



Ben Shelly  
President

Rex Lee Jim  
Vice President

215  
NHSPC-01-2014

**RESOLUTION OF THE  
NAVAJO HEAD START POLICY COUNCIL**

**NAVAJO HEAD START POLICY COUNCIL SUPPORTS AND APPROVES THE IMPLEMENTATION OF THE NAVAJO HEAD START ANNUAL REVISION OF POLICY & PROCEDURES (INCLUDING FORMS, PROFESSIONAL DEVELOPMENT, FLOW CHART & TRACKING) AND SERVICE DELIVERY PLANS 2013-2014 IN THE AREA OF NAVAJO HEAD START HUMAN RESOURCES.**

**WHEREAS:**

1. The Navajo Nation Board of Education (hereinafter the "Board" is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation, including the Navajo Head Start program. 10 N.N.C. §106[A]; 10 N.N.C. §51. The Board carries out its duties and responsibilities through the Department of Diné Education. 10 N.N.C. §106[G][3]; and
2. Pursuant to 45 CFR 1304-50. Program Governance and Appendix A. The Navajo Nation Head Start Policy Council is duly elected and constituted Head Start Policy Council and an authorized entity of the Navajo Nation government; and
3. Pursuant to 45CFR 1304.51(a)(1)(iii) Management Systems and procedures-Program planning must include: the development of written plans(s) for implementing service in each of the program areas covered by this part (e.g. Early Childhood Development and Health Services, Family and Community Partnership, and program Design and Management);
4. Pursuant to 45 CFR 1304.51 (a)(2) All written plans for implementing services, and the progress in meeting them, must be reviewed by the grantee staff and reviewed and approved by the Policy Council or Policy Committee at least annually, and must be revised and updated as needed; and
5. The Navajo Nation Head Start has revised its internal Personnel Policies and Procedures pursuant to Head Start Performance Standards 1301.31 and as an addendum to the Navajo Nation Personnel Policies Manual and HR annual service plan; and
6. The purpose of Navajo Head Start is to promote the school readiness of low-income children by enhancing their cognitive, social and emotional development: **(a)** in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and **(b)** through the provision to low-income children and their families of health, educational nutritional social, and other services based on family needs assessment; and
7. Navajo Head Start provides children with experiences that encourage and stimulate intellectual and social growth opportunities, promote Navajo Language and culture, and provides access to necessary medical, dental, and nutritional services under the Head Start and Early Head Start programs; and
8. The Navajo Nation Head Start Policy Council has the best interest of the Navajo Head Start to continue in providing quality services to children and families.

**NOW, THEREFORE BE IT, RESOLVED:**

Supports and approves the implementation of the Navajo Head Start Annual Revision of Policy & Procedures (including forms, professional development, flow chart & tracking) and Service Delivery Plans 2013-2014 in the area of Navajo Head Start Human Resources.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Navajo Head Start Policy Council at a duly called meeting in **Window Rock, AZ** at the DoDE Education Building which a quorum was present and that it was passed by vote of 10 in favor, 1 opposed, and 2 abstained, this **23<sup>rd</sup>** day of **January 2014**.

Motion by: Paul Cowboy

Second by: Rafael DeJesus

  
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Olin Kieyoomia, President  
DODE/Navajo Head Start Policy Council



Ben Shelly  
President

**DEPARTMENT OF DINÉ EDUCATION  
THE NAVAJO NATION**

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Rex Lee Jim  
Vice-President

**NNBEJA-NHS-007-2014**

**RESOLUTION OF THE  
NAVAJO NATION BOARD OF EDUCATION**

**Approving the Implementation of the Navajo Head Start annual revision of policy & procedures (including forms, professional development, flow charts, and tracking) and Service Delivery plans 2013-2014 in the area of Human Resource Services.**

**WHEREAS:**

1. The Health, Education, and Human Services Committee is the oversight committee for the Department of Diné Education and Navajo Nation Board of Education [2 N.N.C. § 401 (C)(1); 10 N.N.C. § 1(B)]; and
2. The Navajo Nation Board of Education (hereinafter the “Board”) is the education agent in the Executive Branch for the purposes of overseeing the operation of all schools serving the Navajo Nation. [10 N.N.C. § 106 (A)] The Board carries out its duties and responsibilities through the Department of Diné Education (hereinafter the “Department”) [10 N.N.C. §106 (G)(3)]; and
3. The Department of Diné Education (hereinafter the “Department”) is the administrative agency within the Navajo Nation with responsibility and authority for implementing and enforcing the educational laws of the Navajo Nation. 2 N.N.C. §1801(B); 10 N.N.C. §107(A). The Department is under the immediate direction of the Navajo Nation Superintendent of Schools, subject to the overall direction of the Navajo Nation Board of Education. 10 N.N.C. §107(B); and
4. The Navajo Head Start (“NHS”) Program, which is located within the Department of Diné Education as approved by the Department’s Plan of Operation, Resolution No. GSCMY-19-07. The NHS also is funded by a grant from the Office of Head Start, Administration of Children and Families (ACF), under the terms of the Head Start Act, 42 U.S.C. §9801 *et seq.*, and applicable regulations; and,
5. The Navajo Nation is named the grantee and is responsible for ensuring compliance with the Head Start Act and performance standards in delivering the services to Navajo children and their families. The 2013-2014 Navajo Head Start Policy and Procedures and Service Delivery Plans is revised annually for implementation of Head Start/Early Head Start services
6. The Board acknowledges the Navajo Head Start Resolution #215-01-2014 passed on January 23, 2014, Approving the Navajo Head Start to implement the policy and procedures

**BOARD OF EDUCATION**

*Jimmie C. Begay, President · Dolly C. Begay, Vice President · Dr. Bemadette Todacheene, Secretary*  
*Members: Katherine D. Arviso · Rose J. Yazzie · Gloria Johns · Bennie Begay · Patrick D. Lynch*  
*Timothy Benally, M.Ed, Acting Navajo Nation Superintendent of Schools*

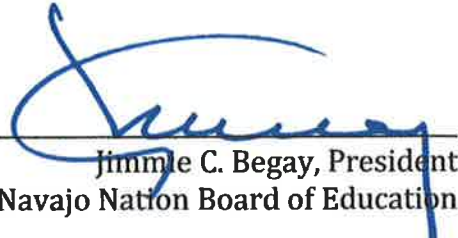
and service delivery plans, as it relates to services within the program; and Recommending Approval through the Navajo Nation Board of Education, and the Health, Education, and Human Services Committee of the Navajo Nation Council.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Navajo Nation Board of Education hereby approves the Navajo Head Start Policy and Procedures and Service Delivery Plans.
2. The Navajo Nation Board of Education further recommends that the Navajo Nation Superintendent of Schools or his designee(s) and other designated members of the Navajo Nation Council to advocate on behalf of the Navajo Nation consistent with the services stated in this resolution.
3. The Navajo Nation Board of Education hereby directs and empowers the Superintendent of Schools to take any actions deemed as necessary and proper to carry out the purposes of this resolution.

**CERTIFICATION**

I hereby certify that the foregoing resolution was duly considered by the Board of Education of the Navajo Nation at a duly called meeting at Window Rock, Arizona (Navajo Nation) at which a quorum was present, motion by Gloria Johns and seconded by Rose J. Yazzie and that the same was passed by a vote of 5 in favor; 0 opposed; 0 abstained, this 29<sup>th</sup> day of January 2014.

