

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.
DPM USE ONLY

<input type="checkbox"/> Employment Notice	<input type="checkbox"/> Change Notice	<input checked="" 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
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 : End of Temporary Employment				
Employee Signature UNAVAILABLE FOR SIGNATURE		Date		
Department Acceptance		Date		
Department Release REQUIRED		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 _____		Retirement _____		
Travel Adv _____		Veterans _____		
Credit Svcs _____		_____		
Clearance by initial from each section/departments.				

Type of Action: **End of Temporary Employment** Notice Type: **Termination**

Termination of Volunteers or Temporary Employees - 1.) A supervisor may terminate a volunteer or temporary employee at any time. The termination must be in writing and include an explanation for the termination, consistent with Navajo law, 2.) A volunteer who is terminated is not entitled to re-employment, layoff, or grievance rights, 3.) A temporary employee who is terminated is not entitled to reemployment or layoff rights, 4.) A volunteer or temporary employee may resign without prior notice. The resignation must be in writing. Note: If a temporary employee resigns from employment, the action/remarks will change from "End of Temporary Employment" to "Resignation".

ATTACHMENTS & SUPPORTING DOCUMENTS

- If an employee's temporary employment ends prior to their "Not to Exceed" date, the following is required:
 - Justification Memorandum - Copy

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee is unavailable, the PAF must state "Unavailable for Signature"
- Department Release Signature & Date
- Clearance Signatures from all Sections/Departments

OTHER REQUIREMENTS

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