

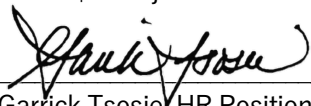
THE NAVAJO NATION

JONATHAN NEZ | PRESIDENT MYRON LIZER | VICE-PRESIDENT



MEMORANDUM

TO : Roy L. Tracy, (D) Assistant Superintendent
DODE | Navajo Head Start

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

DATE : October 14, 2022

SUBJECT : **New Salary Schedules – Cost of Living Adjustment – 2.28%**

Pursuant to the Notice of Award (“NOA”) No. 90CI010073-02-02, issued by the Administration for Children and Families of the U.S. Department of Health and Human Services, supplemental funding was awarded to Navajo Head Start (“NHS”) and Early Head Start (“EHS”) for a **Cost of Living Adjustment (“COLA”)** to increase salaries and wages by **2.28%**, retroactive to **March 1, 2022**.

In accordance with the Navajo Nation Personnel Policies Manual (“NNPPM”) § VII.D.(2), the Department of Personnel Management (“DPM”) hereby issues the following Salary Schedules for immediate implementation by the Navajo Head Start/Early Head Start programs. The new Salary Schedules will supersede all previous schedules and should be used for all personnel matters relating to recruitment, compensation, payroll, benefits, retirement and budgets for personnel.

Salary Schedule “BV” – Navajo Head Start– Regular Pay Rates		Effective: 03/01/2022	
New Schedule ID:	“BV”	Previous Schedule ID:	“BT”
Applicability:	Class titles not eligible for the premium rate		

Salary Schedule “BW” – Navajo Head Start – Premium Pay Rates		Effective: 03/01/2022	
New Schedule ID:	“BW”	Previous Schedule ID:	“BU”
Applicability:	Class titles that are eligible for the premium rate		

Eligibility

The COLA is applicable to all current and former Head Start employees who were employed with the Navajo Head Start and/or Early Head Start Programs on or after the March 1, 2022. Eligible employees include all Regular Full-Time, Regular Part-Time, Seasonal, Professional At-Will and Temporary employees.

Navajo Head Start shall be responsible for taking the necessary steps to transition their employees to the new salary schedules. The implementation of the new salary schedules will be subject to the availability of funds verified by the Office of the Controller (“OOC”) and the Office of Management & Budget (“OMB”). After the budget is approved and posted in FMIS, your office may begin implementing the new salary schedules by either requesting for an automation or through the PAF process.

Request for Automation

Your office may request for DPM to automate the COLA by submitting a Request for Automation, no later than close of business (“COB”) on December 30, 2022. 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. Compliance with the established procedures and deadlines are expected.

Personnel Action Forms

Your office also has the option to submit individual Personnel Action Forms (“PAF”) for your staff. However, a manual PAF is required for an employee in the following situations:

1. Temporary or Part-Time Employees
2. Employees on any type of approved leave status (i.e. LWOP, Administrative, Military, Educational, Family and Medical Leave or Furlough)
3. Employees serving an Acting Status Assignment
4. Employees who were hired, had a change in assignment (i.e. Transfer, Demotion, Promotion, Reclassification) or were terminated after March 1, 2022
5. Employees occupying cost shared positions

For reference when preparing the PAFs, please utilize the attached PAF Sample to minimize errors. The PAF Sample for the COLA, as well as, other common types of actions can be downloaded from DPM’s website.


PAFs must be electronically submitted to: submitPAFs@dpm.navajo-nsn.gov. To avoid delays in processing, please ensure that a copy of the approved budget is attached to the PAF.

Back Pay Request Forms (“BPRF”)

NHS shall ensure their employees are compensated utilizing the new rates. Additionally, eligible employees shall be owed backpay for the difference in pay resulting from the COLA for all hours worked beginning on 3/1/2022. After DPM updates the new rates in HRIS, BPRF’s may be submitted to OOC for payment processing.

For information in regards to the BPRF’s please contact the NN Payroll Office at (928) 871-6398. If your office has any questions or need additional assistance, please feel free to contact the DPM.

