The Navajo Nation

JOE SHIRLEY, JR.
PRESIDENT

BEN SHELLY
VICE-PRESIDENT

MEMORANDUM

TO : ALL DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE BRANCHES

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

DATE : October 12, 2010

SUBJECT : **GENERAL FUND POSITION LAYOFFS**

During the Fiscal Year 2011 budget review process, the Executive Branch requested NN programs to submit information regarding "proposed" general fund position layoffs. A total of 45 positions were identified, which was later reduced to 42 and now includes 40 positions. On September 14, 2010 the DPM issued layoff policies and procedures to provide guidance to programs for processing of layoff notices.

Several NN programs have since decided not move forward with these layoffs, based on the fact that according to the NNC Resolution CS-37-10 and their FY10 base budget allocation these "proposed" layoff positions are still in the budget. Some programs have opted to rescind their layoff notices and/or reinstate laid off employees.

Programs are advised to proceed with caution keeping in mind that all budget allocations are at 45%. This means the majority of the funds are allocated to personnel expenses leaving very little operating funds. Therefore, any "proposed" layoff may still occur later. This decision will be made at the discretion of the program director. A manual PAF for employees not being laid off must be submitted to DPM as soon as possible.

In order to assist employees subject to layoff, the DPM will assist them by identifying vacant positions and implementing an "in-house" job fair. Pursuant to NNPP, layoffs will be handled according to the NPEA and re-employment policies. Please contact DPM if you have questions. Thank You.

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DEPARTMENT OF PERSONNEL MANAGEMENT
P.O. Box 7080, Window Rock, AZ 86515
Telephone: (928) 871-6330; Fax: (928) 871-6976; Website: www.nndpm.navajo.org