G. In no instance shall any special projects such as Office Assistant, Community Liaison (Rural Addressing), Chapter Planner, Chapter Security, Bathroom Addition, Home Construction Special Project, Electrician, Plumber, Grounds Keeper and other identified as Special Projects shall not in no instance exceed one (1) fiscal year (FY) based on funds availability, unless an extension is approved at a Regular Chapter Meeting at the beginning of the new fiscal year.
- H. During the Coronavirus emergency health crisis, the interim policy of the Chapter will be to continue to conduct a one-on-one contact with the employable registered and non-registered Chapter residents willing to work on a PEP and/or an emergency Chapter project(s). Due to lockdown of business entities, including the Chapter House, no job notice postings will be accommodated.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

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- E. "Participants" means Chapter Residents participating in Chapter-approved Public Employment Program projects whether hired or voluntarily.
- F. "Chapter Resident" means one who dwells permanently or continuously within the boundaries of the Chapter.
- G. "Chapter PEP Special Project" means employees whom are assigned with position titles of: Special Housing Construction Project (Major Renovation/New Unit), Community Liaison, Planner, Office Assistant, Bathroom Addition, Electrician, Plumber, Grounds Keeper, Equipment/Truck Operator, and Security.

IV. STAFFING AND ORGANIZATION:

- A. CHAPTER OFFICIALS: In accordance with the Local Governance Act as approved by the N.N.C. by Resolution CAP-34-98, the Chapter Officials having Legislative oversight hereby through adoption of this policy, delegates to the Chapter Manager oversight authority over the operation of the PEP.
- B. CHAPTER MANAGER; The Chapter Manager under the direct supervision of the selected Chapter Official shall have the primary daily oversight of the PEP and further, shall have the ultimate authority over all the Chapter PEP projects.
- C. PROJECT SUPERVISOR; The Project Supervisor under the direct supervision of the Chapter Manager shall oversee all the PEP and/or other Chapter-approved project participants to assure continuity of ongoing project(s) and that they are completed in a timely manner and/or within the annual Budget Cycle or an extension shall be reflected in the ensuing year's budget and approved by the Chapter. In the event the Chapter Manager is unavailable, in her absence, the Project Supervisor shall report directly to the Chapter Administrative Assistant.

V. ELIGIBILITY CRITERIA:

- A. During the difficult time period of the Regional Navajo Nation Coronavirus epidemic, it is especially important the Chapter first and foremost recognize the need of maintaining or establishing a norm of Chapter operations with a common message of self-care, protection and personal accountability during the global COVID-19 virus pandemic.
- B. In times of this uncertainty, the Chapter for purposes of services and benefits to the community continues to carry out Chapter-approved PEP and other emergency project activities for the general health, safety and welfare of the Chapter membership and thus, the Chapter Official shall have the ultimate authority to select hire active Chapter registered voters and employable non-registered Chapter residents.
- C. During the Coronavirus emergency health crisis if a Chapter PEP and/or an emergency project employee(s) gets tested for COVID-19 the employee shall notify the employer with the test result and based on the results, the employer shall abide by the Navajo Department of Health and the Health Command Operations Center instruction policy.
- D. PEP and/or other emergency projects, applicants shall not be employed with other entities at the time of submitting an employment application.

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

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- K. The Chapter PEP employees shall be eligible for two (2) hours delay and early release from work authorized by the Navajo Nation President's Office.
- L. Break Time for all PEP employees will be from 10:00 a.m. to 10:15 a.m. and 3:00 p.m. and Lunch Break from 12:00 p.m. to 1:00 p.m.
- M. At end of each pay period, the Project Supervisor shall complete the required hours worked with daily progress report to the Office Assistant to ensure timesheets and progress reports are completed, then shall submit the documents to the Administrative Assistant for review.
 - a. Administrative Assistant shall review timesheets and progress report for consistency and completeness, then shall submit to the Chapter Manager for approval.
 - b. All payroll checks will be prepared and distributed in accordance with the Chapter's Fiscal Management Policies and Procedures.
 - c. All Accounting and Bookkeeping procedures as timesheets, payroll, appropriate deductions, including FICA, Medicaid, Federal Income Tax, Workers' Compensation Program, and Unemployment Insurance, etc. shall be consistent and in accordance with the LGA as approved by the N.N.C. Resolution CAP-34-98 and the Chapter Five (5) Management System (FMS) for each project.
 - d. All payroll checks will be picked up by the PEP participant (payee) only, unless a written authorization by the payee designating another individual to pick up the check is submitted to and acknowledged by the Chapter administration.

VIII. SEXUAL AND OTHER UNLAWFUL HARASSMENT:

- A. Any harassment shall immediately be reported to the Chapter Manager, who shall report the incident to the appropriate authorities.
- B. The Chapter Manager shall address the matter in a timely, appropriate, and confidential manner pursuant to the Chapter's Five Management System section XVI (F) Conduct of Employee Sexual Harassment.

