

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

<input type="checkbox"/> Employment Notice	<input type="checkbox"/> Change Notice	<input checked="" 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 000-00-0000
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code Worksite
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 : Layoff				
Employee Signature UNAVAILABLE FOR SIGNATURE		Date		
Department Acceptance		Date		
Department Release REQUIRED		Date		
Department of Personnel Management		Date		
Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input checked="" type="checkbox"/> Layoff				
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				
Cashiers Ofc _____		EE Benefits _____		
Accts Rec _____		EE Hous _____		
P-Card Sec _____		EE M _____		
Travel Adv _____		EE M _____		
Credit Svcs _____		Retirement _____		
Clearance by initial from each section/departments.				

Type of Action: **Layoff**

Notice Type: **Termination**

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), XV.E., Layoff is the involuntary separation from employment for nondisciplinary reasons, including, but not limited to, lack of funds or work, abolishment of position, or reorganization within program, department, or division. Subject to applicable law, a regular status employee who is laid off shall be entitled to re-employment preference for a period of six months from the date of layoff provided the employee does not decline Navajo Nation employment when offered. These policies do not apply to temporary employees or At-will employees.

A supervisor may lay off a regular status employee whenever it becomes necessary due to lack of work or funds or elimination of position and shall consider such factors as seniority, performance appraisals, qualifications, work record, and conduct and whether employee is a veteran as set forth in Section III.C. The supervisor shall, if possible, retain the veteran. No regular status employee shall be laid off while there are temporary, seasonal, or new employees employed in the same, equal, or lower level positions for which the regular status employee is qualified.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Notice of Layoff with the employee's acknowledgement - Copy
 - Employee shall be given 15 calendar days prior notice
 - Notice may be less than the 15-calendar day requirement if stoppage of work results from circumstances beyond the control of the Navajo Nation.
- Written Notification to the HR Director of the proposed layoffs, must also include:
 - List of employees affected by layoff

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee refuses to sign or is unavailable, the PAF must state either "Refused to Sign" or "Unavailable for Signature".
- Department Release Signature & Date
- Clearance Signatures from all Sections/Departments

OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, prior verification from the Contract Accounting Section with the Office of the Controller is required.