

	Northwestern Band of the Shoshone Nation Housing Services	
	<b>Policy &amp; Procedures Manual</b> <b>Employment Requirement Policy</b>	
	Revision Number & Date Version Number 13 – 1 February 2024	Document Control Number NWBSN HS-PM-ER-001

## EMPLOYMENT REQUIREMENT POLICY

### 1. Purpose

The purpose of Employment Requirement Policy is to establish requirements of employment for tenants over the age of 18 who are participating in the Housing Services Low to Moderate Income Rental Program.

### 2. Basic Parameters

All tenants over the age of 18 are required to be employed and contribute to the financial success of the household. As a participant in the Housing Services Program, it is required that continuous/uninterrupted gainful employment and/or other income generating provisions be maintained by household members over the age of 18.

Income for different groups as defined by HUD is identified as follows:

- Social Security Benefit (SS) meets the full income requirement for those individuals who qualify for SS based on age and funds deposited over a lifetime of employment through payroll deductions. This benefit is generally limited to Elders.
- Social Security Income (SSI) meets the full income for individuals who have applied and been accepted for State Disability.
- 18 - 24-year-old students who live with parents qualify for the Employment requirement if they are “full time” students (12 credit hours or more) per quarter or a full schedule block for Trade School course work. Students in this age group who also work will have only the first \$480.00 of income considered during the Rental Calculation Process.
- Students over the age of 24 may not reside as a “dependent” with parents. If they are still in the household and attending university or trade school after the age of 24, their income will be counted in full as a part of the household income.
- High School Students who turn 18 during their last year of High School are not required to obtain gainful employment until 60 days following their High School Graduation.
- High School Students under the age of 18 are allowed (and encouraged) to enter the workforce at the discretion of their parents/guardians to learn the

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value of work and develop a strong work ethic. Students under the age of 18 will not have their hours/income included in the household rental calculation.

\*See 24 CFR 5.609 Annual Income

### 3. Minimum Income Requirement

- All tenants and prospective tenants of the household over the age of 18 must be employed and earn a minimum of \$500.00 per month to qualify for participation in the Housing Services Program(s).
  - Minimum Income for Elders and/or Disabled Head of Household is \$300.00.
  
- All members of the household over the age of 18, are required to work a minimum of 32 hours per week.
  - Tenants attending University, College or Trade School may use “credit hours” as part of their required weekly hours, up to 12 credit hours.
    - Example: If a tenant is attending university and has 12 credit hours of courses, they may work 20 hours and count 12 credit hours to meet the required 32 hours of employment. If they carry 16 credit hours, they may count 12 toward their 32 minimum requirements, but no more than 12.
  
- Tenants over the age of 18, but under the age of 24 may work between zero and unlimited hours. Income will not be required for 18–24-year-old students who live as a dependent. \*See 24 CFR 5.609 Annual Income
  - As a dependent, 18–24-year-old tenants may work as much as they wish and income above \$480.00/annually will not be counted as a part of the household rental calculation. The offset is made by the \$480 dependent discount being eliminated from the calculation for a net zero amount.
  
- If a student in the 18 – 24-year-old age group participates in a Housing Service Program as a single renter, they may not use this benefit and will be required to meet the parameters established of 32 hrs./week, offset by credit hours as above.

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	<b>Policy &amp; Procedures Manual</b> <b>Employment Requirement Policy</b>	
	<b>Revision Number &amp; Date</b> Version Number 13 – 1 February 2024	<b>Document Control Number</b> NWBSN HS-PM-ER-001

#### 4. Requirement to Maintain Continuous Employment

Tenants over the age of 18 (who are not full-time students between 18 and 24 years of age) will be required to maintain continuous employment while participating in the Housing Services Rental or Home Ownership Program(s).

- To qualify for a Housing Services Program, proof of employment, meeting both the minimum income requirement of \$300/500 per month as above must be met prior to moving into a Housing unit.
- Tenants as stipulated above may not leave employment without having secured another job or jobs to account for 32 hours of employment per week.
- Voluntarily leaving employment/quitting a job will be grounds for immediate eviction.
- A tenant who is laid off, furloughed, or terminated for something other than cause, must notify the Housing Services Director within 10 days of job loss.
  - Income will be adjusted immediately as per HUD regulations.
  - Tenant will be required to secure new employment within 30 days of job loss.
  - If employment is not secured within 30 days, tenant will be required to petition the Housing Board for further time. This request must be made in writing and tenant will be required to appear in person to plead their case to the Board.
- Tenants who lose a job will be allowed the above benefit once a year and up to two times during a 5-year tenancy period.

#### 5. Temporary Leave of Absence from Employment

A Temporary Leave of Absence may be considered for certain issues or ailments. Some examples are as follows:

- Medical Emergency to be considered on a case-by-case basis.
- Maternity/Paternity Leave
  - One member of the household will be allowed an unpaid Maternity/Paternity leave for up to 3 months. After this time, tenant will be required to resume employment at the established 32 hours/week.

