

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, 2023 | |
| 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 |
| Division /Department DHR Department of Personnel Management | | Department Number 022 | Business Unit Number 114009.1001 | |
| Position Title Administrative Assistant | | Class Code 1260 | Grade Step CE62A | Hourly Rate \$ 20.31 |
| Per Annum \$ 42,407.28 | | | | |
| Remarks : General Wage Adjustment (GWA); Change in Schedule ID, Hourly Rate and Per Annum. | | | | |
| Employee Signature UNAVAILABLE FOR SIGNATURE | | 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 been accounted for by the following Departments. | | | | |
| Cashiers Office _____ | | Accts Rec. _____ | | |
| Travel Advances _____ | | Veterans Admin _____ | | |
| Employee Housing _____ | | Retirement Ofc _____ | | |
| Fleet Management _____ | | Credit Services _____ | | |
| Employee Benefits _____ | | Property Mgmt _____ | | |
| Dept of Into Tech _____ | | P-Card Section _____ | | |
| | | FMS Section _____ | | |
| Clearance by initial from each section/departments. | | | | |

Type of Action: **General Wage Adjustment (GWA)**

Notice Type: **Change**

Pursuant to the NNC Resolution No. CS-78-23, the Navajo Nation Fiscal Year 2024 Comprehensive Budget. was approved. Funds were appropriated for a General Wage Adjustment (GWA) to increase salaries and wages by 4.00%, effective on 10/01/2023. Accordingly, the following Salary Schedules shall be implemented by all divisions and programs of the Navajo Nation Executive and Legislative Branches.

- Salary Schedule "CE" - Navajo Natipon - Regular
- Salary Schedule "CF" - Navajo Natipon - Premium
- Salary Schedule "CG" - Commisioned Law Enforcement Officers, Clinical Licensed EMT's, Crimnial Investigations - Civilian
- Salary Schedule "CH" - Navajo Head Start Regular
- Salary Schedule "CI" - Navajo Head Start Premium

ATTACHMENTS & SUPPORTING DOCUMENTS

- Approved Budget and/or Approved Budget Revision Request (BRR) - Copy

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
- Annual Salary is calculated at **2,088** hours pursuant to the Navajo Nation FY'24 Budget Instructions Manual (BIM).

Note: The Per Annum for Seasonal or Regular Part-Time employees shall be calculated by multiplying the estimated total number of work hours by the employee's hourly rate

OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, verification from Contract Accounting/OOC is required prior to submitting the PAF to the DPM.