

PERSONNEL ACTION FORM (PAF)

PAF Type Requested (Check One): <input type="checkbox"/> New Position (Section 1, 2, 4, 5, 6) <input type="checkbox"/> Vacant Position (Section 1, 2, 3, 4, 5) <input type="checkbox"/> Change Existing Position (Section 1, 3, 4, 5, 6)	Position Type (Check One): <input type="checkbox"/> Certificated <input type="checkbox"/> Classified <input type="checkbox"/> Management/Confidential <input type="checkbox"/> Administrator <input type="checkbox"/> Coach or Extra Duty	Position Category (Check One): <input type="checkbox"/> Prob/Perm <input type="checkbox"/> Temporary <input type="checkbox"/> Short-Term <input type="checkbox"/> Categorical <input type="checkbox"/> Summer Program
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SECTION 1 - POSITION INFORMATION

Employee Name: _____ Position Title: _____ Work Site: _____
FTE: _____ Grade Level(s): _____ *Subject Area(s): _____
Employee ID: _____ (*If Certificated)
Extra Duty Type (if applicable): _____

SECTION 2 - ADVERTISEMENT STATUS

Department: _____
Advertise? ☐ Yes ☐ No Posting Date Requested: ☐ ASAP ☐ Specific Date: _____
Current Position: _____
Advertisement Type Requested: ☐ In-House Only ☐ Out-of-House Only ☐ Both
NOTE: All positions shall be advertised in-house in accordance with CEA/CSEA agreements.
New Position: _____
Edjoin Posting Timeline: ☐ Standard (2 weeks) ☐ Open Until Filled ☐ Other: _____
Effective Date: _____
Screening Committee Info.: ☐ *Screening Committee Date: _____ or ☐ No Screening Committee (Interview All)
*Default = Screening Committee Meeting
Action Type: _____
Interview Session Info.: ☐ *Formal Interview Session Date: _____ or ☐ Informal Interview(s) (Solely for "In-House Only" Requests)
*Default = Formal Interview Session to be held at District Office

ADVERTISEMENT DETAILS FOR OUT-OF-HOUSE REQUESTS ONLY:

Current Salary: _____
Edjoin Application Requirement Options (Check All Applicable):
New Salary: ☐ Edjoin Application ☐ Letter of Interest ☐ Transcripts Resume ☐ Letters of Reference
☐ Qualification Verification ☐
(LOR Parameters: 3 LORs dated within past 12 (i.e. Credential, CODESP, ServSafe, etc.)
Reasons: ☐ Publications (Check All Requested): _____ months
☐ Local EDD Insitute (Colusa County One-Stop) ☐ Local Newspaper (Pioneer Review)
☐ Institutes of Higher Education (Neighboring Colleges) ☐ Neighboring Newspaper (Chico ER)

Justification: _____
Number of Vacancies: _____ Special Requests: _____
(i.e. "Advertise as Teacher - GR: K-3", etc.)

SECTION 3 - EMPLOYEE INFORMATION/STATUS

☐ Vacating Position ☐ Changing Position ☐ New Budget Code
Name: _____ Effective Date: _____
Reason: ☐ Resignation ☐ Retirement ☐ Leave of Absence ☐ Transfer (Note Transfer Below)
PC# _____ to PC# _____
HR Signature: _____ Date: _____
Increase/Decrease in Assignment from _____ days/hours to _____ days/hours
Other Reason: _____
Finance Signature: _____ Date: _____

SECTION 4 - WORK SHIFT INFORMATION

Admin Signature: _____ Total Hours/Day: _____ Date: _____ Total Days/Week: _____ Total Days/Year: _____

Work Hours	Time In	Time Out	Time In	Time Out	Total Hours/Day
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

SECTION 5 - BUDGET CODE INFORMATION

Fund - Resource - Year - Object - Goal - Function - School - Budget Responsibility - Type XX - XXXX - X - XXXX - XXXX - XXXX - XXX - XXXX - XXXX	%

SECTION 6 - REASON/JUSTIFICATION FOR REQUEST

If brand new position or a change to existing position, please indicate reasoning / justification for request:

SECTION 7 - AUTHORIZING SIGNATURES

Requesting Administrator:

Date

Chief Business Official:

Date

Superintendent:

Date

Section 8 - HUMAN RESOURCES USE ONLY

Board Action Item #: _____
(If Applicable)

Date of Action: _____

Board Action Item: ☐ Approved ☐ Denied

NOV #: _____

New Employee Name: _____

EMP #: _____

PC #: _____ Effective Start Date: _____

Assignment End Date: _____
(If applicable; i.e. Categorical)

Associated Salary Schedule: _____

Class/Step: _____ Rate: _____

Coaching/Extra Duty Stipend Amount: _____

Associated Calendar: _____
(i.e. 10, 11 or 12 month)

SECTION 9 - AUTHORIZING SIGNATURES FOR NEW HIRES (IF APPLICABLE)

New Hire Approval and Authorization to Proceed with Salary Placement Offer:

Requesting Administrator:

Date

Chief Business Official

Date

Superintendent:

Date