  
Jimmie C. Begay, President  
Navajo Nation Board of Education

**NAVAJO HEAD START  
2013-2014  
SERVICE DELIVERY PLANS FOR HUMAN RESOURCES AND STAFF DEVELOPMENT**

<b>NAVAJO HEAD START: HUMAN RESOURCES</b>				
<b>STANDARD</b>	<b>OBJECTIVE</b>	<b>PLAN OF ACTION: SPECIFIC TASK</b>	<b>RESPONSIBILI REFERENCE TIME FRAME</b>	
1301.31 1304.52	a. Organization Structure (1) Grantee and delegate agencies must establish and maintain an organizational structure that supports the accomplishment of program objectives. This structure must address the major functions and responsibility assigned to each staff position and must provide evidence of adequate mechanism for staff supervision and support.	Navajo Head Start is currently using the 2010 of 2007 Organizational Structure, until a new organizational structure is enacted.  1. Follow-up on the proposed administration organizational structure, if approved <ul style="list-style-type: none"> <li>• Reclassify and classify the proposed positions.</li> <li>• Qualification Assessment for reclassified positions.</li> <li>❖ Qualified staff (equal or lower level positions) - PAF change notice</li> <li>❖ Non-qualified staff lay-off procedure.</li> <li>❖ Job Vacancy Announcement for re-classified positions.</li> </ul> 2. Agency Organizational Structure remains the same except the classroom staffing and home visitors. (Refer to Goal #2 - staff qualifications)	HS Human Resource Specialist, HR Pay & Classification, DPM, Union, Department of Justice  NN Policy and Procedures, Collective Bargaining agreement	June 2014

<b>NAVAJO HEAD START: HUMAN RESOURCES</b>				
<b>STANDARD</b>	<b>OBJECTIVE</b>	<b>PLAN OF ACTION: SPECIFIC TASK</b>	<b>RESPONSIBILI REFERENCE TIME FRAME</b>	
1304.52(b)(1), (2), (3), & (4)	b. Staff qualifications – general.  (1) Grantee and delegate agencies must ensure that staff and consultants have the knowledge, skills, and experience to perform their assigned functions responsibility.  (2) In addition, grantee and delegate agencies must ensure that candidates with the qualifications specified in this part and in 45 CFR 1306.21 are hired.  (3) Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified.	To hire staff or consultant who meets the qualifications of a specialized knowledge, skills and experience to provide quality services to children and families.  1. To review and revise the Associate Head Start Teacher, Head Start Teacher and Senior Head Start Teacher positions – to ensure the classified positions are consistent with the appropriate qualified content area experts - content area experts in education service must meet the qualifications for classroom teachers specified in Section 648A of the Head Start Act.  Associate Head Start Teacher: <ul style="list-style-type: none"> <li>• a Child Development Associate (CDA) credential that is appropriate to the age children being served in center-based programs; or</li> <li>• a State-award certificate for preschool teachers that meets</li> </ul>	Dept Manager, H.S. Human Resource Specialist, Program Managers, Administrative Assistant; and DPM HR Analyst  H.S. Human Resource Specialist; Administrative Assistant; HR Pay Classification Section, Staff  NN Policy & Procedure Recruitment & Selection, Classification Section	On-going  Completed

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<p>1304.52(b)(1), (2), (3), &amp; (4)</p> <p>Staff and program consultants must be familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.</p>	<p>and exceeds the requirements for a CDA credential.</p> <ul style="list-style-type: none"> <li>• Or one year classroom experiences.</li> </ul> <p>Head Start Teacher:</p> <ul style="list-style-type: none"> <li>• an associate degree in early childhood education, or</li> <li>• an associate degree in a field related and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.</li> </ul> <p>Senior Head Start Teacher:</p> <ul style="list-style-type: none"> <li>• a baccalaureate degree and has been admitted into the Teach for America program, passed a rigorous early childhood content exam, such as the Praxis II, participated in the a Teach for America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support from Teacher For America's professional staff.</li> </ul> <p>2. To get all the current teaching staff job application assess for Associate Head Start Teacher, Head Start Teacher and Senior Head Start Teacher.</p> <ul style="list-style-type: none"> <li>• Pending HS waiver from the Office of Head Start</li> </ul> <p>3. Agency Organizational Structure remains the same, however excludes the classroom staffing and home visitors.</p> <ul style="list-style-type: none"> <li>• Reclassify proposed positions.</li> <li>• Qualification Assessment for reclassified positions.             <ul style="list-style-type: none"> <li>❖ Qualified staff (equal or lower level positions) - PAF change notice</li> <li>❖ Non-qualified staff lay-off procedure.</li> <li>❖ Job Vacancy Announcement for re-classified positions.</li> </ul> </li> </ul> <p>4. Pursuant to the 1995 Navajo Nation Executive Order - implementation of the Dine Language and Culture in the classroom setting.</p> <ul style="list-style-type: none"> <li>• To recruit qualified candidate with diverse experience in Dine Language and Culture.</li> <li>• To collaborate with Department of Personnel Management to recruit qualified experience candidates.</li> </ul> <p>Culture, Language and Spirituality: Navajo Head Start Program</p>	<p>Training Coordinator</p> <p>H.S. Human Resource Specialist, Administrative Assistants, Staff Training Coordinator</p> <p>H.S. Human Resource Specialist, Program Managers.</p>	<p>On-going</p>
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	acknowledges the fundamentals of culture, language and spirituality to establish the stability for learning and sustaining the philosophy of Early Childhood Development using the Navajo Basket Model of human growth and development.	Department Manager; Assistant Department Manager	
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STANDARDS	OBJECTIVE	PLAN OF ACTION: SPECIFIC TASK	RESPONSIBILITY	REFERENCE	TIME FRAME
<p><b>NAVAJO HEAD START: HUMAN RESOURCES</b></p> <p><b>Goal #3:</b> The program ensures that all employees, consultants, temporaries and volunteers abide by established standards of conduct and address violations these standards.</p> <p>1304.52(h)(1); 1304.52(h)(1)(i); 1304.52(h)(1)(ii); 1304.52(h)(1)(iii); 1304.52(h)(1)(iv)</p>	<p>Standards of Conduct</p> <p>(1) Grantee and delegate agencies must ensure that all staff, consultants, and volunteers abide by the program's standards of conduct. These standards must specify that:</p> <p>(i) They will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;</p> <p>(ii) They will follow program confidentiality policies and concerning information about children, families, and other staff members;</p> <p>(iii) No child will be left alone or unsupervised while under their care, and</p> <p>(iv) They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment</p>	<p>Navajo Head Start Code of Ethics and Conduct was approved by the Navajo Head Start Policy Council, Resolution #</p> <p>All Navajo Head Start employees, consultants, temporaries and volunteers are required to read, understand and sign the Navajo Head Start Code of Ethics and Conduct. Thereafter, all current employees will update the Code of Ethics and Conduct annually.</p>	<p>Program Manager; Department Management; H.S. Human Resource Specialist; Administrative Assistant</p>	<p>NN Personnel and Policy, NHS Code of Conduct</p>	<p>New hires on-going; Seasonal Annual</p>

