



**MEMORANDUM**

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

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

DATE: September 27, 2023

SUBJECT: **Fiscal Year 2024 – New Salary Schedules**

On September 22, 2023, Navajo Nation President Nygren signed into law the Navajo Nation Council (“NNC”) Resolution No. CS-78-23, approving the Navajo Nation’s Comprehensive Budget for Fiscal Year 2024. This resolution waived N.N.C. Resolution No. CJY-66-23 and 12 N.N.C. § 820 (F), § 820 (I), § 820 (O), § 840 (B) and § 860.

In accordance with the approval this will include a 4.00% General Wage Adjustment (“GWA”), which will become effective on [October 1, 2023](#).

Pursuant to the Navajo Nation Personnel Policies Manual (“NNPPM”) § VII.D.(2), the Department of Personnel Management (“DPM”) hereby issues the following Salary Schedules for implementation by all divisions/departments of the Navajo Nation Executive and Legislative Branches. The new schedules will supersede all previous schedules. This authorization includes all personnel matters relating to recruitment, payroll, benefits, retirement and budgets for personnel.

The new salary schedules are as follows with attachments:

<b>Navajo Nation – Regular Pay Rates</b>	
New Salary Schedule: <b>“CE”</b>	Previous Salary Schedule: <b>“BX”</b>
Applicability: Class titles not eligible for the premium rate	
<b>Navajo Nation – Premium Pay Rates</b>	
New Salary Schedule: <b>“CF”</b>	Previous Salary Schedule: <b>“BY”</b>
Applicability: Class titles that are eligible for the premium rate	
<b>Commissioned Law Enforcement Officers, Clinical Licensed EMTs, Criminal Investigations – Civilian Personnel</b>	
New Salary Schedule: <b>“CG”</b>	Previous Salary Schedule: <b>“BZ”</b>
Applicability: Public Safety, Emergency Medical Services and Department of Criminal Investigations	
<b>Navajo Head Start – Regular Pay Rates</b>	
New Salary Schedule: <b>“CH”</b>	Previous Salary Schedule: <b>“CC”</b>
Applicability: Class titles not eligible for the premium rate	
<b>Navajo Head Start – Premium Pay Rates</b>	
New Salary Schedule: <b>“CI”</b>	Previous Salary Schedule: <b>“CD”</b>
Applicability: Class titles that are eligible for the premium rate	

## Eligibility

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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

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The GWA for General Fund employees will be automated by DPM during the first pay period of the new fiscal; granted that their positions are fully budgeted in the FY 2024 Comprehensive Budget. 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

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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

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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 29, 2023](#). 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](http://www.dpm.navajo-nsn.gov). Compliance with the established procedures and deadlines are expected.

## Personnel Action Forms

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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, 2023.
- 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](mailto:submitPAFs@dpm.navajo-nsn.gov). To avoid delays in processing, please ensure that a copy of the approved BRR is attached to the PAF.

Should there be any questions, please feel free to contact the DPM for assistance.

### Concurrence:



Tomicita Woodie, Human Resources Director  
Department of Personnel Management

Attachments:     FY 2024 Salary Schedules  
                          Request for Automation  
                          PAF Sample – General Wage Adjustment