

Process for Staffing/Personnel Items for Board Agenda

The Sonoma County Junior College Board of Trustees must approve and take action for any and all changes to an employee and/or their position, classification or assignment.

The Board meets on a monthly basis to review these and other District items. Prior to the board meeting, an agenda is created so the Board will know in advance what will be proposed at the meeting. The Human Resources department is responsible for submitting all employment related items. In most cases, all that is needed for an item to be created is a Personnel Action Form (PAF). Depending on the type of action, the PAF can be created either by the Department of the employee (or position), or the Human Resources Department. Some items require additional information, in which case a Staffing Item is needed (for example, permanent changes to a position or classification). A staffing item provides the Board with additional information including some background information about why the change is needed, and also the budget impact of making this change. Following are some definitions and guidelines for getting personnel items placed on the agenda.

Term	Definition	Action
Administrative Retreat to Faculty	When an administrator requests to retreat to a faculty position.	Refer to Board Policy #4.3.2C . Human Resources oversees this process.
Approval to Hire	Required for all regular positions. New hire effective dates can occur prior to a new employee's employment item being approved by the board as long as "Approval to Hire" has been granted.	Human Resources will determine which positions are ready for "Approval to Hire" in coordination with the Component Administrators.
Bilingual Stipend	The District shall provide a 5% premium for all hours in paid status for classified employee working in a position which requires the ability to communicate in multiple languages, provided that the position does not already receive a higher pay grade for the bilingual ability (e.g. Sign Language Interpreter and Sign Language Interpreter, Senior).	Department initiates the PAF and submits to Human Resources Department.
Change in Work Location	A change in either department or worksite.	Department initiates the PAF and submits to Human Resources Department.
Demotion (voluntary)	When an employee accepts a new position that is of a lesser pay grade than their current position.	Human Resources will initiate the PAF.

<p>Early Retirement</p>	<p>When an employee between the ages of 55 and 65 retires from the District and has met the eligibility for the early retirement program, the District will continue to pay for the employee's medical and dental benefits at the same level as active employees in the same bargaining unit through the month prior to turning 65.</p> <p><u>Faculty</u> Employee must first meet with the HR Specialist/Benefits to verify eligibility for consideration. Deadline for submission of letter of intent is the first week of school (fall semester) for a mid-year retirement, or the first working day in October for retirement at the end of the academic year. HR Specialist/Benefits will explain the process and assist with the paperwork. Letter of intent should be addressed and submitted to the Superintendent/President.</p> <p><u>Classified and Management</u> Employee must first meet with the HR Specialist/Benefits to verify eligibility for consideration. Deadline for submission of letter of intent is 120 calendar days prior to the last working day. HR Specialist/Benefits will explain the process and assist with the paperwork. Letter of intent should be addressed and submitted to the Superintendent/President.</p>	<p>Human Resources will initiate the PAF and will notify the appropriate Supervisor and Vice President.</p>
<p>Extension of Assignment</p>	<p>Request to extend the duration of an assignment where there was a pre-determined duration date.</p>	<p>Department initiates the PAF and submits to Human Resources Department.</p>
<p>Field Training Officer (FTO) Stipend</p>	<p>Any District Police Officer serving in a P.O.S.T. prescribed and approved Field Training Officer (FTO) or Detective assignment, will be eligible for a stipend. Eligibility for this stipend will be maintained as long as the officer fills this assignment.</p>	<p>Department initiates the PAF and submits to Human Resources Department.</p>
<p>Increase or Decrease in Hours</p>	<p>When an employee is requested to work more or less than their normal hours. A temporary change requires a PAF for the board item. A permanent change requires a Staffing Item.</p>	<p>Department initiates the PAF and submits to Human Resources Department.</p>