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	or reward or the denial of basic needs.					
<b>NAVAJO HEAD START: HUMAN RESOURCES</b>						
<b>Goal #4: To ensure Navajo Head Start conduct Employee Performance Appraisals.</b>						
<b>STANDARDS</b>	<b>OBJECTIVE</b>	<b>PLAN OF ACTION: SPECIFIC TASK</b>	<b>RESPONSIBILITY</b>	<b>REFERENCE</b>	<b>TIME FRAME</b>	
1304.52(i)	<p>Staff performance appraisals.</p> <p>Grantee and delegate agencies must, at a minimum perform annual performance reviews of each Early Head Start Staff and Head Start staff member and use the results of these reviews to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his or her skills and professional competencies.</p>	<p>Supervisors shall be responsible for evaluating past performance for:</p> <ol style="list-style-type: none"> <li>1. New employees:               <ol style="list-style-type: none"> <li>a. Develop a Employee Performance Appraisal</li> <li>b. Meet with subordinate to conduct 90 days introductory status – performance evaluations.</li> <li>c. Should an introductory employee fail to meet satisfactory rating, employee is subject to termination.</li> <li>d. When the evaluation is satisfactory or above, the individual employment status is change to regular status.</li> </ol> </li> <li>2. Seasonal: Employee Performance Appraisal is conduct for seasonal employees.               <ul style="list-style-type: none"> <li>• Supervisor develops, meet and evaluate Employee Performance Appraisal and meet with the staff to evaluate their job performance.</li> <li>• Should employee falls below the satisfactory rating                   <ul style="list-style-type: none"> <li>❖ Develop a corrective action plan.</li> <li>❖ Refer to Staff Training Coordinator to identify trainings for professional development</li> </ul> </li> <li>• Should an individual rating is exemplified; he or she will be recommended for merit or salary increment based on availability of funds.</li> </ul> </li> <li>3. Anniversary: Employee Performance Appraisal is conduct for all employees.               <ul style="list-style-type: none"> <li>• Supervisor develops, meet and evaluate Employee Performance Appraisal on due date.</li> </ul> </li> </ol>	Supervisors	NN Policies and Procedures,	On-going (90 Introductory, Supervisor )	April (Seasonal) Anniversary date



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	<ul style="list-style-type: none"> <li>• Should employee falls below the satisfactory rating             <ul style="list-style-type: none"> <li>❖ Develop a corrective action plan.</li> <li>❖ Refer to Staff Training Coordinator to identify trainings for professional development</li> </ul> </li> </ul> <p>Should an individual rating is exemplified; he or she will be recommended for merit or salary increment based on availability of fund.</p>		

<b>NAVAJO HEAD START: HUMAN RESOURCES</b>			
<b>Goal #5: To ensure Navajo Head Start conduct federal and tribal criminal history background checks.</b>			
STANDARDS	OBJECTIVE	PLAN OF ACTION: SPECIFIC TASK	RESPONSIBILITY REFERENCE TIME FRAME
1301.31(b)(1)(iii)	A State or national criminal record check, as required by State law or administrative requirement. If it is not feasible to obtain a criminal record check prior to hiring, an employee must not be considered permanent until such check has been completed.	<p>The program will continue to use the 2006 ECD Head Start Background Check Assessment Policies and Procedures until it's amended and approved by the Head Start Policy Council.</p> <p>Navajo Head Start conducts federal and tribal criminal history record assessments. All Navajo Head Start potential applicants and new hires are informed of the federal and tribal criminal history background check, fees, timeframe, and assessments.</p> <p>1. Navajo Head Start HR staff will conduct fingerprinting on new hires, potential applicants, consultants, parent committee, policy council or volunteers, and ensure the following are completed:</p> <ul style="list-style-type: none"> <li>➢ Signed Application for Fingerprint Clearance</li> <li>➢ Signed Declaration Form and Consent</li> <li>➢ Driver's License, Social Security Card, and Certificate of Indian Blood, if necessary.</li> </ul> <p>2. Obtain Ten-Year Tribal Criminal/Traffic History from the Navajo Nation Law Enforcement, Management Information System (MIS). A ten dollar fee in form of money order payable to the Navajo Nation.</p> <p>3. Federal fingerprint cards submit to NHS HR Section</p>	<p>Program Managers; Department Manager, H.S. Human Resource Specialist; Administrative Assistants</p> <p>H.S. Human Resource Specialist &amp; Administrative Assistants</p> <p>NHS HR staff &amp; Police Records</p> <p>On-going;</p>

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	<p>4. NHS HR Section submits fingerprint cards, money order and cover letter, and send federal express to PSC. PSC coordinate with the FBI to conduct national criminal background checks.</p> <p>5. Upon receiving results of federal and tribal rap sheets, the Criminal Background Checks Team will determine whether the potential applicants, current employees, consultants and volunteers are cleared or decline to hire, or need more information to clear or declined.</p> <p>Navajo Head Start shall conduct a criminal background check every three (3) years for each employee as a condition of continued employment as required.</p> <p>Designated staff will conduct fingerprinting, the following are required:</p> <ul style="list-style-type: none"> <li>➢ Signed Declaration Form and Consent</li> <li>➢ Driver's License, Social Security Card, and Certificate of Indian Blood</li> </ul> <p>1. Obtain Four-Year Tribal Criminal/Traffic History from the Navajo Nation Law Enforcement, Management Information System (MIS). A five dollar fee in form of money order payable to the Navajo Nation.</p> <p>2. Federal fingerprint cards submit to NHS HR Section</p> <p>3. NHS HR Section submits fingerprint cards, money order and cover letter, and send federal express to PSC. PSC coordinate with the FBI to conduct national criminal background checks.</p> <p>4. Upon receiving results of federal and tribal rap sheets, the Criminal Background Checks Team will determine whether the potential applicants, current employees, consultants and volunteers are cleared or decline to hire, or need more information to clear or declined.</p>	<p>Clerks Background Check Assessment Team &amp; H.S. Human Resource Specialist H.S. Human Resource Specialist &amp; Administrative Assistants</p> <p>AA; Police Records Clerk; HS HRS</p> <p>Criminal Background Checks Team</p>	<p>On-going</p>
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<b>NAVAJO HEAD START: HUMAN RESOURCES</b>			
<b>Goal #6: To update the Navajo Head Start Criminal Background Checks Policies and Procedures.</b>			
<b>STANDARDS</b>	<b>OBJECTIVE</b>	<b>PLAN OF ACTION: SPECIFIC TASK</b>	<b>RESPONSIBILITY</b>
1301.31	<p><b>Written Policies</b> Objective: Navajo Head Start adheres to Navajo Nation Personnel Policies and Procedures Manual approved by the Human Services Committee of the Navajo Nation Council and administered by the Department of Personnel Management.</p>	<ol style="list-style-type: none"> <li>1. Navajo Head Start will revise the 2006 Background Check Policies and Procedures.</li> <li>2. Present the Revised Navajo Head Start Background Check Policies and Procedures to the Head Start Policy Council and Navajo Nation Council (Health, Education and Human Services Committee) for approval.</li> <li>3. Present the revised Navajo Head Start Background Check Policies and Procedures during Staff Development Days at each agency.</li> </ol>	<p>H.S. Human Resource Specialist; Administrative Assistant</p>
			<b>REFERENCE</b>
			<b>TIME FRAME</b>
			August 2014

