

**PERALTA COMMUNITY COLLEGE DISTRICT  
PERSONNEL ACTION FORM**

Classified       Academic       Management       Other

|                      |                             |                      |                          |                      |
|----------------------|-----------------------------|----------------------|--------------------------|----------------------|
| Personal Information | Name (L/F/MI):              | <input type="text"/> | Date of Form:            | <input type="text"/> |
|                      | Address:                    | <input type="text"/> | College/Site:            | <input type="text"/> |
|                      | Employee ID (if applicable) | <input type="text"/> | Department:              | <input type="text"/> |
|                      | Day Phone:                  | <input type="text"/> | Position Control Number: | <input type="text"/> |
|                      | Evening Phone:              | <input type="text"/> | EFFECTIVE DATE:          | <input type="text"/> |
|                      |                             |                      | ENDING DATE (if known):  | <input type="text"/> |

- I Action Requested**
- |   |  |  |
|---|--|--|
| a. <input type="checkbox"/> Initial Employment  | g. <input type="checkbox"/> Termination    | i. <input type="checkbox"/> Request To Advertise         |
| b. <input type="checkbox"/> Employment w/prior Peralta service                              | h. <input type="checkbox"/> Resignation    | m. <input type="checkbox"/> Fee Based/Contract Education |
| c. <input type="checkbox"/> Reclassification  | i. <input type="checkbox"/> Retirement     | n. <input type="checkbox"/> Extend Management Contract   |
| d. <input type="checkbox"/> Work Out of Classification                                      | j. <input type="checkbox"/> Death          | o. <input type="checkbox"/> Increase in Contract         |
| e. <input type="checkbox"/> Additional Assignment   | k. <input type="checkbox"/> Load Exception | p. <input type="checkbox"/> Other (Specify in Comments)  |
| f. <input type="checkbox"/> Change in Status, Dates, Pay Rate, Time Base, Fund Source, etc. |  |  |

- II Assignment Status**
- |   |   |   |
|---|---|---|
| a. <input type="checkbox"/> Regular   | f. <input type="checkbox"/> Retiree                     | j. <input type="checkbox"/> Increase in Contract        |
| b. <input type="checkbox"/> Extra Service   | g. <input type="checkbox"/> Categorical- / Grant-Funded | k. <input type="checkbox"/> ZZOIS (Specify in Comments) |
| c. <input type="checkbox"/> Temporary as Needed ( <i>Attach Form for SEIU positions</i> ) | h. <input type="checkbox"/> Head Coach                  | l. <input type="checkbox"/> Other (Specify in Comments) |
| d. <input type="checkbox"/> Substitute as Needed  | i. <input type="checkbox"/> Asst. Coach                 |   |
| e. <input type="checkbox"/> LTS (Long-Term Substitute)                                    |   |   |

**III Position Information**

|   |                       |                      |
|---|-----------------------|----------------------|
|   | <b>CURRENT STATUS</b> | <b>NEW STATUS</b>    |
| a. <b>JOB CODE</b>  | <input type="text"/>  | <input type="text"/> |
| b. <b>TITLE</b>   | <input type="text"/>  | <input type="text"/> |
| c. <b>TIME BASE *</b>   | <input type="text"/>  | <input type="text"/> |
| * <b>Time Base:</b> for Classified & Managers (hrs & days/week, months/year) – for Faculty (FTE and months/year)  |                       |                      |
| d. <b>TEMPORARY FACULTY: Equated Load</b>   | <input type="text"/>  | <input type="text"/> |
| e. <b>ACADEMIC DISCIPLINE/TEACHING AREA:</b>  | <input type="text"/>  |                      |
| Meets MQs by (Please check one) <input type="checkbox"/> Masters, <input type="checkbox"/> Non-Masters & Experience, <input type="checkbox"/> Equivalency, <input type="checkbox"/> Credential. |                       |                      |

**IV Salary Information**

|   |                       |                      |
|---|-----------------------|----------------------|
|   | <b>CURRENT STATUS</b> | <b>NEW STATUS</b>    |
| a. <b>SCHEDULE (PFT, 60%, 75%, Local 39, etc)</b>       | <input type="text"/>  | <input type="text"/> |
| b. <b>RANGE/STEP</b>                                    | <input type="text"/>  | <input type="text"/> |
| c. <b>SALARY</b> (Hourly rate for temporary personnel)  | <input type="text"/>  | <input type="text"/> |
| d. <b>BENEFITS PROGRAM</b>                              | <input type="text"/>  | <input type="text"/> |
| e. <b>STIPEND AMOUNT:</b> (Describe)                    | <input type="text"/>  | <input type="text"/> |
| f. <b>SHIFT DIFFERENTIAL:</b> (Swing/Graveyard)         | <input type="text"/>  | <input type="text"/> |
| g. <b>BUDGET CODE(S) /%</b>                             | <input type="text"/>  | <input type="text"/> |
|   | <b>1)</b>             | <input type="text"/> |
|   | <b>2)</b>             | <input type="text"/> |
|   | <b>3)</b>             | <input type="text"/> |
| h. <b>Pay Rate x Time Base + Fringe Cost = Est Cost</b> | <input type="text"/>  | <input type="text"/> |

**V Comments**

**COMMENTS** (If faculty hire, must list degree(s) for eligibility)

**Approvals & Budget Verifications**

|   |  |  |
|---|--|--|
| _____<br>Area Manager / Date                          | _____<br>Area Manager / Date                     | _____<br>College Business Officer / Date |
| _____<br>College President/Area Vice Chancellor       | _____<br>HR Generalist / Date                    | _____<br>Special Projects / Date         |
| _____<br>Vice Chancellor, Educational Services / Date | _____<br>HR Director / Date                      | _____<br>District Budget Director / Date |
| _____<br>Chancellor / Date                            | _____<br>Vice Chancellor, Human Resources / Date | _____<br>Vice Chancellor, Finance / Date |

Prepared By: (Print Name) \_\_\_\_\_