

# THE NAVAJO NATION PERSONNEL ACTION FORM

Employee Position I.D. No.

					DPM USE ONLY
Employment Notice		Change Notice	Termination Notice		Effective Date October 1, 2021
Employee Name (Last, First Middle) Doe, John Yazzie		Mailing Address	Address (City, State, Zip Code)		Social Security Number
Census Number N	Marital Status	Gender	Date of Birth	Ethnic Code	Worksite Window Rock, AZ
Division /Department	of Personne	I Management	Departm	ent Number 022	Business Unit Number
Position Title Human Resources Director			Class Code	Grade Step BJ70A	Hourly Rate Per Annum \$ 35.09 \$ 73,267.92
Remarks : Promotion; Change in Employment Status from Regular Status to Professional At-Will. Serves at the pleasure of the Division Director of the Division of Human Resources. Change in Division/Department, Department Number, Business Unit Number, Position Title, Class Code, Grade Step, Hourly Rate and Per Annum					
Employee Signature	REQUIRE	Date	Type of Termination:	Resignation     to ensure that all Triba	Discharge     Layoff al monies/property during employment have
Department Acceptance	REQUIRE	Date ac	accounted for by the Financial Services Department and the following NN Departments or Offices Cashiers Ofc EE Benefits		
Department Release Date REQUIRED			Accts Rec         EE Housing           P-Card Sec         Fleet Mgmt           Travel Adv         Property		
Department of Personnel Management Date			Credit Svcs Retirement Clearance by initial from each section/departments.		
Type of Action: <b>Prom</b>	otion (Regu	Ilar Full-Time to Profession	onal At-Will)	Not	ice 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. The request for a Salary Assessment must be submitted and approved by the HR
Director prior to the effective date. The employee's eligibility date for the next step increase will be adjusted pursuant to G.6. Promotions
involving a change in employment status from Regular Status to Professional At-Will must be indicated in the remarks and should include
the position title of their supervisor.

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/Transcipts, 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 <u>non-sensitive</u> or is <u>not designated</u>, 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 <u>sensitive</u>, 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 <u>senstive</u> and a <u>Salary Assessment</u> 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 memornadum, 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.