



MEMORANDUM

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

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

DATE : March 24, 2011

SUBJECT: GENERAL FUND LAYOFF AND ABOLISHED POSITIONS

Pursuant to Navajo Nation Council Resolution CF-09-11, the FY'11 Comprehensive Budget was approved; however, many of the programs have not taken the necessary action to layoff the regular status employees or to end the temporary employment of employees occupying the positions that are not included in their FY' 2011 budget.

Attached is a copy of my October 12, 2010 memorandum advising programs to proceed with caution keeping in mind that all budget allocations were only at 45% per Navajo Nation Council Resolution CS-37-10; therefore, any proposed layoffs may still occur later. This decision was to be made at the discretion of the program manager. Subsequently, some programs continued to employ their employees occupying positions that were to be eliminated from their proposed FY'11 budget while the Navajo Nation was operating under a Continuing Resolution.

Since funds are no longer available for these positions, the Department of Personnel Management (DPM) is providing notice that all positions that are not included in the FY'11 budget and assignments of employees occupying these positions will be ended on March 25, 2011. Program managers are to issue appropriate notice and to immediately notify all affected employees of their assignment and employment end date.

Should you have any questions, please contact DPM at (928) 871-6330. Thank you.

xc: Honorable Ben Shelly, President, OPVP  
Honorable Johnny Naize, Speaker, Office of the Speaker  
Mark Grant, Controller, OOC  
Dominic Beyal, Executive Director, OMB  
File



# 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

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