

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, 2021</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>000000.0000</b>
Position Title <b>Administrative Assistant</b>		Class Code <b>1260</b>	Grade Step	Hourly Rate Per Annum
Remarks : <b>Extension of 90 Days Introductory Period, Not to Exceed: mm/dd/yyyy</b>				
Employee Signature <b>REQUIRED</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 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: **Extension of 90 Days Introductory Period**

Notice Type: **Change**

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM") V.B.8. Extension of 90-Day Introductory Period

a. If a supervisor determines that the introductory period for a new employee does not allow sufficient time to thoroughly evaluate the employee's performance, he/she may request that the introductory period be extended for thirty calendar days.

b. The supervisor's request to extend an employee's 90-day introductory period must include a statement regarding the employee's current performance levels in assigned areas of responsibility and justification for extension. The supervisor must also notify the employee of the extension, in writing, before the conclusion of the initial introductory period. If timely notice is not provided to the employee, the request will be denied.

If any introductory period is interrupted by an employee's extended absence due to medical reasons, the introductory period may be extended the number of calendar days the employee was absent.

**ATTACHMENTS & SUPPORTING DOCUMENTS**

- Written Request from the Supervisor must be submitted to the Department of Personnel Management (DPM) and shall include the following:
  - a.) Statement regarding the employee's current performance levels in assigned areas of responsibility
  - b.) Justification for the extension
  - c.) Employee's acknowledgement

**PAF REQUIREMENTS**

- Employee's Signature & Date
- Department Acceptance Signature & Date
- Not to Exceed Date

**OTHER REQUIREMENTS**

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