



MEMORANDUM

TO: Executive and Division Directors
Department and Program Managers
Navajo Nation Executive and Legislative Branches

FROM: 
Garrick Tsosie, HR Position Control Analyst
DHR | Department of Personnel Management

DATE: October 1, 2024

SUBJECT: Fiscal Year 2025 – New Salary Schedules

On September 27, 2024, Navajo Nation President, Dr. Buu Nygren, enacted the Navajo Nation Council (“NNC”) Resolution No. CS-39-24, *An Action Relating to an Emergency for the Navajo Nation Council; Approving a Continuing Resolution for the Navajo Nation for Part of Fiscal Year 2025, Beginning October 1, 2024, and Not to Exceed March 31, 2025, to Ensure the Uninterrupted Operation of the Navajo Nation Government; Waiving 12 N.N.C. §840.* The legislation includes appropriated funds for a **4.00%, General Wage Adjustment (“GWA”)** beginning on **October 1, 2024.**

Pursuant to the Navajo Nation Personnel Policies Manual (“NNPPM”) §VII.D.(2), the Department of Personnel Management (“DPM”) hereby issues new Salary Schedules for immediate implementation by all divisions/departments of the Navajo Nation Executive and Legislative Branches. These schedules supersede all previous schedules and shall be utilized for all personnel matters relating to recruitment, payroll, benefits, retirement and budgeting for personnel.

Navajo Nation – Regular Pay Rates

Class titles not eligible for the premium rate

New Schedule ID: **CL** Previous Schedule ID: **CE**

Navajo Nation – Premium Pay Rates

Class titles that are eligible for the premium rate

New Schedule ID: **CM** Previous Schedule ID: **CF**

Commissioned Law Enforcement Officers

Commissioned Law Enforcement Officers, Clinical Licensed EMTs, Department of Criminal Investigations Civilian Personnel

New Schedule ID: **CN** Previous Schedule ID: **CG**

Navajo Head Start – Regular Pay Rates

Class titles not eligible for the premium rate

New Schedule ID: **CO** Previous Schedule ID: **CJ**

Navajo Head Start – Premium Pay Rates

Class titles that are eligible for the premium rate

New Schedule ID: **CP** Previous Schedule ID: **CK**

Eligibility

All positions and employees are eligible for the GWA, regardless of the funding source, except employees whose rates of pay are specifically set by legislation. Eligible employees include all Regular Full-Time, Regular Part-Time, Seasonal, Professional At-Will and Temporary employees.

Programs shall be responsible for taking the necessary steps to transition their employees to the new salary schedules. Depending on the type of funding, the implementation of the new salary schedules may vary.

General Funds

The GWA for General Fund employees will be automated by DPM during the first pay period of the new fiscal; granted that their position is budgeted in the FY 2024 Continuing Resolution. The cost associated with the general wage will be covered by the Personnel Lapse Fund Account.

Upon completion of the automation, a computer-generated Personnel Action Form (“PAF”) will be issued for each employee to document the rate adjustment. The authorized point of contact within each department will be notified when copies become available.

Non-General Funds & External Funds

The implementation of the new salary schedules for employees occupying a position funded by either Non-General Funds or by an External Contract/Grant will be subject to the availability of funds verified by the Office of the Controller (“OOC”) and the Office of Management & Budget (“OMB”).

Programs funded by Non-General/External funds or those that are awarded prior year carryover funds from their unexpended personnel savings shall be responsible for identifying funds within their current budget and shall submit a Budget Revision Request (“BRR”) to OMB for approval. Once approved, programs may begin implementing the new salary schedules by either requesting for an automation or through the PAF process.

Request for Automation

Non-General Fund and External Fund Programs may request for DPM to automate the GWA by submitting a Request for Automation no later than close of business (“COB”) on [December 31, 2024](#). Any requests received after the deadline will not be accepted.

The Request for Automation is available on the DPM website at www.dpm.navajo-nsn.gov. Compliance with the established procedures and deadlines are expected.

Personnel Action Forms

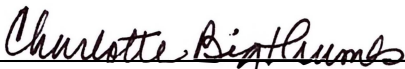
Programs also have the option to submit individual Personnel Action Forms (“PAF”) for their staff. However, a manual PAF is required in the following situations:

- Temporary or Part-Time employees.
- Employees on any type of approved leave without pay status (i.e. FML, Military, Educational or Furlough).
- Employees on Acting Status Assignment.
- Employees who were hired, had a change in assignment (i.e., Transfer, Demotion, Promotion, Reclassification) or were terminated on or after October 1, 2024.
- Employees occupying a cost-shared position.

A PAF Sample of the GWA is attached for reference and is also available on the DPM’s website. PAFs must be electronically submitted to: submitPAFs@dpm.navajo-nsn.gov. To avoid delays in processing, please ensure that a copy of the approved BRR is attached to the PAF.

For any questions regarding this memorandum, please feel free to contact DPM for assistance.

Concurrence:



Charlotte Bighthumb, Human Resources Director
Department of Personnel Management

Attachments: FY 2025 Salary Schedules
 Request for Automation
 PAF Sample – General Wage Adjustment