Concurrence:

 10/18/2022
 Tomicita Woodie, Human Resources Director
 Department of Personnel Management

XC: Office of Management & Budget – Contracts/Grants Section
 Office of the Controller – Contract Accounting Section

NAVAJO NATION SALARY SCHEDULE

PAY GRADE	HOURLY RATES BY PAY GRADE AND STEP											
	Minimum	A	B	C	D	E	F	G	H	I	J	K
51	8.57	8.83	9.10	9.38	9.69	9.93	10.23	10.53	10.89	11.20	11.51	11.88
52	9.35	9.68	9.92	10.22	10.52	10.88	11.19	11.49	11.87	12.22	12.56	12.97
53	10.21	10.51	10.83	11.15	11.45	11.84	12.20	12.54	12.93	13.31	13.70	14.16
54	11.12	11.42	11.81	12.14	12.49	12.91	13.27	13.67	14.08	14.50	14.96	15.41
55	12.12	12.45	12.87	13.22	13.64	14.04	14.47	14.93	15.36	15.81	16.31	16.76
56	13.20	13.62	14.01	14.43	14.88	15.31	15.77	16.25	16.69	17.22	17.71	18.25
57	14.39	14.86	15.23	15.73	16.20	16.64	17.18	17.68	18.20	18.77	19.33	19.93
58	15.67	16.14	16.60	17.12	17.65	18.16	18.71	19.27	19.90	20.25	20.67	21.28
59	17.07	17.61	18.14	18.66	19.23	19.85	20.22	20.83	21.25	21.90	22.54	23.23
60	18.59	19.16	19.73	20.12	20.72	21.13	21.80	22.43	23.11	23.78	24.50	25.22
61	20.08	20.65	21.10	21.74	22.39	23.03	23.75	24.46	25.18	25.94	26.75	27.53
62	21.69	22.33	22.98	23.69	24.41	25.13	25.90	26.66	27.43	28.29	28.98	29.81
63	23.63	24.31	25.06	25.83	26.53	27.38	28.19	28.92	29.75	30.67	31.57	32.55
64	25.74	26.47	27.32	28.14	29.00	29.69	30.62	31.51	32.46	33.46	34.43	35.48
65	28.09	28.91	29.63	30.51	31.41	32.35	33.37	34.37	35.37	36.44	37.52	38.64
66	30.43	31.35	32.29	33.28	34.28	35.28	36.35	37.44	38.58	39.71	40.93	42.13
67	33.16	34.16	35.18	36.25	37.34	38.49	39.60	40.83	42.04	43.27	44.61	45.92
68	36.18	37.24	38.41	39.52	40.75	41.95	43.21	44.52	45.84	47.21	48.62	50.07
69	39.42	40.63	41.84	43.10	44.37	45.70	47.04	48.52	49.91	51.41	53.01	54.57
70	42.97	44.26	45.59	46.96	48.37	49.84	51.32	52.87	54.44	56.05	57.47	59.20
71	46.86	48.23	49.72	51.20	52.70	54.32	55.94	57.60	59.06	60.82	62.62	64.53
72	51.05	52.58	54.15	55.79	57.47	58.90	60.66	62.47	64.39	66.27	68.28	70.31
73	55.64	57.34	58.74	60.53	62.36	64.20	66.13	68.13	70.18	72.25	74.45	76.68
74	60.39	62.20	64.01	65.97	67.98	69.97	72.10	74.26	76.50	78.79	81.17	83.58
75	65.80	67.79	69.82	71.89	74.07	76.30	78.59	80.91	83.37	85.87	88.44	91.08
76	71.72	73.88	76.09	78.40	80.73	83.18	85.66	88.24	90.86	93.61	96.41	99.29
77	78.18	80.56	82.95	85.44	88.00	90.67	93.36	96.15	99.07	102.00	105.09	108.23

