

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Form with sections: Employment Notice, Change Notice, Termination Notice, Effective Date, Employee Name, Mailing Address, Social Security Number, Census Number, Marital Status, Gender, Date of Birth, Ethnic Code, Worksite, Division/Department, Department Number, Business Unit Number, Position Title, Class Code, Grade Step, Hourly Rate, Per Annum, Remarks, Employee Signature, Department Acceptance, Department Release, Department of Personnel Management, Type of Termination, and various departmental checkboxes.

Type of Action: Promotion (Regular Full-Time to Professional At-Will) Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), VII.G.3., An employee is promoted when he/she is moved from one position to another in a higher pay grade. Pay adjustments can be made as follows:
a. an employee meeting the minimum qualifications for the new position will be paid at Step "A" of the assigned pay grade.
b. notwithstanding G.1 above, based on an employee's qualifications, an increase of up to two steps may be granted and shall not exceed the maximum of the pay range assigned.
Pursuant to the Section VII of the NNPPM, Pay adjustments resulting from a promotion are effective the pay period following the date of approval by the Department of Personnel Management and shall not be retroactive.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Justification Memorandum
1.) Approval from the HR Director of the Department of Personnel Management ("DPM")
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 employee
Individual Assessment Memorandum - Copy
Approved Salary Assessment Memorandum, if applicable
Valid State Drivers License or Identification Card - 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, if promoting to different department
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.)
The supervisor's position must be included in the "Remarks" section on the PAF (i.e. Serves at the pleasure of the Attorney)

General, or Serves at the pleasure of the Division Director of the Division of Human Resources)

- Effective date shall be determined by the following:
  - 1. If the position is non-sensitive or is not designated, the effective date shall be the beginning date of the next pay period after the recruitment and selection requirements are completed
  - 2. If the position is sensitive, the effective date shall be the beginning date of the next pay period after the Favorable Determination Notice is issued by the Office of Background Investigations
  - 3. If the position is sensitive and a Salary Assessment was requested and approved by the HR Director, the effective date shall be the beginning date of the next pay period following the date of the Salary Assessment memorandum, as well as, the date of the Favorable Determination Notice from the Office of Background Investigations.

#### BACKGROUND CHECK REQUIREMENT - SENSITIVE POSITIONS

Pursuant to Section IV.K, employees applying for or being considered for a change in assignment that involves a sensitive position shall be subject to the required background check and suitability assessment.

- Favorable Determination Notice - OBI - Copy

#### OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, the PAF must be verified by Contract Accounting/OOC for funds availability.