PERSONNEL ACTION FORM (PAF)

PAF Type Request	ted (Check One):	Position Type (Check One):		Position Category (Check One):
1 🗆	New Position (Section 1, 2, 4, 5, 6)	□ Certificat	ted	□ Prob/Perm
	Vacant Position (Section 1, 2, 3, 4, 5)	□ Classified	ł	□ Temporary
	Change Existing Position (Section 1, 3, 4, 5	i, 6) Managei	ment/Confidential	☐ Short-Term
		□ Administr	ator	□ Categorical
		□ Coach o	r Extra Duty	□ Summer Program
	SECT	ION 1 - POSITION INFOR <i>i</i>	MATION	
Employeeikiamieil	e:	Work Site	e:	
	Grade Level(s):			
Employee ID:	Type (if applicable):	(*If Certificated	d)	
Department:	SEC	TION 2 - ADVERTISEMENT	STATUS	
Advertise?	☐ Yes ☐ No Post	ing Date Requested:	□ _{ASAP} □	Specific Date:
	as shall be advertised in beyon in	ouse Only	Out-of-House Only	□Both
		eeks) 🗖 Open Un	til Fillod	Other:
Effective Pateing	ing Timeline: Standard (2 wo Committee Info.: *Screening Co *Default = Screening Co	mmittee Date:	or	No Screening Committee
Action Trypeziew S		ew Session Date: iew Session to be held at District Office		Informal Interview(s) (Solely for "In-House Only" Requests)
Current Salary: Edjoin App	lication Requirement Options (Check	All Applicable):	STS ONLY:	neng s
New Salary:	Edjoin Application Letter of Interval I	erest Transcripts Resume Credential, CODESP, ServSafe, etc.)	Letters of Refer	rence
Reasonother _	Publications (Check All Requested): month		_	
	Local EDD Insitute (Colusa County One-Sta titutes of Higher Education (Neighboring		(Pioneer Review)	
Justification ber of	Vacancies: Spec	cial Requests:		
	·		as Teacher - GR: K-3", etc.)	
	SECTION	3 - EMPLOYEE INFORMA	TION/STATUS	
	Vacating Position	☐ Changing Position	□ New Bud	lget Code
Name:			Effective Date:	
Reason:	Resignation Reti	rement 🗆 Leave of	Absence [☐ Transfer (Note Transfer Below) PC# to PC#
R Signature:	□ Increase/De gge se in A □ Other Reason:	Assignment from		
nance Sign ature:		on 4 - work shift infoi	DATATION	
dmin Signature:	ours/Day:Date: Tota	ıl Days/Week:	Total Day	ys/Year:

	Hours	Time In	Time Out	Tir	me In	Time Out	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 -								
							1		
		SECTIO	n 6 - Reason/.	JUSTIFICATION	I FOR REQU	EST			
If brand nev	v position or a cha	ange to existing position	, please indicate re	easoning / justific	ation for reque	st:			
		SE	ECTION 7 - AUTI	HORIZING SIG	NATURES				
Requestir	ng Administrat	or:							
							Dat	е	
Chief Bus	iness Official:						Dat		
Superinte	endent:								
							Date	e	
			Section 8 - H	uman resol	JRCES USE C	NLY			
Board (If Appli		#:		_	Date of Ad	ction:		_	
Board	d Action Item:		Approved	□Denied		NOV #:			
		me:				 EMP #:			
	:				Assignmer	t End Date:			
Associ	ciated Salary S	Schedule:			(If applicable; i.	e. Categorial) .	Rate:		
Coad	ching/Extra Du	uty Stipend Amoun	t:		Associated (i.e. 10, 11 or	d Calendar:			

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

New Hire Approval and Authorize	ation to Proceed with Salary Placement Offer:	
Requesting Administrator:		
Chief Business Officiat _		Date
Superintendent:		Date