IX. ILLEGAL DRUG, ALCOHOL OR OTHER ILLEGAL SUBSTANCE USE:

- A. It is the policy of the Chapter to provide a drug-free, healthy and safe workplace environment. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- B. Employees shall not use, possess, distribute, sell or be under the influence of alcohol, drugs and/or other illegal substance use shall not be tolerated while conducting Chapter related business on Chapter premises and/or project sites.
- C. The legal use of prescribed drugs by a licensed physician is permitted on the job only if it does not impair an employee's ability to perform the essential function of the job

WHIPPOORWILL CHAPTER PEP POLICIES & PROCEDURES

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- I. The Chapter will be obligated to employ non-registered member for Special Project position based on skilled and work experience to fulfill chapter projects.
- J. For community special projects, the Project Supervisors with valid Insurance Coverage will be allowed to transport goods to the project sites.
- K. For the community Special projects, by chapter approved resolution, the assigned employee shall be subjected to obtain a Navajo Nation Driver's Permit to utilize the Chapter Vehicle and equipment.
- L. All community special project positions shall adhere to Confidentially and utilize the Chapter Five Management System, Records section.
- M. For certain related construction-projects participants shall provide their own tools.

VII. RECRUITMENT, SELECTIONS, HIRING, TERMINATION PAYROLL PROCEDURES OF THE PUBLIC EMPLOYMENT PROGRAM:

- A. All Chapter Employment Applications received will be reviewed and screened systematically for employment eligibility by the Chapter Administrative Staff and forward the names of the potential employment applicants to the Chapter Officials for selections
- B. When a PEP participant is a no show on the first day of work at 8:00 a.m. an employable individual or a selected alternate shall be summoned immediately as a replacement.
- C. When a Special Project worker is hired, he/she's hourly wage shall be set using the Navajo Nation Pay Scale, depending on fund availability, skills and trade of applicant.
- D. The Special Project workers shall be allowed to work overtime, depending on work load and with the approval from Chapter Manager.
- E. Administrative Assistant shall record the overtime work for all employees worked overtime.
- F. The Chapter PEP Special Project employees shall be paid with time and half of their set hourly rate for overtime earned and/or can earned compensatory time based on approval by the Chapter Manager. However, if the employee's bi-weekly earned hours is less than eighty hour (80), the employee shall use the extra time earned toward their bi-weekly earned hours.
- G. Compensatory Time shall be filled out by the employee and submit to the Chapter Administrative Assistant, then shall submit to the Chapter Manager.
- H. All Compensatory Time shall be approved by the Chapter Manager based on work load and if necessary.
- I. The Administrative Assistant shall keep record of all earned compensatory time for employees and record all deductions.
- J. Workers shall not be paid for holidays; however, can be allowed to work if approved by the Chapter Manager and based on work load.

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effectively and in a safe manner that does not endanger other individuals in the workplace.

- D. Violation of this policy shall lead to disciplinary action including an IMMEDIATE TERMINATION OF EMPLOYMENT.

X. ABSENTISM:

- A. Excessive Leave: If an employee (Special Project) taking excessive leave more than thirty (30) days within time hired shall result to disciplinary action of IMMEDIATE TERMINATION OF EMPLOYMENT, unless has good justification:

1. Family Emergency
2. Medical Reasons (Must submit Doctor Statement)

- B. If an employee fails to show up for work two consecutive days, shall result to disciplinary action of IMMEDIATE TERMINATION OF EMPLOYMENT, unless has good justification:

1. Family Emergency
2. Medical Reasons (Must submit Doctor Statement)

XI. CONFIDENTIALITY:

- A. Employee assigned to Administration Office shall abide by the Chapter Five Management System (FMS) Records Management and adhere to strict CONFIDENTIALITY.
- B. Only an assigned PEP Special Project employee will have access to handle incoming documentations, stamp, and forward to Administrative Assistance for review.

XII. EXPENDITURE REPORTING:

- A. At the end of each month, quarterly, and calendar year-ending, all required reporting documents shall be submitted to the appropriate departments.
- B. The Administrative Assistant shall make a written expenditure report to the Chapter Officials, and the Secretary/Treasurer shall then make an oral report at a duly called chapter meeting on a monthly basis.

XIII. AMENDMENT:

The Whippoorwill Chapter shall strictly abide and comply with set Policies and Procedures unless otherwise changes or amendments have been made to the Chapter Public Employment Program. The process to amend the Policies and Procedure shall be recommended in writing by any registered community members at a duly called Chapter Planning Meeting.

C-E-R-T-I-F-I-C-A-T-I-O-N


We, hereby certify that the forgoing Chapter PEP Policies and Procedures was duly considered at a duly called Whippoorwill Chapter Meeting in Whippoorwill, (Arizona) Navajo Nation, at which a quorum was present and that the same was passed by a vote of 3 in favor, 0 opposed, and 3 abstained this 17th day of February, 2022.

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Motioned By: Phillip Tom, Jr.

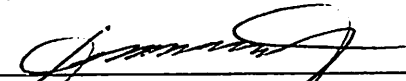
Seconded By: Gerald Ahasteen



Aaron Yazzie, Chapter President



Gerald Ahasteen, Chapter Vice President



Phillip Tom, Jr., Secretary/Treasurer