

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Form containing fields for Employment Notice (Change Notice selected), Effective Date (October 1, 2021), Employee Name (Doe, John Yazzie), Mailing Address, Social Security Number (000-00-0000), Census Number, Marital Status, Gender, Date of Birth, Ethnic Code, Worksite (Window Rock, AZ), 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 (\$ 38,836.80), Remarks (Demotion; Change in Worksite, Division/Department, Department Number, Business Unit Number, Position Title, Grade Step, Hourly Rate and Per Annum.), 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: Demotion

Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), XII.E, An employee is demoted when he/she is moved from one position to another in a lower grade. His/her rate of pay shall be reduced to the same step in the lower pay grade or the entry level rate of the lower pay grade. The salary adjustment shall not be to a rate below Step "A". Demotions are either Voluntary or Involuntary and are permanent personnel actions unless stated otherwise.
- Involuntary - An employee may be demoted for cause or as a result of disciplinary action based on work performance pursuant to Section XIII.B herein. Notwithstanding Section XIV.A involuntary demotions are grievable actions.
- Voluntary - Grade Decrease - An employee may request a change in assignment to a position with a lower pay grade. The employee shall possess the knowledge skills, and abilities required of the new position. An employee is not eligible to grieve or appeal an approved voluntary demotion.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Justification Memorandum
If the position was advertised, the following are required:
Referral Memorandum - Copy
Non Selection Letters - Copy
If the position was not advertised, the following are required:
Letter of Interest / Written Request from the employeee
Individual Assessment Memorandum - 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
Department Release Signature & Date
Any additional changes must be indicated in the "Remarks" section on the PAF (i.e. Change in Business Unit Number, Position

Title, Worksite, Department Number, Grade Step, etc.)

- Effective date shall be at the beginning 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 after the date of the qualification assessment memorandum
 - 2. If the position is sensitive, the effective date shall be after the date of the qualification assessment and the Favorable Determination Notice issued by the Office of Background Investigations

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 externally funded by a contract and/or grant, prior verification from Contract Accounting/OOC is required.