<b>NAVAJO HEAD START: HUMAN RESOURCES</b>			
<b>Goal #7: To ensure Navajo Head Start hires qualified and experience staff.</b>			
<b>STANDARDS</b>	<b>OBJECTIVE</b>	<b>PLAN OF ACTION: SPECIFIC TASK</b>	<b>RESPONSIBILITY</b>
<p>1301.31(b)(2)(i); 1301.31(b)(2)(ii); 1301.31(b)(2)(iii); 1301.31(b)(3)</p>	<p>Staff recruitment and selection procedures.</p> <p>(1) Before an employee is hired, grantee or delegate agencies must conduct:</p> <ul style="list-style-type: none"> <li>• an interview with the applicant</li> <li>• verification of personal and employment reference;</li> <li>• A State or national criminal record check, as required by State law or administrative requirement. If it is not feasible to obtain a criminal</li> </ul>	<ol style="list-style-type: none"> <li>1. The Navajo Nation employment process will ensure competitive practices in recruitment, selection, and placement of qualified applicants based on the applicant's knowledge, skills, abilities, and overall qualifications for employment with the Nation. The employment process shall comply with applicable laws of the Navajo Nation.                             <ul style="list-style-type: none"> <li>• complying with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, state, and federal laws,</li> <li>• notifying the Department of Personnel Management of all vacant positions to be filled</li> <li>• defining the duties and responsibilities of the vacant position and, with the assistance of the Department of Personnel Management, the position requirements,</li> <li>• making the final selection from among applicants</li> </ul> </li> </ol>	<p>Supervisors; Program Managers; Assistant Department Manager; Department; Fiscal Staff; H.S. Human Resource Specialist; Administrative Assistants;</p>
1301.31(b)(1)(iii)			On-going

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2013-2014  
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	<p>record check prior to hiring, an employee must not be considered permanent until such check has been completed.</p>	<p>referred by the Department of Personnel Management for a particular position.</p> <ul style="list-style-type: none"> <li>• verify of employment application</li> <li>• reference check</li> <li>• criminal record check</li> </ul> <p>2. Navajo Head Start uses the Navajo Nation Personnel Policies and Procedures, IV. Recruitment &amp; Selection and Collective Bargain Agreement (CBA).</p> <p>The Program will request to Department of Personnel Management to provide updates and training on any revisions of the Navajo Nation Personnel Policies and Procedures.</p>		
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<b>NAVAJO HEAD START: HUMAN RESOURCES</b>		<b>PLAN OF ACTION: SPECIFIC TASK</b>		<b>RESPONSIBLE</b>
<p><b>STANDARDS</b> 1304.52(k)</p>	<p><b>OBJECTIVE</b> Staff and volunteer health. Grantee and delegate agencies must assure that each staff members has an initial health examination (that includes screening for tuberculosis) and a periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation.</p>	<p>To ensure Navajo Head Start staff member and volunteer's Employee Health Evaluation Form.</p>	<p>1. To ensure safe and healthy environment for children and staff, all staff and volunteers are in good health. 2. Each staff and volunteers receive health evaluation every year. The agency and central designated staff will audit each personnel file folders or use tracking methods to track staff and volunteers health examinations.</p>	<p>Administrative Assistants, H.S. Human Resource Specialist</p>



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<b>NAVAJO HEAD START: HUMAN RESOURCES</b>			
<b>Goal #9: The program provides ongoing training opportunities for staff and governing body members.</b>			
<b>STANDARDS</b>	<b>OBJECTIVE</b>	<b>PLAN OF ACTION: SPECIFIC TASK</b>	<b>RESPONSIBILITY</b>
1304.52(i)	<p>Training and development</p> <p>(1) Grantee and delegate agencies must provide an orientation to all new staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program.</p> <p>(2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationship among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities, in accordance with the requirements of CFR 1036.23.</p> <p>(3) At minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Performance Standards.</p> <p>(4) Grantee and delegate agencies must provide training</p>	<p>1. To provide training to Head Start Policy Council, Health, Education and Human Services Committee of the Navajo Nation Council, Board of Directors of Department of Dine Education, etc.</p> <p>2. Provide orientation and ongoing training to EHS and HS Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.</p> <p>3. Provide supervisory training to program supervisors. To keep abreast of the Navajo Nation Personnel Policies &amp; Procedures; Collective Bargaining Agreement, Internal Policies and Procedures, Head Start Performance Standards, and other applicable policies and procedures.</p>	<p>Program Manager, Department Management; H.S. Human Resource Specialist;</p> <p>Administrative Assistant; Staff Training Coordinator and H.S. Parent Involvement Coordinators;</p> <p>HS Disabilities Specialist</p> <p>DPM: Staff Development Training Center; NHS HR staff</p>
1306.23(a)			<p>On-going</p> <p>September 2014</p> <p>August 2013 February 2014 (provide training every 6 month)</p>

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<p>1304.52(i)(3)(i) 1304.52(i)(4)</p>	<p>or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.</p>				
	<p>Training (a) Head Start grantees must provide pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities. This training must be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.</p>				
	<p>(i) Methods for identifying and reporting child abuse and neglect that comply with applicable State or local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretaker; and (ii) Methods for planning for successful child and family transitions to and from the Early Head Start and Head Start program.</p>				



NAVAJO HEAD START

HUMAN RESOURCES  
INTERNAL PERSONNEL POLICIES AND PROCEDURES

Program Area	CFR #	Policy ID	Policy Subject
<b>Personnel Policies</b>	1301.30		General requirements: Head Start agencies and delegated agencies shall conduct the Head Start program in an effective efficient, manner free of political bias or family favoritism. Each agency shall provide reasonable public access to information and to the agency's record pertaining to the Head Start programs.
Personnel Policies (federal requirements)	1301.30	NHS HR01	<b>Procedures for Recruitment and Selection</b> Performance Objective: Navajo Head Start fills vacancies with the most qualified candidates while providing equal employment opportunities to all.
Personnel recommended	1301.30	NHS HR02	<b>Parent Preference in Hiring</b> Performance Objective: Navajo Head Start allows parent preference in hiring.
Personnel recommended	1301.30	NHS HR03	<b>Volunteers</b> Performance Objective: Navajo Head Start uses volunteers to the fullest extent possible.
Personnel Policies (federal requirements)	1301.30	NHS HR04	<b>Criminal History Information</b> Performance Objective: Navajo Head Start staff and any other personnel category (volunteers: foster grandparents, parents, student interns, governing bodies and consultants) requires a tribal and federal criminal history checks until the criminal record check for the individual has been cleared prior to employment or provide service.
Personnel recommended	1301.30	NHS HR05	<b>Fingerprinting</b> Performance Objective: Navajo Head Start policy is to provide work environment free from risk to the health and safety of Early Head Start and Head Start program participants and employees that may arise from contact with persons with a history of dishonesty or child abuse or violent criminal charges and/or offenses.
Personnel Policies (federal requirements)	1301.30	NHS HR06	<b>Identification and Reporting of Child Abuse and Neglect</b> Performance Objective: Navajo Head Start reports child abuse and neglect in accordance with the provisions of applicable State and local laws.

Personnel Policies (federal requirements)	1301.30	NHS HR07	<p><b>Sexual Harassment and Other Unlawful Harassment is Prohibited</b></p> <p>Performance Objective: Navajo Head Start is committed to providing a work environment that is free from harassment. In keeping with this commitment, the Navajo Nation maintains a strict policy prohibiting unlawful harassment on any basis protected by state or federal laws.</p>
Personnel Policies (federal requirements)	1301.30	NHS HR08	<p><b>Reporting of Child Abuse or Sexual Abuse</b></p> <p>Performance Objective: Navajo Head Start reference to OEH Health Plan Child Protection Guide in responding to suspected or known child abuse or sexual abuse as defined in 1340.2d whether it occurs inside or outside the program.</p>
Personnel Policies (federal requirements)	1301.30	NHS HR09	<p><b>Classroom Staffing and Home Visitors</b></p> <p>Performance Objective: Navajo Head Start meets or exceeds the requirements of 1306.20 regarding classroom staffing.</p>
Personnel Policies (federal requirements)	1301.30	NHS HR10	<p><b>Staff and Volunteer Health</b></p> <p>Performance Objective: Navajo Head Start assures that each staff member has an initial health/medical examination (that includes screening for tuberculosis) and a periodic re-examination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, (because of communicable diseases) pose a significant risk to the health or safety of others in the Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation.</p>
Personnel Policies (federal requirements)	1301.30	NHS HR11	<p><b>Training and Advancement Opportunities</b></p> <p>Performance Objective: Navajo Head Start will provide training and opportunities for staffs, parents, and volunteers for career advancements.</p>
Personnel recommended	1301.30	NHS HR12	<p><b>Training</b></p> <p>Performance Objective: Navajo Head Start provides pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities.</p>

Navajo Head Start  
HUMAN RESOURCES

**Policy ID: NHS HR01 Subject: Procedures for Recruitment and Selection**

**Performance Objective:** Navajo Head Start fills vacancies with the most qualified candidates while providing equal employment opportunities to all.

