



Guidelines and Instructions

Basic Information:

The Personnel / Position Action Form (PAF) is the primary form that is used for all employee and position actions. This is a universal form that is used for Faculty, Classified, Confidential, Supervisory, Management, Short Term On-Call, Professional Experts, Substitutes and Volunteers. The form is designed to provide the employee and position information necessary to be considered for Board of Trustee approval and Human Resource processing.

All applicable parts of the form must be completed before the form can be processed. Incomplete or incorrect forms will be returned to the Hiring Administrator for completion and correction. Departments should return corrected forms to the Office of Human Resource Services before the board deadline dates for board approval. Board deadline dates are available online at <http://www.clpccd.org/HR/documents/HRDeadlineDates.pdf>.

This form is available online on the Human Resource Services website under the forms page. The form has been formatted into a fillable PDF file for your convenience. Once you have completed this form please print out the form and obtain the required signatures necessary before submitting to the Office of Human Resource Services. It is the responsibility of the Hiring Administrator to make sure the form is complete to include all required supporting documentation to be submitted to the Office of Human Resource Services before the deadline date(s) for processing.

SECTION 1 – Action Required

This section is required before any other section can be completed.

Employee Information:

New Hire = employee that has not been employed by the District in the proposed position. A person who has been paid only by special payments (ie. independent contractor) is still considered a new employee. New Hire is also checked when a person moves from a temporary, professional expert or student assistant position into a continuous position. Also, choose New Hire for someone who has resigned or terminated from a previous position and returning into a new capacity.

Re Hire = a temporary employee that will be rehired to work in the same position.

Board Correction = any item approved from previous Board meeting that needs correction. Examples may include correction in name, title, pay rate or full time equivalency (FTE).

Continuation of Contract = For Management classifications and Tenure Track Faculty. After the contract term has ended and a continuation of the contract is offered.

<http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

Faculty Hourly = Refer to Faculty Contract, Article 21D.4 – Part-Time (Overload Service Placement) and Article 21G – Compensation for Eligible Part-Time and Overload Service.

<http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

Faculty Special Assignment = Refer to Faculty Contract, Article 21G.2 – Compensation for coordinator or alternative duty or special assignment on an adjunct/hourly basis.

<http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

Leave of Absence = employee who will be on leave of absence during a specified period of time. For types of leaves, refer to Leave Policy and contact the Benefits Office (x5209). Types of leave may consist of the following and should be noted on PAF:

Type 1. Sabbatical Leave

Type 2. FMLA (Family Medical Leave Act)

Type 3. Personal Leave

Type 4. Disability Leave

Refer to the Classified Contract / Faculty Contracts for more information at <http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

Pre-Retirement: Reduction in Workload = an approval to decrease the workload for a pre-retirement faculty member. Refer to Faculty Contract: <http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

Promotion = an employee is moving into a higher classification or pay grade.

Separation = Check this box if the employee is leaving a position or the District. Timely notification is required to properly terminate any pay and benefit information and to also provide employees with required notices. Proper documentation must be attached with requisition.

1. **Resignation** = resigning from the current position (attach letter of resignation)
2. **Retirement** = retiring from the current position (attach letter of retirement)
3. **Termination with cause** = any employee who is being terminated from their current position. (attach sufficient documentation stating reason(s) for termination)
4. **Termination at will** = any employee who is being let go of their position. (ex. Adjunct Faculty) (attach sufficient documentation stating reason(s) for termination)
5. **Rejection during Probationary Period** = any employee has not successfully completed their probationary period. (attach performance evaluation and/or sufficient documentation stating reason(s) for termination)
6. **Deceased** = the date of death should be noted.

Step Placement = any employee being placed at a different step.

Stipend = Refer to Faculty Contract, Article 29A – Productivity Assessment: <http://www.clpccd.org/HR/HRContactsandSalarySchedules.php>.

Transfer = Check this box to indicate that an employee is being transferred to another position. Also indicate if this is an involuntary or voluntary action.

Work Out of Class = an employee who will be working in a different classification for a specified period of time.

Position Information:

New Position = adding a new position to the table of organization and/or to the salary schedule. The position will not be placed on the table of organization or salary schedule until Union reviews and the Board approves.

Position Eliminated = any position that is being deleted from table of organization due to reduction, reorganization, reclassification, etc.

Position (FTE) Reduced / Increase = An employee's full time equivalency (FTE) will change. The FTE reflects the amount of time an employee performs the duties of their position. Reporting the FTE change is critical to ensure that the employee receives correct pay and benefits. (Ex. 100% employee reduced to 50% employee). An employee change in FTE must be board approved prior to the effective date.

Change in Labor Distribution = any changes to the labor distribution or any updated account numbers must be completed with the **Fund, Orgn, Account, Program**. This section consists of a current status and proposed status. This section consists of a current status and proposed status. The current status should be filled out with the account labor distribution number that will be used for the current position to include the Fund, Org, Account and Program Number. To request a current labor distribution to be changed, indicate the original account number in the current status and indicate the new account number on the proposed status. It is required that the Vice President of Administrative Services review the labor distribution and sign for approval.

Other = indicate any other actions that are not listed above and explain in Section 7.

SECTION 2 – Location

Indicate location of where you will be working.

