

OHLONE COMMUNITY COLLEGE DISTRICT / PERSONNEL ACTION FORM (PAF)

To be completed, signed, and forwarded to Human Resources for processing. All applicable sections of this form must be completed before processing can begin.

Employee Name _____ Date Of Birth _____ Address, City, ST, Zip _____ Position / Title _____ Dean / Manager _____ Department _____ Email Address _____ Home Phone _____ Cell Phone _____	Colleague ID (Datatel) _____ SSN _____ % of Full Time _____ Months / Year _____ Hours Per Week _____ Start Date _____ End Date _____ Revision To Previous PAF <input type="checkbox"/> Reason For Revision _____	HR USE ONLY <input type="checkbox"/> Entered Entered By: _____
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Employment Type (Select One Classification)

Classified Positions

- Classified - CSEA/SEIU
- Classified - Confidential
- Classified - Administration
- Academic - Administration
- Board of Trustees

Temporary Positions (Requires an hourly rate)

Hourly Rate: \$ _____

- Professional Expert - Instructional *
- Professional Expert - Non-Instructional *
- Substitute - Vacancy, Emp on Leave (Replaced Emp Name in Comments)
- Short Term Peak *
- Student *
- Student - College Work Study *

Faculty Positions

- Contract/Probation
- Regular/Tenured
- Full-Time Temp/Categorical (Grant Funded)
- Sub; Full-Time, Long-Term (Replaced Emp Name in Comments)
- Adjunct - Check All That Apply

- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Lab |
| <input type="checkbox"/> Sub. Lecture | <input type="checkbox"/> Sub. Lab |
| <input type="checkbox"/> Non-Instructional | |

* **Note:** Scope Of Work Form required.

Actions (Select All That Apply)

<input type="checkbox"/> New Employee	<input type="checkbox"/> FMLA / CFRA	<input type="checkbox"/> CalSTRS Reduced Workload
Replacing: _____	<input type="checkbox"/> Pregnancy Disability	<input type="checkbox"/> Out Of Class Pay
<input type="checkbox"/> Rehire	<input type="checkbox"/> Military	<input type="checkbox"/> Leave of Absence
<input type="checkbox"/> Shift Differential	<input type="checkbox"/> Retraining Study	<input type="checkbox"/> Sabbatical
<input type="checkbox"/> Resignation - Date Required	<input type="checkbox"/> Promotion / Reclassification	From: _____ to: _____ Dept. _____
Date: _____	<input type="checkbox"/> Reassignment / Transfer	From: _____ to: _____ Dept. _____
<input type="checkbox"/> Termination - Date Required	<input type="checkbox"/> Other Leave Type	Leave Type: _____
<input type="checkbox"/> Retirement - Date Required		
<input type="checkbox"/> Stipend	Amount: \$ _____	Reason/Date(s) to be paid: _____

Comments

Budget Summary

GL Number (Please indicate if this is a GL change to a previous PAF)	Percent	Amount	GL Change	Grant Name (Must be entered if position is grant funded)
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/>	_____

Approvals / Routing (ALL NECESSARY SIGNATURES MUST BE PRESENT PRIOR TO SUBMISSION TO HR)

Originator (Budget Mgr. / Supervisor / Dean)	Date	Vice President (or Designee)	Date
Budget Office (Confirming Available Funds)	Date	President/Superintendent	Date

BY HUMAN RESOURCES STAFF ONLY:

Position Code	Pay Rate (\$ per hr/mo/yr)	Range / Step	Date to Board
Authorized H/R Department Signature	Date	Comment(s):	

CLASSIFIED “OTHER HOURLY” CATEGORY

There are only 3 categories of classified temporary employees in the California Education Code, pursuant to Section 88003:

Professional Expert Employee

Hired to provide specialty services to the College; no other employee at the College has the required skills or knowledge. Not intended to be on-going or long term.

Professional experts should not replace a classification.

May look like a contractor but are not. Paid by lump sum or hourly.

PAF and scope of work is needed to start working and will use a time sheet or stipend form.

Temporary/Substitute Employee

Temporary – Hired to fill a vacant position that is posted and in an active recruitment and selection process. The maximum work time for each individual hired into this category is 60 days. If the recruitment and selection process will take more than 60 calendar days, then required to hire more than one person in this category.

Substitute – Hired to back-fill a position that has been temporarily vacated by a regular employee due to long term illness, jury duty, vacation, leave of absence, or other reason.

Both temporary and substitute employees need a PAF to start working and will use a time sheet.

Short Term Employee

Hired to fill temporary positions for special temporary services. Need a PAF and scope of work to start working and will use a time sheet only. Services have a determined, specific begin and end date.

Peak - Hired to provide temporary employment during high operational periods.

Project - Specific, not on-going

Grants - Funded by temporary funding source

Each of these three temporary classified employment categories have the following characteristics in common by law:

- * They are not part of the ‘Classified Service’ in the California Community Colleges
- * They are “at-will” employees who work hour by hour. Their temporary District employment can be ended at any time, at the discretion of the responsible division/department manager
- * They are paid via monthly timesheet, and are strictly limited to the specified work days
- * They are not entitled to seniority in the temporary position, do not earn sick leave, vacation or any other District paid leaves; they are not paid for District holidays; and they are not to be hired for continuing District services in displacement of a union-represented employee.

STUDENT ASSISTANT EMPLOYMENT CATEGORY

Currently enrolled Ohlone Community College District students may be hired to work in up to two (2) District divisions/departments if the following criteria is met, without exception:

- * Student is enrolled in a minimum of 6 units at Ohlone Community College District for Fall and Spring authorizations. For Summer Session the student must have been enrolled a minimum of 6 units during the Spring Semester.
- * A copy of the student’s semester class schedule for the authorized period must be submitted to HR along with this Personnel Action Form.
- * Work schedule may NOT EXCEED 20 hours per week and may NOT TO EXCEED 86 total hours per pay period
- * Work schedule may NOT extend beyond the expiration date:
 - Fall Semester employment authorization expires the day before the start of the Spring Semester.
 - Spring Semester employment authorization expires on June 30 of each college year.
 - Summer Sessions employment authorization expire before the start of the Fall Semester.

A New employment authorization is required for Students hired on July 1 or later during the Summer Session.

The student is required, by HR and pursuant to Homeland Security law, to provide HR with photo identification, a Social Security card (or a receipt confirming that the student has already applied at the Social Security office for a duplicate) for payment to be processed (and to confirm authorization to work in the United States). For international students, District employment will require the student to include a copy of the completed I-20 form.

If the responsible division/department manager has determined that the student’s previous work experience or training merits advancement to Step 2 of the Student Assistant Salary Schedule, please complete the following:

Worked a minimum of two semesters at the same level:

Term Year/Semester: _____

Term Year/Semester: _____

Did this student perform satisfactorily or above? _____

Yes/No: _____

CONSULTANT/LECTURER/OTHER CONTRACT SERVICES

For the employment of contract individuals who do not meet the IRS criteria for “employees” you are required to submit the Contract Services Agreement form instead of using the Personnel Action Form. If you need assistance in determining whether or not your needed services qualify as “employee” or “contractor” please contact the Office of Human Resources. You may also refer to the Internal Revenue Service website at: www.irs.gov and search under the “Forms and Publications” link for information about Independent Contractors.