<p>Leave of Absence</p>	<p><u>Medical</u> A PAF is required for any faculty medical leave that is more than 2 weeks. A PAF is required for maternity leave (over 2 weeks) for all employees.</p> <p><u>Other Leaves</u> A PAF is required for all personal/general leaves for all employees when an employee is absent for more than 2 weeks (10 days).</p> <p>Contact Human Resources for additional information or clarification.</p>	<p>PAF for medical leave will be created by Human Resources with the assistance of the department.</p> <p>PAF for general leaves should be initiated by the department.</p>
<p>Longevity & Step Increase</p>	<p>Longevity and step increases are outlined in employee bargaining agreement.</p>	<p>Human Resources will initiate the PAF.</p>
<p>New Employment</p>	<p>When a new employee is hired by the District.</p>	<p>Human Resources will initiate the PAF.</p>
<p>Organization / Department Restructure</p>	<p>A proposal from a department or component to realign duties and/or assignments.</p>	<p>Refer to Board Check list for restructure. (attached)</p>
<p>Professional Expert Employee</p>	<p>A temporary employee with specific, expert –level knowledge or training. This employee group is not limited by Ed. Code to the number of days worked in a year. This employee group is intended to be project driven, however, this can be used as a leave replacement or for a specific period of time during the recruitment for a permanent position.</p>	<ul style="list-style-type: none"> • A job description must be approved by the Director of Human Resources. • Complete new hire paperwork. • Once the new hire paperwork is complete the department initiates the PAF and submits to the Human Resources Dept.
<p>Promotion</p>	<p>When an employee accepts a new position that is of a higher pay grade than their current position.</p>	<p>Human Resources will initiate the PAF.</p>
<p>Reassignment (District Initiated)</p>	<p>When an employee is reassigned to a new position based on District need.</p> <ul style="list-style-type: none"> • Potential reassignment is discussed with new and former supervisor and Director, Human Resources. • Meeting is scheduled to discuss the details of the reassignment with the employee, the new supervisor, the former supervisor, a representative of SEIU and the Director, Human Resources. 	<p>Human Resources will initiate the Reassignment Form.</p>

Reduced Workload	When a full-time faculty member reduces their workload to less than 100% for a period not to exceed 10 years. The reduction in the workload is for full academic years. The employee must first meet with the HR Specialist/Benefits to verify eligibility. HR Specialist/Benefits will explain the process and assist with the paperwork. Letter of request to participate is sent to the Vice President of Human Resources in early spring. The PAF must be approved by the Board prior to June 30th.	Human Resources will initiate the PAF.
Release During Probation	When an employee is released from their position within their probationary period.	Call Human Resources for additional requirements. HR will initiate the PAF.
Resignation	When an employee resigns their position with the District. The employee must submit a letter to the Superintendent/President; letter should be copied to the employee's supervisor, their department and the Human Resources department.	Human Resources will initiate the PAF.
Retirement	When an employee resigns / retires from their position <u>and</u> retires from their retirement system. The employee must submit a letter to the Superintendent / President; letter should be copied to the employee's Component Administrator, Vice President of Business Services, and Vice President of Human Resources.	Human Resources will initiate the PAF.
Shift Differential	Unit members, whose shifts include any hours before 6:00 am or after 7:00 pm Monday through Friday, and shifts with any hours on Saturday or Sunday, will receive a 5% shift differential on their entire shift. Shift PAF's are required each semester or fiscal year.	Department initiates the PAF and submits to Human Resources Department.
Short-Term Non-Continuing (STNC) Employee	A temporary employee that is employed for a short period of time. This employee group is limited to working 175 days per year. If scheduled or PAF'd to work 1,000 hours or more, the employee will automatically be placed into the PERS retirement system.	<ul style="list-style-type: none"> • Job description must be approved by the Director of Human Resources. • The department initiates a PAF which must be approved prior to the employee working. • Employee completes new hire paperwork and submits it to the Human Resources Dept.

Staffing Item	A staffing item is created to inform the Board of Trustees about a new or changed position or classification. This item should include all relevant information about the position/classification including background information about why the change is occurring and the budget impact. Personnel actions that require a staffing item are: <ul style="list-style-type: none"> • Creation of a new position • Change in time base (permanent) • Reclassification of an existing position 	Department will submit background information and budget impact for staffing items to Human Resources. Template available from HR.
Summer, Break & Employment Outside of Calendar	When an employee who normally only works during the academic calendar is requesting to work out side of that time frame.	Department initiates the PAF and submits to Human Resources Department.
Transfer	When an employee transfers from one position to another of the same pay grade.	Human Resources will initiate the PAF.
Uniform Allowance	The District shall provide an allowance for replacement, additional uniforms, equipment, and cleaning of uniforms in accordance with the SEIU contract. Clothes/equipment damaged in the performance of duty will be replaced by the District separate from the annual allowance.	Department initiates the PAF and submits to Human Resources Department.
Working Out of Class (temporarily)	When an employee performs duties inconsistent with those assigned to their positions for a period of more than five (5) working days, their salary is adjusted upward for the entire period they are required to work out of classification and in such amounts as will reasonably reflect the duties required to be performed outside their normal assigned duties (5% – 10% depending on duties assigned).	Department initiates the PAF and submits to Human Resources Department.

