

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	Hourly Rate Per Annum
Remarks : Change in Employment Status from Introductory to Regular Status, eligible to utilize annual and sick leave hours				
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 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 _____		
		Veterans _____		
Clearance by initial from each section/departments.				

Type of Action: **Completion of 90 Days Introductory Period**

Notice Type: **Change**

All new employees hired in a regular or seasonal position will work on an introductory basis for the first 90 calendar days after their date of hire. The introductory period shall begin on the first day of employment and end at the end of the work day on the 90th calendar day. The 91st day is the effective date of the change in status from introductory to regular status. A regular status employee will be subject to only one new employee introductory period during any continuous term of employment. Temporary and At-will employees are not subject to an introductory period.

ATTACHMENTS & SUPPORTING DOCUMENTS

Completed Employee Performance Appraisal Form (EPAF)

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 the 91 st calendar day

OTHER REQUIREMENTS

If the position is externally funded by a Contract/Grant, verification from Contract Accounting/OOC is required prior to submitting the PAF to the DPM.

Example : Date of Employment: 1/1/2019
 Introductory Period: 1/1/2019 - 3/31/2019
 PAF Effective Date: 4/1/2019