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	<b>Revision Number &amp; Date</b> Version Number 13 – 1 February 2024	<b>Document Control Number</b> NWBSN HS-PM-ER-001

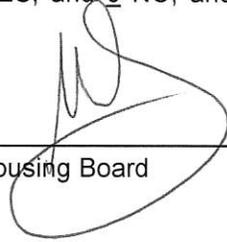
- If a paid Maternity/Paternity benefit is offered by the tenant’s employer, the time off may be extended by up to 3 months when the paid portion of this employment benefit ends.
- Complications in pregnancy may be addressed for work time off based on written recommendations of a qualified physician or health care provider. This must be presented to the Housing Board for approval.
- **Worker’s Compensation Medical Time Off**
  - In the event a tenant is hurt or temporarily disabled in their workplace, notification must be made immediately to Housing Services. A statement will be required from the attending physician as well as the Worker’s Compensation Insurance company sharing notification of a claim and their requirements for time off work.
  - Along with the time off request, income adjustments will need to be made with documentation showing the percentage of hourly/weekly/monthly or annual pay that the tenant will receive from insurance carrier/employer during their time off.

*\*These situations will be considered on a case-by-case basis and approvals will be made by the Housing Board as to how long a Leave of Absence from Employment will be allowed.*

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## REVISION HISTORY

The Employment Requirement Policy was adopted by the Northwestern Band of the Shoshone Nation Housing Services' Board of Commissioners on 13 February 2024. Motion was made by Mason Shepherd and seconded by Shane Warner. Motion carried by 5 YES, and 0 NO, and 0 ABSTENTIONS, and 0 ABSENT.

 <hr/> Director – Housing Services	<u>2-13-2024</u> Date	 <hr/> Housing Board	<u>2/13/24</u> Date
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The Employment Requirement Policy was further formalized by Resolution 02-16-2024-04 of the Northwestern Band of the Shoshone Nation Tribal Council on 16 February 2024. Motion was made by Shane Warner and seconded by Cale Worley. Motion carried by 7 YES, and 0 NO, and 0 ABSTENTION, and 0 ABSENT.

(See attached Resolution Number 02-16-2024-04)



Dennis A. Alex  
Chairman

Bradley J. Parry  
Vice Chairman

NORTHWESTERN BAND OF THE SHOSHONE NATION  
2575 Commerce Way  
Ogden, Utah 84401

**RESOLUTION OF  
THE NORTHWESTERN BAND OF THE SHOSHONE NATION  
HOUSING SERVICES**

Resolution Number 02-16-2024-04

**Approving an Employment Requirement Policy for the NWBSN Housing Services.**

At a duly called meeting of the Tribal Council of the Northwestern Band of the Shoshone Nation on **16 February 2024**, the following resolution was presented:

**WHEREAS:** The Tribal Council is the governing body of the NWBSNHS with the authority to adopt laws and rules to govern Housing Services; and

**WHEREAS:** The NWBSN Housing Services is a Tribal Program authorized to manage homeownership and rental housing programs and such management requires the adherence to Policies and Procedures set forth by The Department of Housing and Urban Development; and

**WHEREAS:** The Housing Services Board of Commissioners has received and reviewed an Employment Requirement Policy at a duly called meeting on 13 February 2024 as prepared by the Housing Services Director and has been approved by vote of a quorum of the Housing Services Board of Commissioners.

**Vote of 5 in favor, 0 opposed, 0 abstentions and 0 absent on 13 February 2024**

**NOW THEREFORE, BE IT RESOLVED** that the NWBSN Tribal Council hereby approves the Employment Requirement Policy as reviewed and corrected. (See Attached)



Dennis A. Alex  
Chairman

Bradley J. Parry  
Vice Chairman

**NORTHWESTERN BAND OF THE SHOSHONE NATION**

2575 Commerce Way

Ogden, Utah 84401

Authority for this resolution was duly adopted by the Tribal Council of the Northwestern Band of the Shoshone Nation at a duly called meeting on **16 February 2024**, by a vote of 7 in favor (DA, BP, AM, KH, JW, SW, CW), 0 Opposed, 0 Absent, 0 Abstain; pursuant to the authority contained under Article VI, Section 1 & 2 and Article XI, Section 2 of the Tribal Constitution and By-laws approved August 24, 1987; Tribal Housing Ordinance, ORD-95-001, Amended 09 April 1996.

DATED: 16 February 2024

DENNIS A. ALEX, CHAIRMAN  
CERTIFICATION:

I HEREBY CERTIFY that the foregoing resolution was passed while a quorum of the Tribal Council was present by a vote of # in favor, # opposed, # abstentions on the date this bears.

Alicia Martinez, Secretary