|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title Classification**  **Check One:** | Special Consultant  (4662)  \**Refer to Guidelines on reverse* | Casual Worker (1800) | Instructional Faculty Extension, Non-Credit  (2363) – Professional & Continuing Education |

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| **SECTION I: HIRE INFORMATION (Please attach Resume)** | | | | | | | | | | | | | | | | | | | |
| Hire Name (First, MI, Last): | | | | | | | | | | CSU Employee ID: | | | | | | | | | |
| Address (Number & Street, City, Zip): | | | | | | | | | | Email address: | | | | | | | Home/Cell Number: (Primary): | | |
| **SECTION II: DEPARTMENT and POSITION DETAILS** | | | | | | | | | | | | | | | | | | | |
| Department Name: | | | | Department Number: | | | | | | | | | Supervisor Name: | | | | | | |
| Proposed Start Date:  Click here to enter a date. | | | Proposed End Date:  Click here to enter a date. | | | | | | | Position Role/Title: ***(Attach contracts if applicable)*** | | | | | | | | | |
| ***Description of Duties:*** | |  | | | | | | | | | | | | | | | | | |
| **SECTION III: EMPLOYMENT STATUS - REQUIRED (*Incomplete forms will be returned*)** | | | | | | | | | | | | | | | | | | | |
| Current CSU Employee (**See Below**) | | | | | New CSU Employee | | | | | | PERS/STRS Retiree | | | | | Former CSU Employee | | | |
| **CURRENT CSU EMPLOYEE PRIMARY POSITION STATUS:**  Full-Time  Part-time, What is the FTE, WTU or # of Hrs./week? | | | | | | | | | | | | | | | | | | | |
| **CHECK ALL THAT APPLY (Required):**  Cal Maritime Employee  Other CSU, if so where:   1. Will this appointment result in more than 125% employment within the CSU system?  Yes  No 2. Will this appointment result in an overtime rate based on the employee’s primary position?  Yes  No 3. Is this appointment outside normal CSU work hours? Yes  No   If “**Yes**”, complete the following:  Appointee is taking vacation to complete this assignment (Attach Absence Report, Form 634)  Adjusted work schedule  Summer work outside of academic/cruise year appointment | | | | | | | | | | | | | | | | | | | |
| **SECTION IV: SALARY INFORMATION FUNDING SOURCE (Completed by Supervisor)** | | | | | | | | | | | | | | | | | | | |
| **SPECIAL CONSULTANTS ONLY**: Hourly Rate: $  **Cannot exceed hourly rate in Section E99 of Salary Schedule.** | | | | | | | | | | | | | | **OTHER CLASSIFICATIONS**: Hourly Rate: $  **(i.e. Casual Worker, Instructional Faculty, Ext)** | | | | | |
| Estimated number of days authorized to work: | | | | | | | | | Maximum Payment Authorized: | | | | | | | | | | |
| Justification for Request to Hire: | | | | | | | | | | | | | | | | | | | |
| General Fund | | | | Non-General Fund | | | | | Grant/Contract –Non- Federal | | | | | | | | | Grant/Contract –Federal | |
| Are you the Principal Investigator for this grant?  Yes  No | | | | | | | | | | | | | | | | | | | |
| **SECTION V: Administrative /Fiscal Approvals:** | | | | | | | | | | | | | | | | | | | |
| Dept. Chair/Manager Signature: | | | | | | | |  | | | | | | | | | | | Date:    /    / |
| Human Resources Signature: | | | | | | | |  | | | | | | | | | | | Date:    /    / |
| Administrator/Director/Dean Signature: | | | | | | | |  | | | | | | | | | | | Date:    /    / |
| Budget Coordinator (Academic Affairs only): | | | | | | | |  | | | | | | | | | | | Date:    /    / |
| Dean of Student Affairs/Executive Dean of Academic Affairs Signature: | | | | | | | |  | | | | | | | | | | | Date:    /    / |
| Budget Signature: | | | | | | | |  | | | | | | | | | | | Date:    /    / |
| President Signature: | | | | | | | |  | | | | | | | | | | | Date:    /    / |
| ***Budget Officer Position Control Request*** | | | | | | ***Use Existing Position Number***  ***Assign New Position Number*** | | | | | | | | | | | | | |
| **SECTION VI: Human Resources Use Only:**  **Hiring Documents Received** | | | | | | | | | | | | | | | | | | | |
