

THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : DIVISION DIRECTORS, DEPARTMENT AND PROGRAM MANAGERS
EXECUTIVE AND LEGISLATIVE BRANCH

FROM : *Reycita Toddy*
Reycita Toddy, HR Classification & Pay Manager
Department of Personnel Management

DATE : December 21, 2022

SUBJECT: **EMPLOYEE PERFORMANCE APPRISAL FORM, STEP INCREASE/MERIT PAY BONUS
RECOMMENDATION/APPROVAL FORM SUBMISSION SCHEDULE**

Pursuant to the Navajo Nation Personnel Policies Manual (NNPPM) and the Performance Appraisal Process Procedures every employee must receive a performance appraisal at least once a year. Accordingly, supervisors are hereby reminded that Employee Performance Appraisal Forms (EPAF) must be submitted to the Department of Personnel Management (DPM) for all employees by the established deadline date. The EPAF deadline date is based on an employee's anniversary date which is October 1st, the date of hire, or date of their last salary increase whichever is the later. The rating period is a twelve-month period commencing on the employee's anniversary date and each year thereafter. The deadline date for submitting the EPAF is 60 calendar days after the anniversary date; and the deadline for submitting a Step Increase or Merit Pay Bonus Recommendation/Approval Form is 90 days after the anniversary date. Failure to submit appraisals by the established deadline date will result in the disapproval of step increase, merit pay bonus and/or disciplinary action. If a due date falls on a non-workday, the form is due to DPM on the following work day.

Attached for your information and use is an updated EPAF, Step Increase and Merit Pay Bonus Recommendation/Approval Form Submission Schedule for rating period October 1, 2022 to September 30, 2023. The Classification & Pay Section will provide updated Employee Listing by Division and Department Showing Employment Dates Report reflecting the Last Review Date (anniversary dates) upon request. Should you have any questions, please contact the DPM/Classification & Pay Section at (928) 871-6332 or (928) 871-7591.

CONCURRED:

Tomicita Woodie

Tomicita Woodie
Human Resources Director

XC: File

PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)

SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2022 TO SEPTEMBER 30, 2023

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
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**PERFORMANCE APPRAISAL FORM (EPAF) AND STEP INCREASE AND MERIT PAY BONUS RECOMMENDATION/APPROVAL FORM (RAF)
SUBMISSION SCHEDULE FOR RATING PERIOD OCTOBER 1, 2022 TO SEPTEMBER 30, 2023**

ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM	ANNIV DATE	EPAF DUE-DPM	RAF DUE- DPM
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06/04/2023	08/03/2023	09/02/2023	07/14/2023	09/12/2023	10/12/2023	08/23/2023	10/22/2023	11/21/2023
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07/02/2023	08/31/2023	09/30/2023	08/11/2023	10/10/2023	11/09/2023	09/20/2023	11/19/2023	12/19/2023
07/03/2023	09/01/2023	10/01/2023	08/12/2023	10/11/2023	11/10/2023	09/21/2023	11/20/2023	12/20/2023
07/04/2023	09/02/2023	10/02/2023	08/13/2023	10/12/2023	11/11/2023	09/22/2023	11/21/2023	12/21/2023
07/05/2023	09/03/2023	10/03/2023	08/14/2023	10/13/2023	11/12/2023	09/23/2023	11/22/2023	12/22/2023
07/06/2023	09/04/2023	10/04/2023	08/15/2023	10/14/2023	11/13/2023	09/24/2023	11/23/2023	12/23/2023
07/07/2023	09/05/2023	10/05/2023	08/16/2023	10/15/2023	11/14/2023	09/25/2023	11/24/2023	12/24/2023
07/08/2023	09/06/2023	10/06/2023	08/17/2023	10/16/2023	11/15/2023	09/26/2023	11/25/2023	12/25/2023
07/09/2023	09/07/2023	10/07/2023	08/18/2023	10/17/2023	11/16/2023	09/27/2023	11/26/2023	12/26/2023
07/10/2023	09/08/2023	10/08/2023	08/19/2023	10/18/2023	11/17/2023	09/28/2023	11/27/2023	12/27/2023
07/11/2023	09/09/2023	10/09/2023	08/20/2023	10/19/2023	11/18/2023	09/29/2023	11/28/2023	12/28/2023
07/12/2023	09/10/2023	10/10/2023	08/21/2023	10/20/2023	11/19/2023	09/30/2023	11/29/2023	12/29/2023
07/13/2023	09/11/2023	10/11/2023	08/22/2023	10/21/2023	11/20/2023	10/01/2023	11/30/2023	12/30/2023