

SAMPLE

THE NAVAJO NATION
PERSONNEL ACTION FORM

Employee Position I.D. No.

DPM USE ONLY

Form with fields for Employment Notice, Change Notice, Termination Notice, Effective Date, Employee Name, Mailing Address, Social Security Number, Census Number, Marital Status, Sex, 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, Date, Type of Termination, Department Acceptance, Department Release, Department of Personnel Management, Cashiers Ofc, Accts Rec, P-Card Sec, Travel Adv, Credit Svcs, EE Benefits, EE Housing, Fleet Mgmt, Veterans, Property, Retirement.

Type of Action: Start of Suspension

Notice Type: Change

Pursuant to the Navajo Nation Personnel Policies Manual ("NNPPM"), Those responsible for the administration of discipline must be firm, impersonal, and free from prejudice.
3. Supervisors shall be specific in describing the time period constituting an employee's suspension, and shall include both the dates and hours when the suspension begins and ends.
4. Suspensions imposed under the Table of Penalties are generally without pay, and require the employee to remain away from the workplace during the period of suspension.

ATTACHMENTS & SUPPORTING DOCUMENTS

- Notice of Disciplinary Action for Suspension - Copy
1. an appropriate identification of the party, including position title and department; and
2. the date(s) on which the violation(s) occurred, or where such acts are of a continuing nature and are the basis for the disciplinary action, the period of time when the acts occurred; and
3. a reference to the Table of Penalties regarding the offense(s) committed and the penalty imposed; and
4. a clear and concise statement of the facts constituting the alleged violation(s); and
5. an explanation of the employee's right to appeal the disciplinary action pursuant to Section XIV Employee Grievance; and
6. if hand delivered, the employee's acknowledgment of receipt of the notice, or if employee refuses to acknowledge, the notation that employee refused to sign and the date.
7. If the employee is unavailable to sign the acknowledgement receipt, then a copy of the termination notice must be sent via US Postal Service - Certified Mail. Attach a copy of the Certified mail receipt with the tracking number

PAF REQUIREMENTS

- Employee's Signature is preferred but not required. If the employee refuses to sign or is unavailable, the PAF must state either "Refused to Sign" or "Unavailable for Signature".

- Department Acceptance Signature & Date
- Not to Exceed Date
- Effective date shall be according to the disciplinary notice

OTHER REQUIREMENTS

- If the position is funded by an external contract and/or grant, prior verification from the Contract Accounting Section with the Office of the Controller is required.