

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 <b>October 1, 2024</b>	
Employee Name (Last, First Middle) <b>Doe, John Yazzie</b>		Mailing Address (City, State, Zip Code)		Social Security Number <b>000-00-0000</b>
Census Number	Marital Status	Gender	Date of Birth	Ethnic Code
Division /Department <b>DHR   Department of Personnel Management</b>		Department Number <b>022</b>	Business Unit Number <b>114009.1001</b>	
Position Title <b>Administrative Assistant</b>		Class Code <b>1260</b>	Grade Step <b>CL62A</b>	Hourly Rate <b>\$ 21.12</b>
Per Annum <b>\$ 44,098.56</b>				
Remarks : <b>General Wage Adjustment (GWA); Change in Schedule ID, Hourly Rate and Per Annum.</b>				
Employee Signature <b>UNAVAILABLE FOR SIGNATURE</b>		Date		
Department Acceptance <b>REQUIRED</b>		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 _____		
		FMIS 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-39-24, *An Action Relating to an Emergency for the Navajo Nation Council; Approving a Continuing Resolution for the Navajo Nation for Part of Fiscal Year 2025, Beginning October 1, 2024, and Not to Exceed March 31, 2025, to Ensure the Uninterrupted Operation of the Navajo Nation Government; Waiving 12 N.N.C. §840.* The legislation includes appropriated funds for a 4.00%, General Wage Adjustment ("GWA") beginning on October 1, 2024. Accordingly, the following Salary Schedules shall be implemented by all divisions and programs of the Navajo Nation Executive and Legislative

- Salary Schedule **CL** - Navajo Natipon - Regular
- Salary Schedule **CM** - Navajo Natipon - Premium
- Salary Schedule **CN** - Commisioned Law Enforcement Officers, Clinical Licensed EMTs, Criminal Investigations - Civilian
- Salary Schedule **CO** - Navajo Head Start Regular
- Salary Schedule **CP** - 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`25 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.