- 1) **Chabot College** = 25555 Hesperian Blvd., Hayward, CA 94545
- 2) **Las Positas College** = 3000 Campus Hill Drive, Livermore, CA 94551

If you are working for the District Office, or Maintenance and Operations, you will be considered under the following locations:

- 3) District Services =** Pleasanton: 5020 Franklin Dr., Pleasanton, CA 94588
 Hayward: 25555 Hesperian Blvd., Hayward, CA 94545
 Livermore: 3000 Campus Hill Drive, Livermore, CA 94551

SECTION 3 – Personal Data

This section provides all the information necessary to maintain accurate employee data. Include the employee’s ID number or social security number, date of birth, full name (as shown on social security card), address, and phone number(s).

SECTION 4 – Proposed Position Classification

This section provides the different classification types such as Faculty, Classified, Management and Other. Indicate the correct classification type for the action required.

Faculty Classification

1. Full-time Tenure Track: indicate which type of contract the employee will be covered for.
2. Full-time Tenured: regular Faculty are tenured instructors, who are paid in accordance with the Full-Time Faculty Salary Schedule.
3. Part-time Adjunct: indicates that they are working on a part-time hourly basis.
4. Apprenticeship: are journeymen employed as instructors by trade unions to render instruction to indentured apprentices in trades, such as electricians, cement masons, carpenters, etc. (refer to Faculty Contract, Article 1C.3 - Other.)
5. Temporary: indicate if this faculty is considered a substitute or is for a leave replacement.

Classified Classification

1. Regular: check this box if the employee is hired for a regular classified position and indicate if they are a full-time (50% or more) or part-time (below 50%).
2. Confidential: check this box if the employee is hired as a confidential employee.
3. Supervisory: check this box if the employee is hired as a supervisory employee as described in their job description.

Management Classification

1. Academic: check this box if the employee is hired as an Academic Manager (ex. Division Deans).
2. Classified: check this box if the employee is hired as a Classified Manager (ex. Director).
3. Interim: check this box if the employee is hired as an Interim (substitute) for a vacated position.

Other Classification (not eligible for benefits)

1. Short Term On-Call: check this box if the employee is hired for a temporary position on an on-call basis. Must provide end date in Section 5.
2. Professional Expert: check this box if the employee is hired to work on special project(s) that requires specialized knowledge. If an employee is currently working for the District, their professional expert position must be for working on special projects that are not reflected in their permanent job classification. Must provide end date in Section 5.
(ex. Classified employee may not be hired to work in another classified job as a professional expert)
3. Volunteer: check this box if a volunteer is being utilized on a short term basis. Must provide end date in Section 5.
4. Substitute: check this box if a substitute will be hired to replace a person who is temporarily absent. Must provide end date in Section 5. Section 7 is required to be completed if other classification is selected.

SECTION 5 – Current Status (If currently working)

This section is to be completed to include the employee’s current position information. This section is to be left blank if this is their first assignment with the District. If the employee is currently working for the District include position title, position # (applicable to all management, faculty-tenured, tenure track, classified, confidential and supervisory), assigned department or unit, faculty assignment (faculty use only), discipline, begin date, end date (required for all other classifications), Range/Step, Salary, FTE, Months, Days/Week, and Hours. Do not complete end date if the employee is to continue in the current assignment.

SECTION 6 – Proposed Status

This section is to be completed only if the employee will be changing their current position or accepting additional assignments. If the employee is accepting additional assignment, mark the box “Yes”. This section should include the following information: position title, position # (applicable to all management, faculty-tenured, tenure track, classified, confidential and supervisory), assigned department or unit, faculty assignment (faculty use only), discipline, begin date, end date (required for all other classifications), Range/Step, Salary, FTE, Months, Days/Week, and Hours.

SECTION 7– Justification

This section must be completed. This section can be used for additional information, when “other” is selected under Section 4 – Proposed Position Classification. This section also will include the following:

- 1) Provide reason for position and the specific job responsibilities. Job responsibilities for Professional Specialists and activities for Volunteers must be provided in detail.
- 2) Provide qualifications, expertise, education and background.
- 3) Provide reason for substitute.

SECTION 8– Signatures of Approval

Include name of person who prepared requisition if different from Hiring Administrator. If there are questions regarding the completion of the submitted PAF, this person may be contacted for clarification of action and/or in the absence of the Hiring Administrator.

Signatures are required for any action taken. If the signatures are incomplete, the forms will be returned to the Hiring Administrator for completion. The Administrator must print and sign their name and route for approval to the next level Administrator. All levels of Administration are required to sign before submitting to the Office of Human Resource Services.

It is the responsibility of the Hiring Administrator to follow-up to make sure that the PAF has been signed by all Administrators and forward to the Office of Human Resource Services for processing. If the PAF is not submitted to the Office of Human Resource Services by the board deadline date, it will be delayed and put on the next month board report. This will cause a delay in hiring of the employee or delay in action.

Office Use Only

After the PAF has been completed to include all signatures needed in Section 8, forward form to the Office of Human Resource Services for review. The Office of Human Resource Services will review the request and confirm if all required information and documentation have been received. The Office of Human Resource Services will then forward to the District Administrative Services Office for review of the labor distribution and budget. If the request requires Board action, it will be designated a Board item and presented to the Chancellor during Board review. Once the request has passed through Board review, the Director of Human Resources Services will sign and finalize process for presentation at the next Board meeting.

Contact Information:

Office of Human Resource Services

(925) 485-5236 - direct

(925) 485-5238 - (Classified, Confidential, Professional Specialists, and Volunteers)

(925) 485-5240 - (Faculty, and Management)

(925) 485-5254 - fax