| **Effective Date:**     /    / | **Salary:**  **$**     **.00** | | | **Job & Range Code:**       / | | | **Position Number:** | | | | | **CBA:**  **E99** | | | **Retirement Code:**       **Check Current Status**:  CalPERS  PST  Reh. Annuit.  N/A | | | | |
| **Hourly Appointments For Which This Form Is Appropriate:** | | | | | | | | | | | | | | | | | | | |
| 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), 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 For Retired Annuitants:** | | | | | | | | | | | | | | | | | | | |
| **Relevant Policies/Guidelines:**  Review the [CalPERS Employment After Retirement](https://www.calpers.ca.gov/docs/forms-publications/employment-after-retirement.pdf) publication for specific guidelines and restrictions.   * [GOV 21220.5](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=21220.5.&lawCode=GOV) * [GOV 7522.56](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=7522.56.&lawCode=GOV) * Under Government Code sections 21224 and 21229, employment of a rehired annuitant is designated on a fiscal year basis for a maximum of 960 hours. * A minimum of 180 calendars days between the retirement date and the requested appointment date (exceptions apply to public safety and faculty participating in the Faculty Early Retirement Program (FERP). | | | | | | | | | | | | | | | | | | | |
| **Instructions:** | | | | | | | | | | | | | | | | | | | |
| 1. Complete the form 2. Include attachments as needed 3. Route to HR for review of RPA. 4. Route RPA via Adobe Sign. | | | | | | | | | | | | | | | | | | | |
| **Complete Fields As Follows:** | | | | | | | | | | | | | | | | | | | |
| **Job Title Classification** | | | | | | * Check the appropriate position classification | | | | | | | | | | | | | |
| **SECTION I**  **Hire Information** | | | | | | Enter individual appointment by name, as it appears on their social security card. Complete the hires demographic information Enter individuals contact information | | | | | | | | | | | | | |
| **SECTION II**  **Department and**  **Position Details** | | | | | | * Enter the department name and number. This information should correspond with data-set up in People Soft. * Enter Proposed “Start” (first day of the appointment) and “End” dates * Enter working job title * 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. * Attach Job Description or contract if applicable | | | | | | | | | | | | | |
| **SECTION III**  **Current CSU Employee Status** | | | | | | * The section identifies the status of the **current “CSU” hired employees** and references critical data required of them. All sections and boxes that apply must be completed. | | | | | | | | | | | | | |
| **SECTION IV**  **Salary Information**  **Funding Source** | | | | | | * Check the appropriate classification * List Hourly Rate for all classifications * Enter Estimated number of Days not to exceed total number of days to be worked * Enter Maximum Rate of Pay * Describe Justification for Request to Hire * Identify the funding source and check the appropriate box | | | | | | | | | | | | | |
| **SECTION V**  **Administrative/Fiscal Approvals** | | | | | | * RPAs must include Signatures approvals of the Department Chair, Manager, Human Resources, Academic Dean, Dean of Student Affairs/Executive Dean of Academic Affairs, Budget Coordinator, Budget, University Affairs (approver), and the President. | | | | | | | | | | | | | |
| **SECTION VI**  **Human Resources Only** | | | | | | For HR Only – no action required | | | | | | | | | | | | | |

RESOURCES:

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| **LINK** | **DESCRIPTION** |
| [HUMAN RESOURCES EMPLOYMENT SERVICES](http://www.csum.edu/web/hr/employment-services) | Access to HR Recruitment Forms |
| [CSU SALARY SCHEDULE](http://www.calstate.edu/hrpims/salary/SalarySchd20161018.pdf) | Link to CSU Salary Schedule for all classifications |
| [Employment Policy](https://www.calstate.edu/HRAdm/Policies/HR2002-05.pdf) | CSU Employment Policy |
| [Timesheets](https://www.csum.edu/web/hr/payroll-services) | Timesheets (Absence and Additional Time Worked & Special Consultant) |