**Operational Procedures:**

STAFF RECRUITMENT

01. Policy

In general, the Navajo Nation employment process will ensure competitive practices in recruitment, selection, and placement of qualified applicants based on the applicant's knowledge, skills, abilities, and overall qualifications for employment with the Nation. The employment process shall comply with applicable laws of the Navajo Nation.

Responsibilities

A. Each Program Manager shall be responsible for:

1. Complying with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, state, and federal laws
2. Notifying the Department of Personnel Management of all vacant positions to be filled
3. Defining the duties and responsibilities of the vacant position and, with the assistance of the Department of Personnel Management, the position requirements, and
4. Making the final selection from among applicants referred by the Department of Personnel Management for a particular position.

B. Advertising of Vacant Positions

C. Application for Employment

D. Interview Expenses

E. Referrals

F. Re-employment Preference

G. Selection of Non-Navajo

H. Selection Methods and Criteria

1. Criminal Background Checks

2. Personal and Employment Reference Checks

I. Offer of Employment

J. Moving Expenses

K. The Program Manager is notified by the designated staff of vacant position to be filled.

L. The status and classification of the vacated position(s) are then determined by designated staff or Program Manager

M. The minimum qualifications for the position are listed on the job vacancy announcement.

N. Job Vacancy Announcement is made through an internet web site.

O. The announcement runs for:

1. Collective Bargaining Agreement position is advertised for seven calendar days; and
2. Non-Collective Bargaining Agreement position is advertised for a minimum of 10 working days this includes Collective Bargaining Agreement position after it is advertised in-house with no qualified applicants.

- P. The program requires all current and prospective employees sign a Declaration Form and Consent prior to employment that lists:

"The following offenses include any convictions under Navajo Nation courts or under federal or other tribal court systems:

Child sexual abuse;  
Child Abuse or Neglect;  
Any Felony; 2 or more misdemeanors of the following types;  
Crime of violence;  
Sexual Assault;  
Molestation; Exploitation;  
Prostitution;  
Crime against person; and  
Crime against children;

Furthermore, the Child Care Worker Employee Background Checks at 42 U.S.C. Subsection 13041 provides that convictions of crimes other than sex crimes may be considered if it bears on a person's fitness to have responsibility for the safety and well-being of children."

#### REFERRAL OF APPLICANTS

01. From the date of Referral of Applicants from the Department of Personnel Management, the respective program shall have a turn-around period of 10 working days to notify [by telephone and through a certified letter/mail] each applicant of their scheduled interview;
02. From the date of notification, the respective program shall have a turn-around period of 5 working days to schedule interview for those applicants that were referred by the Department of Personnel Management, with no deviation from the Referral of Applicants as provided from the Department of Personnel Management;
03. From the date of interview, the respective program shall have a turn- around period of 5 working days to notify the Department of Personnel Management of the results of the interview of the applicants referred, with adherence to the Navajo Nation Personnel Manual, Section IV. RECRUITMENT AND SELECTION (F)(1)(2)(3)(4);
04. The Administrative Assistant, may be present and identified as a facilitator for the interview process, and shall ensure that the Interviewing Committee/Panel acts in a professional, non-bias manner, providing an equal opportunity, with no deviation from a standard point system based interview questionnaire that shall be applicable to the position in which the applicant is being interviewed;
05. The Interview Committee shall consist of one facilitator (Administrative Assistant or delegated employee), at least one Navajo Nation Head Start Policy Council Member or a member consisting of the Local Parent Committee or Agency Parent Committee, one employee whose position is identified with the position in which the applicant is being interviewed, and one member of management (Program Manager or another management staff) to ensure adherence to all applicable hiring practices of the Navajo Nation.

The Interview Committee for Central Office hiring will consist of the one employee whose position is identified with the position in which the applicant is being interviewed, one member of management (Assistant Department Manager or Department Manager III), Navajo Nation Head Start Policy Council President or his or her designee, one other member of Central Office staff, and/or Head Start Policy Council Community Representative.

With respect to the hiring of the Head Start Department Manager III, the responsibilities for scheduling and the hiring of a Department Manager III lies with the Superintendent of Schools, Department of Diné Education. The Interview Committee will consist of the Superintendent, the President or his/her designee of the Head Start Policy Council Member, Head Start Assistant Department Manager, one Agency Program Manager, and/or one Head Start Policy Council Community Representative.

06. The Interview Committee shall adhere to the following **GUIDE TO NON-DISCRIMINATORY INTERVIEWING**: Questions will be job-related. Questions that involve race, creed, gender, national origin, marital status, number of children, disability, and so on are deemed illegal by law.

These questions shall be avoided while conducting interviews, and on any other assessment devices/modules:

Please adhere to the following:

<b>CATEGORY</b>	<b>IT IS DISCRIMINATORY TO INQUIRE ABOUT:</b>	<b>IT IS NOT DISCRIMINATION TO INQUIRE ABOUT:</b>
Name	<ul style="list-style-type: none"> <li>• The maiden name of a married woman applicant.</li> <li>• The original name of an applicant whose name has been legally changed.</li> </ul>	
Birthplace and Residence	<ul style="list-style-type: none"> <li>• Birthplace of applicant.</li> <li>• Birthplace of applicant's parents.</li> <li>• Birth certificate, naturalization or baptismal certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant's place of residence.</li> <li>• Length of applicant's residence in state and city where employer is located.</li> </ul>
Creed or Religion	<ul style="list-style-type: none"> <li>• Applicant's religious affiliation, church, parish, or religious holidays observed.</li> </ul>	
Race or Color	<ul style="list-style-type: none"> <li>• Applicant's race, or color of applicant's skin, eyes, hair, etc.</li> </ul>	
Age	<ul style="list-style-type: none"> <li>• Date of Birth</li> <li>• Date of high school</li> </ul>	<ul style="list-style-type: none"> <li>• If applicant is over age 18</li> <li>• If applicant is over age 21</li> </ul>
Citizenship	<ul style="list-style-type: none"> <li>• Any and all inquiries into whether applicant is now or intends to become a citizen of the U.S. or any related inquiry.</li> </ul>	<ul style="list-style-type: none"> <li>• Whether applicant is legally authorized to work in the U.S.</li> </ul>
National Origin and Ancestry	<ul style="list-style-type: none"> <li>• Applicant's lineage, ancestry, national origin, descent, parentage, or nationality.</li> <li>• Nationality of parents or spouse</li> </ul>	
Language	<ul style="list-style-type: none"> <li>• Applicant's mother tongue or language commonly used by applicant at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Language applicant speaks and/or writes fluently, if job related.</li> </ul>
Relatives	<ul style="list-style-type: none"> <li>• Name and address of any relative of applicant</li> </ul>	<ul style="list-style-type: none"> <li>• Name of relatives already</li> </ul>
Military	<ul style="list-style-type: none"> <li>• Applicant's military experience in other than U.S. Armed Forces, National Guard, or Reserve Units</li> <li>• Applicant's whereabouts in 1914-18, 1941-45, 1950-53, 1964-75</li> </ul>	<ul style="list-style-type: none"> <li>• Military experience in U.S. Armed Forces</li> </ul>

