

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Form containing fields for Employment Notice, Change Notice, Termination Notice, Effective Date (October 1, 2021), Employee Name (Yazzie, John Doe), Mailing Address (PO Box 7080; Window Rock, AZ 86515), Social Security Number (000-00-0000), Census Number (000,000), Marital Status (Single/Married), Sex (Male/Female), Date of Birth (mm/dd/yyyy), Ethnic Code (05), Worksite (Window Rock, AZ), Division/Department (DHR/Department of Personnel Management), Department Number (022), Business Unit Number (000000.0000), Position Title (Office Specialist), Class Code (1366), Grade Step (BJ58A), Hourly Rate (\$ 12.80), Per Annum (\$ 26,726.40), Remarks (Reinstatement pursuant to Settlement Agreement; eligible to accrue and utilize annual and sick leave benefits), Employee Signature (REQUIRED), Department Acceptance (REQUIRED), Department Release, Department of Personnel Management, Type of Termination (Resignation, Discharge, Layoff), and various departmental clearance checkboxes.

Type of Action: Reinstatement pursuant to Settlement Agreement

Notice Type: Employment

Pursuant to the Navajo Preference in Employment Act ("NPEA"), § 612. Remedies and Sanctions, If, following notice and hearing, the NN Labor Commission ("Commission") finds that respondent has violated the Act, the Commission shall: 1. Issue one or more remedial orders, including without limitation, directed hiring, reinstatement, displacement of non-Navajo employees, back-pay, front-pay, injunctive relief, mandated corrective action to cure the violation within a reasonable period of time, and/or, upon a finding of intentional violation, imposition of civil fines; provided that liability for back-pay or other forms compensatory damages shall not accrue from a date more than two years prior to the date of filing of the Charge which is the basis for the complaint. 2. In the case of an individual suit initiated pursuant to § 610(H) award costs and attorneys' fees if the respondent's position was not substantially justified. 3. Refer matters involving respondent contracts, agreements, leases and permits to the Navajo Nation Attorney General for appropriate action. The decision of the Commission shall be final with a right of appeal only on questions of law to the Navajo Nation Supreme Court. An employee who is reinstated shall make arrangements with the NN Employee Benefits Program to update their coverage for benefits.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Justification Memorandum - Copy
NN Application for Employment (Revised 9/16/2016)
Social Security Card - Copy
Valid State Drivers License or Identification Card - Copy
Certificates, Licensures, Degrees/Transcripts, if required by the position
Appropriate State Withholding Form, if applicable:
AZ Residents - Employee's Arizona Withholding Election - Arizona Form A-4 (Mailing Address)
NM Residents - Employee's Withholding Allowance Certificate - W4 Form (Mailing Address)
Exemption - Employee Withholding Exemption Certificate - AZ Form WEC (Physical Address)
Other Applicable State Tax Withholdings Form
Navajo Nation Policy on Drugs and Alcohol in the Workplace

PAF REQUIREMENTS

- Employee's Signature & Date

- Department Acceptance Signature & Date
- Employee Benefits Verification Stamp
- Effective date shall be as ordered per the Settlement Agreement

#### BACKGROUND CHECK REQUIREMENT - SENSITIVE POSITIONS

If the position is designated as a sensitive position, the employee shall be required to undergo a background check and suitability assessment prior to beginning employment, pursuant to the NNPPM Section IV.K.

- 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.

Ethic Codes :

01 - White	05 - Navajo
02 - Black/African American	06 - Other Native American
03 - Hispanic/Latino	07 - Alaska Native
04 - Asian	30 - Hawaiian/Pacific Islander