NAVAJO NATION SALARY SCHEDULE

PAY GRADE	ANNUAL BASE SALARIES BY PAY GRADE AND STEP											Maximum
	Minimum	A	B	C	D	E	F	G	H	I	J	
51	17,894.16	18,437.04	19,000.80	19,585.44	20,232.72	20,733.84	21,360.24	21,986.64	22,738.32	23,385.60	24,032.88	24,805.44
52	19,522.80	20,211.84	20,712.96	21,339.36	21,965.76	22,717.44	23,364.72	23,991.12	24,784.56	25,515.36	26,225.28	27,081.36
53	21,318.48	21,944.88	22,613.04	23,281.20	23,907.60	24,721.92	25,473.60	26,183.52	26,997.84	27,791.28	28,605.60	29,566.08
54	23,218.56	23,844.96	24,659.28	25,348.32	26,079.12	26,956.08	27,707.76	28,542.96	29,399.04	30,276.00	31,236.48	32,176.08
55	25,306.56	25,995.60	26,872.56	27,603.36	28,480.32	29,315.52	30,213.36	31,173.84	32,071.68	33,011.28	34,055.28	34,994.88
56	27,561.60	28,438.56	29,252.88	30,129.84	31,069.44	31,967.28	32,927.76	33,930.00	34,848.72	35,955.36	36,978.48	38,106.00
57	30,046.32	31,027.68	31,800.24	32,844.24	33,825.60	34,744.32	35,871.84	36,915.84	38,001.60	39,191.76	40,361.04	41,613.84
58	32,718.96	33,700.32	34,660.80	35,746.56	36,853.20	37,918.08	39,066.48	40,235.76	41,551.20	42,282.00	43,158.96	44,432.64
59	35,642.16	36,769.68	37,876.32	38,962.08	40,152.24	41,446.80	42,219.36	43,493.04	44,370.00	45,727.20	47,063.52	48,504.24
60	38,815.92	40,006.08	41,196.24	42,010.56	43,263.36	44,119.44	45,518.40	46,833.84	48,253.68	49,652.64	51,156.00	52,659.36
61	41,927.04	43,117.20	44,056.80	45,393.12	46,750.32	48,086.64	49,590.00	51,072.48	52,575.84	54,162.72	55,854.00	57,482.64
62	45,288.72	46,625.04	47,982.24	49,464.72	50,968.08	52,471.44	54,079.20	55,666.08	57,273.84	59,069.52	60,510.24	62,243.28
63	49,339.44	50,759.28	52,325.28	53,933.04	55,394.64	57,169.44	58,860.72	60,384.96	62,118.00	64,038.96	65,918.16	67,964.40
64	53,745.12	55,269.36	57,044.16	58,756.32	60,552.00	61,992.72	63,934.56	65,792.88	67,776.48	69,864.48	71,889.84	74,082.24
65	58,651.92	60,364.08	61,867.44	63,704.88	65,584.08	67,546.80	69,676.56	71,764.56	73,852.56	76,086.72	78,341.76	80,680.32
66	63,537.84	65,458.80	67,421.52	69,488.64	71,576.64	73,664.64	75,898.80	78,174.72	80,555.04	82,914.48	85,461.84	87,967.44
67	69,238.08	71,326.08	73,455.84	75,690.00	77,965.92	80,367.12	82,684.80	85,253.04	87,779.52	90,347.76	93,145.68	95,880.96
68	75,543.84	77,757.12	80,200.08	82,517.76	85,086.00	87,591.60	90,222.48	92,957.76	95,713.92	98,574.48	101,518.56	104,546.16
69	82,308.96	84,835.44	87,361.92	89,992.80	92,644.56	95,421.60	98,219.52	101,309.76	104,212.08	107,344.08	110,684.88	113,942.16
70	89,721.36	92,414.88	95,191.92	98,052.48	100,996.56	104,065.92	107,156.16	110,392.56	113,670.72	117,032.40	119,997.36	123,609.60
71	97,843.68	100,704.24	103,815.36	106,905.60	110,037.60	113,420.16	116,802.72	120,268.80	123,317.28	126,992.16	130,750.56	134,738.64
72	106,592.40	109,787.04	113,065.20	116,489.52	119,997.36	122,983.20	126,658.08	130,437.36	134,446.32	138,371.76	142,568.64	146,807.28
73	116,176.32	119,725.92	122,649.12	126,386.64	130,207.68	134,049.60	138,079.44	142,255.44	146,535.84	150,858.00	155,451.60	160,107.84
74	126,094.32	129,873.60	133,652.88	137,745.36	141,942.24	146,097.36	150,544.80	155,054.88	159,732.00	164,513.52	169,482.96	174,515.04
75	137,390.40	141,545.52	145,784.16	150,106.32	154,658.16	159,314.40	164,095.92	168,940.08	174,076.56	179,296.56	184,662.72	190,175.04
76	149,751.36	154,261.44	158,875.92	163,699.20	168,564.24	173,679.84	178,858.08	184,245.12	189,715.68	195,457.68	201,304.08	207,317.52
77	163,239.84	168,209.28	173,199.60	178,398.72	183,744.00	189,318.96	194,935.68	200,761.20	206,858.16	212,976.00	219,427.92	225,984.24