Education		<ul style="list-style-type: none"> <li>• Academic, vocational, or professional schooling.</li> </ul>
Organizations	<ul style="list-style-type: none"> <li>• All clubs, social lodges, fraternities, societies, or organizations to which the applicant belongs, other than professional trade or service organizations.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant's membership in any professional or trade organizations.</li> </ul>
Reference	<ul style="list-style-type: none"> <li>• The name of the applicant's pastor or religious leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Names of persons willing to give professional and/or character references.</li> </ul>
Gender and Family	<ul style="list-style-type: none"> <li>• Gender of applicant.</li> <li>• Marital status or dependents of applicant.</li> <li>• Spouse's occupation.</li> <li>• Child care arrangements.</li> <li>• Health care coverage through spouse.</li> </ul>	<ul style="list-style-type: none"> <li>• If applicant has relatives already employed by the program.</li> </ul>
Arrest Record	<ul style="list-style-type: none"> <li>• The number and kinds of arrest of an applicant</li> </ul>	<ul style="list-style-type: none"> <li>• The number and kinds of convictions.</li> </ul>
Height and Weight	<ul style="list-style-type: none"> <li>• Any inquiry into height and weight of applicant, except where it is a bona fide occupational</li> </ul>	

#### INTERVIEW PROCEDURES

01. In #2 above, the Department of Personnel Management referred applicants to the Program. The Program will further screened to eliminate applicants that do not meet the minimum qualifications of the position.
02. The Program will schedule interviews for the remaining applicants.
03. The interview process is as follows:
  - A. Interview Registration/Sign-In Form
  - B. Overview of Job Descriptions and Interview Questionnaires
  - C. Conduct the interviews
  - D. Conclude the interviews
  - E. Compile the results of the interview score
  - F. Interview panel discuss results of the interview score
  - G. Selection of Applicant for the position
  - H. Selected applicants is fingerprinted or
  - I. If, selected applicant has background check clearance on file, then proceed with hiring process.
04. A criminal records check and a reference check (both personal and employment verification) is performed for each of the finalists, including the finalist for the Department Manager III.
05. All non-selected applicants will receive a written response on their job application from the program.

#### SELECTION PROCEDURES

01. Before an employee and a Department Manager III are hired, the program conducts a verification of personal and employment references.
  - A. A national criminal, State, or tribal record check is conducted, as required by State law or administrative requirement.
  - B. Candidates for employment are to list their professional references on the Navajo Nation Job Application.



02. All current and prospective employees are required to sign a declaration prior to employment that lists all pending and prior criminal arrests and charges related to child sexual abuse and their disposition; convictions related to other forms of child abuse and neglect; and all convictions of violent felonies. This is ensured by:

"The following offenses that includes any convictions under Navajo Nation courts or under federal or other tribal court systems":

Child sexual abuse;  
Child Abuse or Neglect;  
Any Felony; 2 or more misdemeanors of the following types:  
Crime of violence;  
Sexual Assault;  
Molestation;  
Exploitation;  
Prostitution;  
Crime against person;  
and Crime against children; furthermore, the Child Care Worker Employee Background Checks at 42 U.S.C. Subsection 13041 provides that convictions of crimes other than sex crimes may be considered if it bears on a person's fitness to have responsibility for the safety and well-being of children."

03. The program reviews each application for employment individually in order to assess the relevancy of an arrest, a pending criminal charge, or a conviction. This is ensured by the Background Check Assessment Team comprising of two staff members from Department of Education; one staff member from Criminal Investigator Office, one Department of Justice Attorney, one staff member from Navajo Head Start; and one Navajo Nation Head Start Policy Council representative.
04. The program must ensure that staff and consultants have the knowledge, skills, and experience they need to perform their assigned duties and responsibilities. This is ensured by an established job description, qualification assessment conducted by Department of Personnel Management, in-house program assessment, and applicant interview.
05. In addition, the program ensures that only candidates with the qualifications specified in the regulations (1304.52 and 1306.21) are hired. This is ensured by review of the prospective applicant knowledge, experience, skills and capabilities and educational requirements.
06. Current and former Early Head Start and Head Start parents receive preference for employment vacancies for which they are qualified. This is ensured by encouraging current and former Early Head Start and Head Start parents to apply for all vacant positions.
06. Staff and program consultants must become familiar with the ethnic background and heritage of families in the program and must be able to serve and effectively communicate, to the extent feasible, with children and families with no or limited English proficiency.
07. The Head Start program is subject to and will maintain compliance with Section 504 of the Rehabilitation Act of 1973 in the hiring, promotion, and in general relations with otherwise qualified handicapped candidates and employees.

#### NON SELECTION OF APPLICANTS:

01. The respective program shall have a turn-around period of 5 working days to notify [by telephone and through a certified letter/mail] each applicant of their interview results.

**Related Regulations:** 1301.31 a 2; 1301.31 b; 1301.31 b 1; 1301.31 b 1 i; 1301.31 b 1 ii; 1301.31 b 1 iii; 1301.31 b 2; 1301.31 b 2 i; 1301.31 b 2 ii; 1301.31 b 2 iii; 1301.31 b 3; 1301.31 c; 1301.31 c 1; 1301.31 c 2; 1301.31 c 3; 1301.31 c 4; 1304.50 d 1 xi

**Policy ID: NHS HR02 Subject: Parent Preference in Hiring**

**Performance Objective:** Navajo Head Start allows parent preference in hiring.

**Operational Procedures:**

01. The program creates opportunities for the career development of all adults, specifically parents of enrolled Head Start children.
02. Opportunities for employment are created through a system identified for parents of children who are enrolled in the program and for people from families who meet the poverty *guidelines*.
03. Efforts are made to ensure that parents are given preference in hiring.

**Related Regulations:** [(1301.31); and see 1304.52 b 3]

**Policy ID: NHS HR03 Subject: Volunteers**

**Performance Objective:** Navajo Head Start uses volunteers to the fullest extent possible.

**Operational Procedures:**

01. The grantee develops and implements a system to actively recruit, train, and utilize volunteers in the program.
02. Special efforts are made to have volunteer participation, especially parents, in the classroom and during group socialization activities.
03. Prior to participation in the classrooms, all volunteers must pass the required federal, state, and tribal Background Checks as required by the funding source.

**Related Regulations:** 1306.22; 1306.22 a; 1306.22 b

**Policy ID: NHS HR04 Subject: Criminal History Information**

**Performance Objective:** Navajo Head Start staff and any other personnel category (volunteers: foster grandparents, parents, governing bodies and consultants) requires a tribal and federal criminal history checks until the criminal record check for the individual has been cleared prior to employment or provide service.

**Operational Procedures:**

01. The program reviews each application for employment individually in order to assess the relevancy of an arrest, a pending criminal charge, or a conviction.
02. The designation will be based on the relationship of criminal convictions to the qualifications, responsibilities, duties, and sensitivity of the job classifications or positions, including applicable statutory requirements.
03. The designations will include a determination as to whether criminal convictions will preclude appointment or whether the candidates with criminal convictions can be certified for appointment, with consideration to:
  - A. Nature and seriousness of the offense;

- B. The circumstances under which the offense occurred;
- C. When the offense took place;
- D. Age of the person at the time the offense was committed;
- E. The offense within the context of the total pertinent criminal history record (isolated or repeated violation); and
- F. Evidence of rehabilitation.

