



MEMORANDUM

TO: ALL EXECUTIVE AND LEGISLATIVE BRANCH
DIVISIONS, DEPARTMENTS AND PROGRAMS

FROM: Bernadette Bernally
Bernadette Bernally, Human Resources Director
Department of Personnel Management

DATE: April 1, 2014

SUBJECT: MINIMUM AND PREFERRED QUALIFICATION REQUIREMENTS FOR
TEMPORARY STATUS EMPLOYEES

Effective Monday April 7, 2014, pursuant to the recent amendments to the Navajo Nation Personnel Policies Manual (NNPPM) approved by Health, Education and Human Services Committee on December 4, 2013, (attached) this memorandum is issued to provide clarification and guidance on how these amendments affect temporary status employees. There are two policy statements that address temporary employment. The two policies will be addressed as follows:

1. Navajo Nation Personnel Policies Manual Section V. Employment Status A. #5. Temporary b. states... "Employment of a temporary in a 2320 account may be extended as necessary, except that if a temporary is employed continuously for one year, the program must justify maintaining the position as temporary or budget the position as regular status." In these situations, current temporary employees are not affected by these amendments and will not be subject to another qualification assessment utilizing the minimum and/or preferred qualifications of the position they occupy. However, temporary employment that exceeds one year must be justified in writing to the Human Resources Director.

2. Navajo Nation Personnel Policies Manual Section V. Employment Status A. #5. Temporary c. states... "Employment of a temporary to fill a vacant regular status position is limited to a maximum of six consecutive months in a program's fiscal year." In these situations, current temporary employees who reach their Not to Exceed (NTE) date or the maximum of six consecutive months in a program's fiscal year limit will be subject to another qualification assessment and must meet the new minimum and/or preferred qualifications in order to continue temporary employment. All newly hired temporary employees are required to meet the new minimum and/or preferred qualifications for the position they will occupy.

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The temporary employee will be required to submit an updated Navajo Nation Employment Application for qualification assessment. Programs shall submit to the DPM Classification and Pay Office the two page Position Classification Questionnaire to establish the minimum and preferred position qualifications and eliminate all equivalency clauses.

These policy guidelines are issued to facilitate the implementation of the recent policy amendments. Your assistance and compliance are appreciated. Please consult with the Department of Personnel Management if clarifications are necessary. Thank you.

Attachments

DEPARTMENT OF PERSONNEL MANAGEMENT

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