

Short-Term Non-Continuing (STNC) And Professional Expert Personnel Action Form (PAF)

Go to <https://hr.santarosa.edu/hr-forms> for PAF forms.

When is a STNC/Professional Expert PAF necessary?

STNC and PROFESSIONAL EXPERT EMPLOYEES	<u>Initiated by</u>
• Hourly classified assignments with fixed hours and duration dates	Department
• Changes in PAFs: Increase/decrease in maximum hours, extend duration date	Department
• Termination of STNC	Department
MASTER PAFs (a pool of employees)	<u>Initiated by</u>
• STNC or Professional Expert assignments indicating all persons authorized to provide a similar type of service for a specific duration date, specifying maximum cost and hours	Department

Signatures required for STNC and Professional Expert PAFs:

- Department Chair/Supervisor
- Dean(s)
- Vice President and/or
- Vice President, Finance and Administrative Services
- Cabinet approval required
- Accounting
- Human Resources

FOR ASSISTANCE, QUESTIONS OR TRACKING

Danielle Donica, Human Resources Technician, X 4785
Linda Jay, Human Resources Technician, X 4817

Guidelines for Completing STNC or Professional Expert Individual PAFs

- ✓ Name and the Employee ID (EID) number are mandatory. If EID is not known, contact HR. Do not use Social Security Numbers.
- ✓ Mark a TYPE OF ACTION (HR will enter if paperwork has been received and/or last mo/yr worked.)
- ✓ Leave PAF number blank. HR will issue new numbers to each PAF upon processing.
- ✓ Enter the total maximum number of hours for the assignment, for all hours worked. STNC and Professional Experts are limited to 25 hours per week for all positions held.
- ✓ Enter the maximum dollar amount of the PAF, if known. HR will confirm pay rate and maximum dollar amount listed on the PAF.

Guidelines for Completing STNC or Professional Expert Master PAFs

- ✓ Enter MASTER PAF in the name section. HR will issue a new number to each Master PAF and advise the originating department of the number assigned.
- ✓ For Master PAF revisions, enter the original Master PAF number in the name section. HR will issue an appendix to the original number and enter to the PAF.
- ✓ Enter the total maximum number of all hours for the assignment for all employees listed under the Master PAF. STNC and Professional Experts are limited to 25 hours per week for all positions held.
- ✓ Enter the total maximum dollar amount for all employees listed under the Master PAF.
- ✓ Attach an alphabetical list of employees working under the master with the EID listed, if known. HR will advise of any non-active employees removed from list.
- ✓ Be specific when increasing and/or decreasing dollars/hours to a Master PAF. Include the new total as well as the increase/decrease amount in the REMARKS section. List the new totals under Maximum Number of Hours/Dollars.
- ✓ Master PAF additions for new hire STNC and Professional Experts must be done on an individual New Hire Individual PAF. Please note the Master PAF number the employee is to be added to in the REMARKS section.
- ✓ Master PAF additions for active STNC and Professional Experts may be done via email or memo. The EID and effective date are required.

Guidelines for Completing Online STNC and PROFESSIONAL EXPERT PAFs

Go to <https://hr.santarosa.edu/hr-forms> for PAF forms.

- ✓ Electronic PAFs can be completed online and saved to your computer. Any future PAFs or changes needed may then be updated on the saved version. Be sure to check back regularly for updated forms!
- ✓ Be sure to save a copy (either on your computer or hard copy) of the PAF you are submitting.
- ✓ Original signatures are required on the PAF. **DO NOT USE BLACK INK FOR SIGNATURES.** We need to be able to differentiate between originals and copies.
- ✓ Emailed or faxed PAFs will not be accepted. Any PAFs without original signatures will not be processed.
- ✓ Please indicate your name as the contact (or a person to contact) in the PAF originator box if questions arise regarding the PAF.
- ✓ Do not attach timesheets to PAFs submitted to HR. Timesheets are sent directly to Payroll.
- ✓ HR will make copies of completed PAFs and disperse to Payroll to be matched with timesheets
- ✓ For Board of Trustee approval, PAF must be submitted to Human Resources at least one month before the board meeting.
- ✓ A File Copy of all PAFs will be returned to the originating department after it has been taken to the Board for approval.
- ✓ Always use the employee's full legal name on the PAF (Example: use Jennifer; not Jenn, Jen or Jenny).
- ✓ Effective and Duration dates for all hourly assignments:
 - Paid by GENERAL FUNDS the dates are 6/10 to 6/9 of the following year (or within those dates).
 - Paid by CATEGORICAL FUNDS the dates are 7/1 to 6/30 of the following year (or within those dates.)
 - Maximum number of workdays for STNC is 175 days per fiscal year. Any hours worked in a day counts as a day. Prof Experts are exempt from this restriction
- ✓ Pay Rates
 - STNC's are paid by the STNC Salary Schedule.
 - STNC positions may also be paid from Step 1 of the Classified Salary Schedule, if approved. Justification must accompany the PAF.
 - STNC positions may be given a bilingual stipend, if approved. Justification must accompany the PAF.
 - Professional Experts are paid from the Professional Expert Salary Schedule
 - STNC and Prof Expert titles and pay rates must be listed on a published salary Schedule
 - Current Salary Schedules may be found here: <https://hr.santarosa.edu/salary-schedules>

STNC/Professional Expert
INDIVIDUAL AND MASTER PAF
Additional Information

Go to <https://hr.santarosa.edu/hr-forms> for PAF forms.

- ✓ All PAFs must be approved through Vice President, Finance and Administrative Services and Cabinet and Employment Paperwork (if needed) submitted to HR prior to starting work. HR will route PAFs for missing signatures, if needed.
- ✓ New hire STNC/Professional Experts must complete a STNC or Professional Expert employment packet. If you are unsure of his/her status call Human Resources for verification.
- ✓ If a current Adjunct Faculty member is working as STNC or Professional Expert an updated STNC or Professional Employment Packet (except for I-9 Employment Verification) is required to be paid under a different classification.
- ✓ If the employee is terminated, new Employee Information, W4 Tax forms and CalPERS retirement forms are required to update information and be brought to a current status. A re-hire PAF is also required.
- ✓ Time sheet information must match the PAF information to be paid under that PAF (dates, budget code, etc.)
- ✓ Budget code must include all 18 digits (or with .01 for salary savings.)

Salary/Compensation Exceptions STNC and PROFESSIONAL EXPERT PAFs

For Justification of STNC and Professional Expert PAFs to be paid at Step 1 of the Classified Salary Schedule, or a Bilingual Stipend, the following questions must be answered:

- ✓ Why can't an existing employee perform these duties?
- ✓ How will students not be served if this STNC position isn't filled?
- ✓ How are the duties of this STNC position core to your department's mission?

Justification should accompany the PAF either by a memo attached, or in the remarks section.