NAVAJO NATION SALARY SCHEDULE

PAY GRADE	HOURLY RATES BY PAY GRADE AND STEP											
	Minimum	A	B	C	D	E	F	G	H	I	J	K
51	9.88	10.17	10.49	10.78	11.12	11.40	11.79	12.13	12.48	12.89	13.26	13.66
52	10.73	11.10	11.39	11.77	12.12	12.45	12.88	13.25	13.65	14.04	14.47	14.94
53	11.75	12.10	12.43	12.84	13.20	13.62	14.02	14.44	14.89	15.32	15.77	16.26
54	12.75	13.14	13.58	13.97	14.40	14.87	15.23	15.74	16.24	16.67	17.19	17.69
55	13.94	14.33	14.76	15.20	15.68	16.16	16.61	17.13	17.66	18.18	18.71	19.27
56	15.17	15.64	16.08	16.57	17.07	17.61	18.14	18.64	19.20	19.79	20.17	20.79
57	16.54	17.00	17.57	18.05	18.60	19.17	19.74	20.14	20.75	21.15	21.83	22.46
58	18.01	18.54	19.10	19.68	20.10	20.68	21.11	21.75	22.41	23.08	23.78	24.49
59	19.65	20.03	20.64	21.09	21.71	22.38	23.03	23.75	24.46	25.18	25.94	26.73
60	20.99	21.60	22.24	22.90	23.60	24.30	25.05	25.77	26.52	27.35	28.18	28.90
61	22.85	23.56	24.24	25.00	25.73	26.46	27.31	28.13	28.98	29.68	30.60	31.49
62	24.96	25.68	26.43	27.24	28.07	28.89	29.62	30.48	31.40	32.33	33.34	34.34
63	27.17	27.97	28.80	29.55	30.42	31.34	32.27	33.25	34.26	35.27	36.33	37.41
64	29.47	30.35	31.29	32.18	33.16	34.16	35.18	36.22	37.31	38.48	39.58	40.81
65	32.12	33.06	34.08	35.09	36.16	37.21	38.34	39.49	40.69	41.90	43.16	44.41
66	35.03	36.02	37.14	38.25	39.40	40.57	41.82	43.07	44.34	45.68	47.02	48.46
67	38.14	39.31	40.46	41.67	42.94	44.24	45.56	46.94	48.34	49.79	51.27	52.79
68	41.60	42.83	44.16	45.49	46.84	48.23	49.70	51.19	52.68	54.31	55.93	57.60
69	45.34	46.70	48.12	49.54	51.04	52.57	54.14	55.75	57.45	58.88	60.62	62.46
70	49.43	50.88	52.44	54.02	55.62	57.32	58.71	60.49	62.32	64.18	66.10	68.09
71	53.88	55.51	57.15	58.59	60.37	62.16	63.97	65.93	67.92	69.91	72.06	74.18
72	58.40	60.16	61.97	63.83	65.77	67.73	69.79	71.86	74.04	76.24	78.52	80.87
73	63.72	65.60	67.57	69.60	71.68	73.84	76.06	78.36	80.68	83.06	85.59	88.16
74	69.44	71.51	73.64	75.86	78.14	80.53	82.93	85.42	87.98	90.66	93.35	96.13
75	75.65	77.93	80.29	82.73	85.18	87.69	90.35	93.06	95.85	98.73	101.70	104.70
76	82.47	84.96	87.53	90.16	92.83	95.64	98.48	101.48	104.54	107.64	110.89	114.21
77	89.91	92.62	95.39	98.25	101.20	104.24	107.35	110.60	113.90	117.33	120.80	124.44