04. When a class or position has been designated as requiring a review of criminal history information, any appointment to the class or position shall be contingent on a review by the Background Check Assessment Team of criminal history information not disclosing conviction of crimes which preclude employment.

05. The Background Check Assessment Team (Human Resource Specialist) shall apply the following temporal standards, without consideration of aggravating or mitigating circumstances to determine relevancy of convictions for the offenses specified below:

Major Crimes Act (MCA) convictions	No time limit
Sex crimes convictions	No time limit
Child sexual abuse or molestation	No time limit
Physical abuse of a child	No time limit
Non-MCA offense involving serious bodily injury to a family member	No time limit
Distribution of controlled substance	No time limit
Theft and embezzlement	Ten Years
Non-MCA federal offenses	Five Years
DUI/Reckless driving	Five Years
Second or subsequent misdemeanor or tribal offense not targeted as cause for termination	Five Years
Possession of a controlled substance	Two Years

06. An applicant can be suspended from the employment when the applicant has been charged with a crime in which a conviction would preclude employment, until disposition of the charges.

07. The Department Manager III and Human Resource Specialist will obtain and review criminal history information concerning incumbents of designated job classifications or positions when:

- A. In the opinion of the Department Manager and Human Resource Specialist there is reason to believe that such information exists and that it is material to the competence of the employee in question;
- B. Upon re-appointment to service after resignation or separation; or
- C. Upon application for employment to a classification other than that held at the time this regulation is promulgated.

08. The Department Manager and Human Resource Specialist are authorized to require that applicants and employees be fingerprinted for the purpose of obtaining criminal history records.

09. The designated staff must maintain custody and control of criminal history records obtained to carry out this regulation. Criminal history records shall be retained for a period required by State and Federal law. After such time, the criminal history records shall then be destroyed.

**Related Regulations:** see 1301.31 b, 1301.31 c

**Policy ID: NHS HR05 Subject: Fingerprinting**

**Performance Objective:** Navajo Head Start policy is to provide a work environment that is free from risk to the health and safety of Early Head Start and Head Start program participants and employees that may arise from contact with persons with a history of dishonesty or child abuse or violent criminal charges and/or offenses.

**Operational Procedures:**

Reference: Approved Navajo Head Start Policy Council's resolution and guidelines on Background Checks.

01. All applicants, current employees, consultants, and volunteers must submit to a criminal background check as required by law. The statutory authority for this policy is provided by the Head Start Staff Recruitment and Selection Procedures, 45 C.F.R. Subsection 1301.31(b), the Indian Child Protection and Family Violence Prevention Act, U.S.C. Subject 3207, the Child Care Worker Employee Background Checks, 42 U.S.C. Subsection 13041, and the Navajo Nation Personnel Policies Manual.

**Related Regulations:** (1301.31)

**Policy ID: NHS HR06 Subject: Identification and Reporting of Child Abuse and Neglect**

**Performance Objective:** Navajo Head Start reports child abuse and neglect in accordance with the provisions of applicable State or local laws.

**Operational Procedures:**

02. In those States and localities with laws which require such reporting by pre-school and day care staff, Head Start Central and Agency offices must report to the State or local agencies designated by the State under applicable State or local Child Abuse and Neglect reporting law.
03. In those States and localities in which such reporting by pre-school and day care staff is "permissive" under State or local laws, Head Start Central and Agency offices must report child abuse and neglect if applicable State or local law provides immunity from civil and criminal liability for good-faith voluntary reporting.
04. Head Start preserves the confidentiality of all records pertaining to child abuse or neglect in accordance with applicable State or local laws.
05. Consistent with this policy, the program will not undertake, on their own to treat cases of child abuse and neglect. The program will, on the other hand, cooperate fully with child protective service agencies in the community and make every effort to retain in their programs children allegedly abused or neglected recognizing that the child's participation in Head Start may be essential in assisting families with abuse or neglect problems.
06. With the approval of the Navajo Nation Head Start Policy Council, the program may wish to make a special effort to include otherwise eligible children suffering from abuse or neglect, as referred by the child protective services agency. However, it must be emphasized that Head Start is not nor is it to become a primary instrument for the treatment of child abuse and neglect. Nevertheless, Head Start has an important preventative role to play in respect to child abuse and neglect.
07. Special provisions: Staff responsibility.
  - A. The Department Manager and Program Managers for Head Start programs that have not already done so shall immediately designate a staff member who will have responsibility for:

- Establishing and maintaining cooperative relationships with the agencies providing child protective services in the community, and with any other agency to which child abuse and neglect must be reported under State law, including regular formal and informal communication with staff at all levels of the agencies.
- Informing parents and staff of what State and local laws require in cases of child abuse and neglect.
- Knowing what community medical and social services are available for families with an abuse or neglect problem.
- Reporting instances of child abuse and neglect among Head Start children reportable under State law on behalf of the Head Start program.
- Discussing the report with the family if it appears desirable or necessary to do so.
- Informing other staff regarding the process for identifying and reporting child abuse and neglect.

07. Training. The program provides orientation and training for staff on the identification and reporting of child abuse and neglect. Orientation is provided for parents on the need to prevent abuse and neglect and provide protection for abused and neglected children. Such orientation fosters a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers.

**Related Regulations:** 1301.31 Appendix A; Chapter N-30-356-1 in Head Start Manual

**Policy ID: NHS HR07 Subject: Sexual Harassment and Other Unlawful Harassment is Prohibited**

**Performance Objective:** Navajo Head Start is committed to providing a work environment that is free from harassment. In keeping with this commitment, the Navajo Nation maintains a strict policy prohibiting unlawful harassment on any basis protected by state or federal laws.

**Operational Procedures:**

Reference the Navajo Nation Personnel Policy Manual, Section XVI., Conducts of Employees, F-Sexual Harassment, pages 64-65.

01. It is the policy of the Navajo Nation to protect all employees, male or female, against unwelcome and unsolicited behavior of a sexual nature. Such behavior is unacceptable in the workplace and other work-related settings such as business trips and business-related social events.
02. Definition: Sexual harassment is defined as unwelcome or unwanted conduct of a sexual nature, whether verbal or physical, when:
- A. Submission to or rejection of this conduct by an individual is used as a factor in decisions affecting hiring, evaluation, promotion, or other aspects of employment.
  - B. This conduct substantially interferes with an individual's employment, performance on the job, or creates an intimidating, hostile, or offensive working environment.
  - C. Examples of sexual harassment may include, but are not limited to:
    - nonverbal actions, leering, gesturing of a sexual nature
    - unwanted sexual advances,
    - demands for sexual favors in exchange for favorable treatment or continued employment,
    - repeated sexual jokes, flirtations, advances, or propositions,
    - verbal abuse of a sexual nature,
    - verbal commentary about an individual's body,
    - touching, rubbing, pinching, whistling, assaulting, suggestive insulting, coerced sexual acts, or rape,
    - Environmental harassment, display in the workplace of sexually suggestive objects or pictures.

03. Reporting a Compliant. Sexual harassment complaints should be addressed to the immediate supervisor or at the departmental level. Reports of sexual harassment must be in writing.
04. Retaliation. The Navajo Nation will not in any way retaliate against an individual or witness who makes a report of sexual harassment, nor will it permit any employee to do so. A person found to have retaliated against another individual for reporting sexual harassment shall be subject to disciplinary action provided for sexual harassment offenders.
05. Investigation. Any allegation of sexual harassment brought to the attention of the Navajo Nation will be investigated in a manner that protects the privacy of all persons involved and such privacy will be maintained throughout the investigatory process to the extent practical and appropriate.
  - Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined, up to and including discharge from employment.
  - If an investigation results in a finding that an employee has falsely accused another of sexual harassment knowingly or in a malicious manner, the complainant will be subject to appropriate sanctions, including the possibility of termination.