Links to forms:

- [PAF - Classified or Management](#)
- [PAF - Faculty](#)
- [PAF - STNC Individual & Master](#)
- [PAF - Professional Expert Individual & Master](#)
- [Request For Reassignment Form](#)
- [Classified Staffing Examples](#)

All forms and information are available on the HR Website Forms Page

 NAME OF INITIATOR

 DATE OF INQUIRY TO HR

 ANTICIPATED BOARD DATE

 COMPONENT OF POSITION/CLASSIFICATION

 POSITION / EMPLOYEE AFFECTED

EMPLOYEE GROUP OF POSITION/CLASSIFICATION:

-
- Classified
-
- Management
-
- Faculty
-
- STNC
-
- Professional Expert

Board Items Requiring PAF (Department):

-
- Stipend – Shift, Bilingual, FTO, Uniform
-
-
- Change in Work Location
-
-
- Extension of Assignment
-
-
- Temporary Increase/Decrease in Hours
-
-
- Temporary Working Out of Class
-
-
- Summer Break & Employment Outside of Calendar
-
-
- General Leaves of Absence

Board Items Requiring PAF (Human Resources):

-
- Promotion, Transfer & Voluntary Demotion
-
-
- Medical Leaves of Absence
-
-
- Resignation, Retirement & Early Retirement
-
-
- New Employment
-
-
- Reduced Workload
-
-
- Release During Probation
-
-
- District Initiated Reassignment
-
-
- Longevity and Step Increases

Board Items Requiring a Staffing Item:

-
- Creation of a New Position/Classification and Job Description
-
-
- Permanent Change in Time Base
-
-
- Reclassification of an Existing Position

Task Completed	Step	Contact Person	Timeline	Date Completed
<i>Employment/Staffing Items</i>				
<input type="checkbox"/>	Contact HR to determine type of personnel action	S. Meyer		
<input type="checkbox"/>	Draft narrative/justification, if applicable	S. Meyer		
<input type="checkbox"/>	Request editable job description from HR	B. Dixon		
<input type="checkbox"/>	Revise/edit job description using strike-through and bold/underline	B. Dixon		
<input type="checkbox"/>	Return edited job description to HR for review	S. Hopkins	6 Weeks prior to board	
<input type="checkbox"/>	Classified Positions: Job description sent to CRC for recommendation	S. Hopkins	6 Weeks prior to board	
<input type="checkbox"/>	Management Positions: Job description reviewed by HR	S. Hopkins	6 Weeks prior to board	
<input type="checkbox"/>	Complete Position Request for review by Components. Requisition completed and sent to HR	S. Hopkins	4 Weeks prior to board	
<input type="checkbox"/>	PAF Completed			
<input type="checkbox"/>	Submit background and budget info for Board item to HR	B. Dixon	3 Weeks prior to board	

Department Restructure				
<input type="checkbox"/>	Draft proposal for restructure, including, if necessary, a revised organizational chart.	S. Meyer		
<input type="checkbox"/>	Component Administrator to bring proposal to Components meeting for review and approval by President and other Components.	K. Furukawa	8 Weeks prior to board	
<input type="checkbox"/>	Once approved, proposal sent to Human Resources for review and to set timeline.	S. Meyer	8 Weeks prior to board	
<input type="checkbox"/>	Request editable job descriptions from HR.	B. Dixon	8 Weeks prior to board	
<input type="checkbox"/>	Revise/edit job description using strike-through and bold/underline	B. Dixon		
<input type="checkbox"/>	Return edited job description to HR for review	S. Hopkins	6 Weeks prior to board	
<input type="checkbox"/>	Classified Positions: Job description sent to CRC for recommendation	S. Hopkins	6 Weeks prior to board	
<input type="checkbox"/>	Management Positions: Job description reviewed by HR	S. Hopkins	6 Weeks prior to board	