

Section: EMPLOYMENT  
Subject: Personnel Action Approvals  
Number: HR 3150

I. Institutional Regulations

The personnel actions listed below shall be documented on required electronic or paper forms, and all approvals obtained before they shall be effective.

II. Procedure

- A. Temporary and Student Employees - An approved Electronic Personnel Action Form (EPAF) shall be required in order to hire or change employment. An action to terminate employment shall be needed only when termination is for other than exhaustion of hours, lack of work, or to unencumber funds.

Required approvals:

1. Supervisor through Provost/Dean/Director or higher level
2. Human Resources

- B. Adjunct Employees – The following documents are used to hire or change employment for an Adjunct instructor.

1. An approved Load Sheet or Instructor Pay Form, as applicable, for payment of credit and non-credit teaching;
2. An approved Non-Credit Instructor Input Form (P-43) shall be required for Adjunct counselors and librarians, and Adjunct ABE/HiSET/HSE/ESL and Academic Achievement Center instructors;
3. An approved Electronic Personnel Action Form (EPAF) shall be required for Adjunct instructors performing activities listed on the Temporary, Adjunct and Student Pay Rate schedule under “Other Adjunct”.
4. An approved Electronic Personnel Action Form (EPAF) or Pay for Adjunct Orientation/Training/Meetings form shall be required to pay adjunct instructors for in-service training or attending required meetings.

Required approvals:

1. Provost/Dean/Director or higher level
2. Human Resources

- C. Regular Employees – Forms and approvals are listed below for the following personnel actions:

1. Hire, promotion, demotion, transfer, reassignment, job evaluation title and/or pay grade changes: Hiring Proposal Form.

Required approvals:

- a. Supervisor through appropriate /Provost/Dean/Director
- b. Human Resources
- c. Appropriate Vice President
- d. Executive Vice President
- e. President and Board of Directors if the action will result in the issuance or change of a continuing contract

2. Change in FTE, Supervisor, or FOAPAL: Position Action Request.

Required approvals:

- a. Supervisor through appropriate Director/Provost/Dean
- b. Human Resources (for processing)

3. Resignation, regular retirement, job abandonment: Separation of Employment Form.
  - a. Initiated by Department
  - b. Human Resources (for processing)
  - c. Notification sent to Appropriate Vice President
  - d. Notification sent to Executive Vice President
  - e. Notification sent to President and approval required by Board of Directors if the action will result in termination of a continuing contract.
4. Early Retirement: Separation of Employment Form, completed by Human Resources after early retirements are approved by the Board of Directors.
5. Reduction In Force: Separation of Employment Form completed by Human Resources after RIF is approved by the Board.
6. Extra days, temporary assignment pay: Additional Pay Form.

Required Approvals:

  - a. Supervisor through appropriate Director/Provost/Dean
  - b. Human Resources
7. Regular Employees Performing Temporary/Adjunct Work
  - a. An approved Electronic Personnel Action Form (EPAF) shall be required in order to authorize Temporary or Other Adjunct employment for a Regular employee.

Required approvals:

    - 1) Supervisor through Provost/Dean/Director
    - 2) Human Resources
  - b. An approved Adjunct Load form shall be required in order to authorize Adjunct employment for a Regular employee.

Required approvals:

    - 1) Supervisor through Provost/Dean/Director
8. Staff Development Unit (SDU) Lane Change – Human Resources notifies President of lane changes.:

APPROVED:

  
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Executive Director, Human Resources

Date: October 1, 2002  
Revised: December 1, 2003  
January 1, 2005  
November 1, 2006  
November 1, 2007  
November 1, 2009  
October 1, 2014  
February 21, 2017  
March 20, 2018