



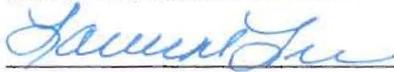
**THE NAVAJO NATION  
WORKERS' COMPENSATION PROGRAM**

Post Office Box 2489 • Window Rock, AZ 86515 • Phone: (928) 871-6389 • Fax: (928) 871-6083

**RUSSELL BEGAYE PRESIDENT  
JONATHAN NEZ VICE-PRESIDENT**

MEMORANDUM

TO ALL DIVISION DIRECTORS, DEPARTMENT MANAGERS AND PROGRAM SUPERVISORS  
NAVAJO NATION GOVERNMENT

FROM   
Laverne Lee, Program Supervisor  
Workers' Compensation Program

DATE September 2, 2015

SUBJECT Workers' Compensation Coverage for Special Assignments (69<sup>th</sup> Annual Navajo Nation Fair)

This is in response to a memorandum dated August 31, 2015 from the Navajo Nation President Russell Begay and Vice-President Jonathan Nez. The memorandum pertains to workers' compensation insurance coverage for employees of the Navajo Nation Government, its departments and programs to continue their tour of duty during the 69<sup>th</sup> annual Navajo Nation Fair (Fair) from September 6 through September 13, 2015.

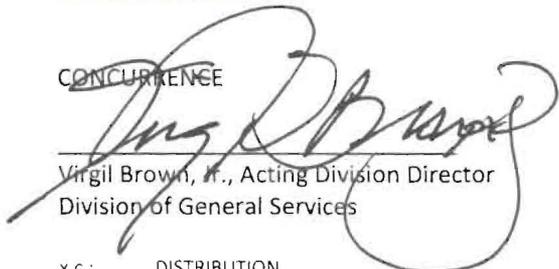
Upon review of the memorandum, here is our recommendation unless if a Department Manager wishes to identify an alternative method but it has to remain within policies: Complete a "Special Assignment" memorandum for the employees within the department/program who agree to work during the Fair. The memorandum should identify a list of the employees' names, work assignment/duties, date and time including temporary change in worksite to Window Rock if needed. It would help if the work is identified for example: carpentry to build floats, booths, float representative to distribute goodies and clean-up crew to name a few. The Special Assignment memorandum should come from the Department Manager and acknowledged by the employees' immediate supervisor and please submit a copy to my office. Ensure that a sign-in/sign-out sheet is available for the employees on Special Assignment. The special assignment memorandum will serve as acknowledgement of workers' compensation coverage availability during the course and scope of the assigned employees.

General Volunteers can be covered by workers' compensation insurance provided that the department/program completes a Personnel Action Form with a current *Employment Application* and submits the forms to Department of Personnel Management for approval and a premium fee will be assessed and invoiced thereafter.

The Workers' Compensation Act (Act) provides coverage for employees of the Navajo Nation government, its enterprises and political subdivisions, elected officials and volunteer as identified in 15 N.N.C. § 1002 (A)(12). The Navajo Nation Workers' Compensation Program is charged with managing the self-funded and self-administered workers' compensation and no other state jurisdiction is applicable to injuries sustained by insured members.

Please contact me at 871-6389 or email at [lavernehlee@navajo-nsn.gov](mailto:lavernehlee@navajo-nsn.gov) if you have any questions or Marsha Joe at email [mjoe\\_wcp@ymail.com](mailto:mjoe_wcp@ymail.com).

CONCURRENCE

  
Virgil Brown, Jr., Acting Division Director  
Division of General Services

x.c.: DISTRIBUTION



**THE NAVAJO NATION**

**RUSSELL BEGAYE PRESIDENT**  
**JONATHAN NEZ VICE PRESIDENT**

August 31, 2015



Greetings from the Office of the President and Vice-President,

It is again time for the Navajo people to come together and celebrate our progress and accomplishments for the past year at the 69<sup>th</sup> Annual Navajo Nation Fair. It takes months of planning and cooperation and coordination internally in the tribal government as well as with outside entities to put together a Fair that the people will remember and carry with them into the future. In order to do this I am directing the tribal programs, divisions and departments to do all they can to assist in the successful undertaking of this event and provide financial support and in-kind services. Tribal employees will be authorized to serve as coordinators, workers, volunteers as a part of their employment and shall be provided insurance coverage since it is the Navajo Nation that is putting on the Fair for the benefit and enjoyment of the Navajo people. We would like to iterate that providing service to the Navajo people is a general duty and obligation of all tribal employees.

Lastly, the Vice-President and I want to thank each employee of the Navajo Nation for their continued dedication and service to the Navajo Nation and people. Let us make this 69<sup>th</sup> Annual Navajo Nation Fair a safe and enjoyable gathering for all.

Handwritten signature of Russell Begaye in black ink.

Russell Begaye, *President*  
**THE NAVAJO NATION**

Handwritten signature of Jonathan Nez in black ink.

Jonathan Nez, *Vice-President*  
**THE NAVAJO NATION**