

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 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 BQ62A	Hourly Rate \$ 18.60 Per Annum \$ 37,564.80
Remarks : Reclassification: Change in Position Title, Class Code, Grade Step, Hourly Rate and Per Annum.				
Employee Signature REQUIRED		Date		
Department Acceptance REQUIRED		Date		
Department Release		Date		
Department of Personnel Management		Date		
		Type of Termination: <input type="checkbox"/> Resignation <input type="checkbox"/> Discharge <input 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 Housing _____	
		P-Card Sec _____	Fleet Mgmt _____	
		Travel Adv _____	Property _____	
		Credit Svcs _____	Retirement _____	
Clearance by initial from each section/departments.				

Type of Action: Reclassification

Notice Type: Change

The reclassification of a position is defined as a significant and permanent change to the duties and responsibilities of a position. A position must be officially reclassified before a supervisor can take any personnel action with respect to employment, transfer, promotion, demotion, or salary, and shall not be used as a means to resolve performance-related problems, grievance issues, or to take the place of disciplinary actions. The effective date of reclassification decisions shall be the beginning date of the pay period following the date of approval and shall not be retroactive. (see below)

ATTACHMENTS & SUPPORTING DOCUMENTS

- Position Reclassification Memorandum - Copy
- Individual Assessment Memorandum - Copy
- Approved Budget and/or Approved Budget Revision Request (BRR) - Copy
- NN Application for Employment (Revised 9/16/2016)
- Certificates, Licensures, Degrees/Transcripts, if required by the position

PAF REQUIREMENTS

- Employee's Signature & Date
- Department Acceptance Signature & Date
- Any additional changes must be indicated in the "Remarks" section of the PAF (i.e. business unit number, position title, worksite, department number, grade step, etc.)
- Effective date shall be the beginning date of a pay period and shall be determined by the following:
 - 1. If the position is non-sensitive or is not designated, the effective date shall be the beginning date of the pay period following the date of the Individual Assessment memorandum.
 - 2. If the position is sensitive, the effective date shall be the beginning date of the pay period following both the, Favorable Determination Notice issued by the Office of Background Investigations and the Individual Assessment.
- If the position is reclassified to a supervisory position or higher level supervisory position, the employee shall be subject to a 90-Day Supervisory Introductory Period. Include in the PAF Remarks: "Subject to 90 Days Supervisory Introductory Period".

BACKGROUND CHECK REQUIREMENT - SENSITIVE POSITIONS

In the event that a position is reclassified from a non-sensitive position to a sensitive position, the employee shall be required to undergo a background check and suitability assessment pursuant to the NNPPM Section IV.K., prior to taking any personnel action with respect to change in position title and salary.,

- Favorable Determination Notice - OBI - Copy

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.