**NAVAJO NATION
 SALARY SCHEDULE**

PAY GRADE	ANNUAL BASE SALARIES BY PAY GRADE AND STEP											Maximum
	Minimum	A	B	C	D	E	F	G	H	I	J	
51	20,629.44	21,234.96	21,903.12	22,508.64	23,218.56	23,803.20	24,617.52	25,327.44	26,058.24	26,914.32	27,686.88	28,522.08
52	22,404.24	23,176.80	23,782.32	24,575.76	25,306.56	25,995.60	26,893.44	27,666.00	28,501.20	29,315.52	30,213.36	31,194.72
53	24,534.00	25,264.80	25,953.84	26,809.92	27,561.60	28,438.56	29,273.76	30,150.72	31,090.32	31,988.16	32,927.76	33,950.88
54	26,622.00	27,436.32	28,355.04	29,169.36	30,067.20	31,048.56	31,800.24	32,865.12	33,909.12	34,806.96	35,892.72	36,936.72
55	29,106.72	29,921.04	30,818.88	31,737.60	32,739.84	33,742.08	34,681.68	35,767.44	36,874.08	37,959.84	39,066.48	40,235.76
56	31,674.96	32,656.32	33,575.04	34,598.16	35,642.16	36,769.68	37,876.32	38,920.32	40,089.60	41,321.52	42,114.96	43,409.52
57	34,535.52	35,496.00	36,686.16	37,688.40	38,836.80	40,026.96	41,217.12	42,052.32	43,326.00	44,161.20	45,581.04	46,896.48
58	37,604.88	38,711.52	39,880.80	41,091.84	41,968.80	43,179.84	44,077.68	45,414.00	46,792.08	48,191.04	49,652.64	51,135.12
59	41,029.20	41,822.64	43,096.32	44,035.92	45,330.48	46,729.44	48,086.64	49,590.00	51,072.48	52,575.84	54,162.72	55,812.24
60	43,827.12	45,100.80	46,437.12	47,815.20	49,276.80	50,738.40	52,304.40	53,807.76	55,373.76	57,106.80	58,839.84	60,343.20
61	47,710.80	49,193.28	50,613.12	52,200.00	53,724.24	55,248.48	57,023.28	58,735.44	60,510.24	61,971.84	63,892.80	65,751.12
62	52,116.48	53,619.84	55,185.84	56,877.12	58,610.16	60,322.32	61,846.56	63,642.24	65,563.20	67,505.04	69,613.92	71,701.92
63	56,730.96	58,401.36	60,134.40	61,700.40	63,516.96	65,437.92	67,379.76	69,426.00	71,534.88	73,643.76	75,857.04	78,112.08
64	61,533.36	63,370.80	65,333.52	67,191.84	69,238.08	71,326.08	73,455.84	75,627.36	77,903.28	80,346.24	82,643.04	85,211.28
65	67,066.56	69,029.28	71,159.04	73,267.92	75,502.08	77,694.48	80,053.92	82,455.12	84,960.72	87,487.20	90,118.08	92,728.08
66	73,142.64	75,209.76	77,548.32	79,866.00	82,267.20	84,710.16	87,320.16	89,930.16	92,581.92	95,379.84	98,177.76	101,184.48
67	79,636.32	82,079.28	84,480.48	87,006.96	89,658.72	92,373.12	95,129.28	98,010.72	100,933.92	103,961.52	107,051.76	110,225.52
68	86,860.80	89,429.04	92,206.08	94,983.12	97,801.92	100,704.24	103,773.60	106,884.72	109,995.84	113,399.28	116,781.84	120,268.80
69	94,669.92	97,509.60	100,474.56	103,439.52	106,571.52	109,766.16	113,044.32	116,406.00	119,955.60	122,941.44	126,574.56	130,416.48
70	103,209.84	106,237.44	109,494.72	112,793.76	116,134.56	119,684.16	122,586.48	126,303.12	130,124.16	134,007.84	138,016.80	142,171.92
71	112,501.44	115,904.88	119,329.20	122,335.92	126,052.56	129,790.08	133,569.36	137,661.84	141,816.96	145,972.08	150,461.28	154,887.84
72	121,939.20	125,614.08	129,393.36	133,277.04	137,327.76	141,420.24	145,721.52	150,043.68	154,595.52	159,189.12	163,949.76	168,856.56
73	133,047.36	136,972.80	141,086.16	145,324.80	149,667.84	154,177.92	158,813.28	163,615.68	168,459.84	173,429.28	178,711.92	184,078.08
74	144,990.72	149,312.88	153,760.32	158,395.68	163,156.32	168,146.64	173,157.84	178,356.96	183,702.24	189,298.08	194,914.80	200,719.44
75	157,957.20	162,717.84	167,645.52	172,740.24	177,855.84	183,096.72	188,650.80	194,309.28	200,134.80	206,148.24	212,349.60	218,613.60
76	172,197.36	177,396.48	182,762.64	188,254.08	193,829.04	199,696.32	205,626.24	211,890.24	218,279.52	224,752.32	231,538.32	238,470.48
77	187,732.08	193,390.56	199,174.32	205,146.00	211,305.60	217,653.12	224,146.80	230,932.80	237,823.20	244,985.04	252,230.40	259,830.72