**Related Regulations:** (1301.31)

**Policy ID: NHS HR08 Subject: Reporting of Child Abuse or Sexual Abuse**

**Performance Objective:** Navajo Head Start reference to OEH Health Plan Child Protection Guide in responding to suspected or known child abuse or sexual abuse as defined in 1340.2 d whether it occurs inside or outside of the program.

**Operational Procedures:**

Reference to the Head Start Performance Standard OEH Health Plan Child Protection Guide

**SUSPECTED CHILD ABUSE AND NEGLECT PROCEDURES**

**Purpose:** To ensure that the Head Start program is in compliance with Federal, State and Tribal Laws in the report of any suspected or known child abuse or neglect.

**Policy:** Any Head Start employee, parents, or volunteer are mandated to immediately report any reasonable suspected child abuse and/or neglect to the proper authorities (Social Services, Police Department, Child Protective Services).

**Definition of Neglect:** A child who has been abandoned by his/her parent/guardian; or who is without proper parent care and control of basic needs necessary to sustain life; or who is without proper education, medical, or other care necessary for their well being when it is in the parent/guardian's ability to provide them; or whose parent/guardian is unable to care for them because of imprisonment, hospitalization, or physical or mental incapacity; or who has placed their child for care or adoption in violation of state law.

**Definition of Abuse:** A child who has been physically, emotionally, psychologically, or sexually abused or injured by his/her parent/guardian or other adult; or who has been knowingly, intentionally, or negligently, placed in a situation that may endanger his/her life or health; or who has been tortured, cruelly confined or cruelly punished.

**Procedures:**

01. Document any suspected or known incident that you have observed, seen or heard from the child or other contact person. Be very careful of your observations and/or your professional judgments of the indication of abuse.



- A. Provide: Name, age, physical location of child's home, sex, center/home base, name of parents, guardian or other responsible adult, name and address of alleged offender if known, name and address of personnel reporting, and a brief description of abuse or neglect.
02. Do not attempt to investigate or make judgment on the incident.
  03. Report the incident by phone, immediately to your local Child Protective Services or the local law enforcement and Head Start Family Services Coordinator and provide a written copy of report to the Head Start Family Service Coordinator immediately.
  04. Provide comfort and support to the child as needed.
  05. Cooperate with the official investigations.
  06. Request IDENTIFICATION from person who is investigating or requesting to talk to child.
  07. Upon request, Head Start will attend staffing scheduled by other investigating agencies pertaining to a Head Start child.
  08. If additional incidences of abuse occur after the initial report has been made.
  09. CONFIDENTIALITY of all information, written or verbal will be enforced at all times.
  10. Suspected child abuse and neglect prevention training will be conducted annually.
  11. STATE LAW PROTECTS ANYONE WHO REPORTS SUSPECTED INCIDENT OF CHILD ABUSE AND NEGLECT IN GOOD FAITH, FROM CIVIL OR CRIMINAL LIABILITY IN A LAW SUIT.

**Related Regulations:** 1301.31 e; 1340.2.

**Policy ID: NHS HR09 Subject: Classroom Staffing and Home Visitors**

**Performance Objective:** Navajo Head Start meets or exceeds the requirements of 1306.20 regarding classroom staffing.

**Operational Procedures:**

01. When a majority of children speak the same language, at least one classroom staff member or home visitor interacting regularly with the children speaks their language.
02. When implementing the center-based program option, the class size requirements specified in 1306.32 are maintained through the provision of volunteer when regular classroom staff is absent.

Center-based program option:

**Class size:** Head Start classes must be staffed by a teacher and an aide or two teachers, and, whenever possible a volunteer.

Grantees must determine their class size based on the predominant age of the children who will participate in the class and whether or not a center-based double session variation is being implemented.

For classes serving predominantly four and five year-old children, the average class size of that group of classes must be between 17 and 20 children, with no more than 17 children enrolled in any one class. A class for four and five year-old children may have no more than 20 children enrolled in any class.

For classes serving predominantly three-year-old children, the average class size of that group of classes must be between 15 and 17 children, with no more than 17 children enrolled in any one class. A class for three year-old children may have no more than 17 children enrolled in any class.

When double session classes serve predominantly three year-old children, the average classroom size of that group of classes must be between 13-15 children. A double session class for three year-old children may have no more than 15 children enrolled. (See 1306.32 c for other requirements regarding the double session variation.)

A class is considered to serve predominantly four or five-year-old children if more than half of the children in the class will be four or five years old by whatever date is used by the State or local jurisdiction in which the Head Start Program is located to determine eligibility for public school.

A class is considered to serve predominantly three-year-old children if more than half of the children in the class will be three years old by whatever date is used by the State or local jurisdiction in which Head Start is located to determine eligibility for public school.

03. Staff-child ratios are strictly enforced for Early Head Start.
  - A. The EHS program ensures that each teacher working exclusively with infants and toddlers has responsibility for no more than four infants and toddlers.
  - B. No more than eight infants and toddlers are placed in any one group.
  - C. When Federal, Tribal or local regulations specify staff-child ratios and group sizes more stringent than this requirement, the Federal, Tribal or local regulations must apply.
04. Staff supervised the outdoor and indoor play areas in such a way that children's safety can be easily monitored and ensured.
  - A. Failure of staff to monitor children's safety may result in disciplinary action, up to and including termination.

**Related Regulations:** 1304.52 g, 1304.52 g 1, 1304.52 g 2, 1304.52 g 3, 1304.52 g 4, 1304.52 g 5

**Policy ID: NHS HR11 Subject: Staff and Volunteer Health**

**Performance Objective:** Navajo Head Start assures that each staff member has a health/medical examination.

**Operational Procedures:**

01. All staff is required to have on file a completed Medical Examination form signed by a licensed medical care provider.
02. This requirement is implemented consistent with the requirements of the Americans with Disabilities Act and section 504 of the Rehabilitation Act.
03. The program makes mental health and wellness information available to staff through the Employees Benefits program in order to have a healthy outlook that affect their job performance.

**Related Regulations:** 1304.52 j, 1304.52 j 1, 1304.52 j 2, 1304.52 j 3

**Policy ID: NHS HR12 Subject: Training and Advancement Opportunities**

**Performance Objective:** Navajo Head Start will provide training and opportunities for staffs, parents, and volunteers for career advancements.

**Operational Procedures:**

01. The program provides:

- pre-service and in-service training
  - mandated:
    - Identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers.
    - Methods for planning for successful child and family transitions to pre-school from the Early Head Start or Head Start.
- orientation
  - policies and procedures
  - service plans
  - calendars
- staff development day opportunities
- professional licensure and certification
- professional development (part-time or full time)

**Related Regulations:** 1301.31 a 4; 1304.52 k; 1304.52 k 1; 1304.52 k 2; 1304.52 k 3; 1304.52 k 3 i; 1304.52 k 3 ii; 1304.52 k 4; 1306.23, 1306.23 a, 1306.23 b.

**Policy ID: NNHS HR13 Subject: Training**

**Performance Objective:** Navajo Nation Head Start provides pre-service training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities.

**Operational Procedures:**

01. The training is directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.

02. The grantee provides staff with information and training about the underlying philosophy and goals of Head Start and the program options being implemented.

**Related Regulations:** 1306.23; 1306.23 a; 1306.23 b