



**Guidelines and Resources**  
**Request for Personnel Action (RPA)**  
**Temporary Immediate/Intermittent Pay Hires**

*(For Special Consultants (4660/4760/8379), Casual Workers (1800) and Instructional Faculty, Ext – Non Credit (2363))*

**IMMEDIATE PAY APPOINTMENTS:**

The hiring of Personnel at California State University Maritime Academy (Cal Maritime) will be consistent with appropriate CSU guidelines and collective bargaining agreements. Appointments are approved only for the dates, rates (hourly or daily), and total number of days specified in this RPA. Any changes in the period of employment, pay rates, total number of days authorized, or assignments must be submitted on a new agreement form and signed by administrative and fiscal approvers. Care must be taken to ensure that Agreement articles related to appointment and notice, as well as CSU System-wide Classification and Qualification Standards are upheld. *Current CSU system employees who accept additional employment as are subject to the Additional Employment Policy of the California State University (HR 2002-05 and Public Contract Code 2003-21) or the applicable collective bargaining agreement, all of which limit total employment within the CSU to a maximum of 125% of full time.*

**\*SPECIAL CONSULTANT GUIDELINES:**

The salary level test of the FLSA exemption regulations require that exempt employees be paid a minimum of \$684 per week or \$2,964 per month. Effective January 1, 2020, and thereafter, Special Consultants paid less than \$684 for the equivalent of 40 hours or \$136.80 per day ( $\$684/5 = \$136.80$ ) will need to be appointed to the equivalent non-exempt classification (e.g., Special Consultant - NE, class code 8379). Exempt employees working multiple concurrent time-based positions may remain exempt if the combined salary of the positions meet the new salary threshold, provided that when combining all the duties, the primary duties remain exempt. If the non-exempt duties are the primary duty, the employee will be non-exempt.

**COMPLETE RPA FIELDS AS FOLLOWS:**

|   |   |
|---|---|
| <b>JOB TITLE CLASSIFICATION</b>                                       | <input type="checkbox"/> Check the appropriate position classification  |
| <b>SECTION I<br/>DEPARTMENT AND<br/>POSITION DETAILS</b>              | <input type="checkbox"/> Enter the department name and number. This information should correspond with data set up in People Soft.<br><input type="checkbox"/> Enter Proposed "Start" (first day of the appointment) and "End" dates<br><input type="checkbox"/> Enter job title<br><input type="checkbox"/> Describe primary duties and responsibilities as well as required qualifications and specialized skills/knowledge necessary in order to perform the work. Attach separate page if necessary.<br><input type="checkbox"/> Attach Job Description or contract if applicable |
| <b>SECTION II<br/>HIRE INFORMATION</b>                                | <input type="checkbox"/> Enter individual appointment by name, as it appears on their social security card.<br><input type="checkbox"/> Complete the hires demographic information<br><input type="checkbox"/> Enter individuals contact information  |
| <b>SECTION III<br/>CSU EMPLOYEE STATUS</b>                            | <input type="checkbox"/> The section identifies the status of the <b>current "CSU" hired employees</b> and references critical data required of them. All sections and boxes that apply must be completed.  |
| <b>SECTION IV<br/>BENEFITS ELIGIBILITY AND SALARY<br/>INFORMATION</b> | <input type="checkbox"/> List Daily Rate for Special Consultants, and hourly rate for Casual Worker or instructional Faculty – Non-Credit<br><input type="checkbox"/> Enter Estimated number of Days not to exceed total number of days to be worked<br><input type="checkbox"/> Enter Maximum Rate of Pay<br><input type="checkbox"/> Identify the funding source and check the appropriate box  |
| <b>SECTION V<br/>NOTES</b>  | <input type="checkbox"/> Enter additional information/changes in this area.   |
| <b>SECTION VI<br/>ADMINISTRATIVE/FISCAL APPROVALS</b>                 | <input type="checkbox"/> RPAs must include Signatures approvals: <ul style="list-style-type: none"> <li>○ <b>Academic Affairs and Student Affairs:</b> Department Chair, Academic Dean, AVP, Provost and Budget Officer.</li> <li>○ <b>Administration and Finance:</b> Director/Manager, Administrator/AVP, Budget Officer, Human Resources Designee, AVP HRSM Diversity and Inclusion, and VP &amp; CFO Administration and Finance (New hire only).</li> <li>○ <b>Office of the President:</b> Director/Manager, Administrator, and President.</li> </ul>                            |

**RESOURCES:**

| LINK  | DESCRIPTION  |
|---|--|
| <a href="#">HUMAN RESOURCES EMPLOYMENT SERVICES</a> | Access to HR Recruitment Forms                                       |
| <a href="#">CSU SALARY SCHEDULE</a>                 | Link to CSU Salary Schedule for all classifications                  |
| <a href="#">Employment Policy</a>                   | CSU Employment Policy  |
| <a href="#">Timesheets</a>                          | Timesheets (Absence and Additional Time Worked & Special Consultant) |