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.
DPM USE ONLY

Form with fields for Employment Notice, Change Notice, Termination Notice, Effective Date, Employee Name, Mailing Address, Social Security Number, Census Number, Marital Status, Gender, Date of Birth, Ethnic Code, Worksite, Division/Department, Department Number, Business Unit Number, Position Title, Class Code, Grade Step, Hourly Rate, Per Annum, Remarks, Employee Signature, Date, Type of Termination, Department Acceptance, Department Release, Department of Personnel Management, and various departmental clearance checkboxes.

Type of Action: Cost of Living Adjustment (COLA) Notice Type: Change

Pursuant to the Notice of Award ("NOA") No. 90CI010073-02-02, issued by the Administration for Children and Families of the U.S. Department of Health and Human Services, supplemental funding was awarded to Navajo Head Start ("NHS") and Early Head Start ("EHS") for a Cost of Living Adjustment ("COLA") to increase salaries and wages by 2.28%, retroactive to March 1, 2022. The following Salary Schedules will supersede all previous schedules and should be used for all personnel matters relating to recruitment, compensation, payroll, benefits, retirement and budgets for personnel.
- "BV" - Navajo Head Start Regular
- "BW" - Navajo Head Start Premium
In accordance with the applicable Budget Instructions Manual ("BIM"), budget amounts shall be calculated by multiplying the employee's hourly rate by 2,088 hours.

ATTACHMENTS & SUPPORTING DOCUMENTS

Approved Budget and/or Approved Budget Revision Request (BRR) - Copy

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"
Department Acceptance Signature & Date
Annual Salary is calculated at 2,088 hours pursuant to the Navajo Nation FY'23 Budget Instructions Manual (BIM).
Note: The Per Annum for Seasonal or Regular Part-Time employees shall be calculated by multiplying the estimated total number of work hours by the employee's hourly rate

OTHER REQUIREMENTS

If the position is funded by an external contract and/or grant, verification from Contract Accounting/OOC is required prior to submitting the PAF to the DPM.