

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 (October 1, 2021), Employee Name (Yazzie, John Doe), Mailing Address, Social Security Number (000-00-0000), Census Number, Marital Status, Sex, Date of Birth, Ethnic Code, Worksite, Division/Department (DHR/Department of Personnel Management), Department Number (600), Business Unit Number (000000.0000), Position Title (Office Specialist), Class Code (1366), Grade Step (BJ58B), Hourly Rate (\$ 13.19), Per Annum (\$ 27,540.72), Remarks (Performance Step Increase; Change in Grade Step, Hourly Rate and Per Annum), Employee Signature (UNAVAILABLE FOR SIGNATURE), Department Acceptance (REQUIRED), Department Release, Department of Personnel Management, Type of Termination (Resignation, Discharge, Layoff), and various departmental clearance checkboxes.

Type of Action: Performance Step Increase

Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), a regular status (full-time and part-time) employee whose performance is rated as "Significantly Exceeds Standards" or "Outstanding" will receive a step increase pursuant to the following:
a. An employee must have been in his/her current position for at least six months during the current rating period.
b. The step increase will be effective one year from the date of the last step increase or on the employee's anniversary date, if the employee is at Steps "A", "B", "C", "D", or "E", two years from the date of the last step increase or on the employee's anniversary date, if the employee is at Steps "F", "G", "H", or "I", or three years at Steps "J" and "K". If the employee is at Step "L", no step increase will occur.
c. All step increases shall be reviewed and approved by a committee, meeting monthly, comprised of a representative from and appointed by the heads of, the Department of Justice, Division of Human Resources, Department of Personnel Management, and the Office of Legislative Services and will be referred to as the Step Increase/Bonus Review Committee.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Step Increase Approval Recommendation Memorandum from the DPM - Copy
Step Increase Approval Recommendation Form - Copy
Approved Budget Revision Request (BRR)

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 according to the Step Increase Recommendation/Approval Form

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.