

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

<input type="checkbox"/> Employment Notice	<input checked="" type="checkbox"/> Change Notice	<input type="checkbox"/> Termination Notice	Effective Date October 1, 2021	
Employee Name (Last, First Middle) Doe, John Yazzie		Mailing Address (City, State, Zip Code)		Social Security Number 00-00-0000
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code
Division /Department DHR / Department of Personnel Management			Department Number 022	Business Unit Number 000000.0000
Position Title Administrative Assistant		Class Code 1260	Grade Step	Hourly Rate Per Annum
Remarks : Completion of 90 Days Supervisory Introductory Period				
Employee Signature UNAVAILABLE FOR SIGNATURE		Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input type="checkbox"/> Layoff		
Department Acceptance REQUIRED		This section must be completed to ensure that all Tribal monies/property during employment have accounted for by the Financial Services Department and the following NN Departments or Offices		
Department Release		Cashiers Ofc _____	EE Benefits _____	
Department of Personnel Management		Accts Rec _____	EE Housing _____	
		P-Card Sec _____	Fleet Mgmt _____	
		Travel Adv _____	Property _____	
		Credit Svcs _____	Retirement _____	
Clearance by initial from each section/departments.				

Type of Action: Completion of 90 Days Supervisory Introductory Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), V.B.3.b., Supervisory Introductory Period - An employee promoted or transferred to a supervisory position or higher level supervisory position, will be subject to a supervisory introductory period of 90 calendar days. An employee to utilize leave benefits during the supervisory introductory period. These policies do not apply to temporary employees or At-will employees. Employees failing to successfully complete their supervisory introductory period will be returned to their previous position, if it is available, at their prior rate of pay. If the previous position is not available, they will be considered for a comparable position. If a comparable position is not available, they will be laid off and placed on preferential status for re-employment. Employees failing to satisfactorily complete a supervisory introductory period will not be considered for another supervisory position for a period of 12 months.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Employee Performance Appraisal Form (EPAF)- Copy
 - 1. Overall Rating Part I & II
 - 2. Acknowledgement signatures from the Employee, Supervisor and Reviewing Official

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
- Effective date shall be the 91 st calendar day

OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, the PAF must be verified by Contract Accounting/OOC for funds availability.