



CAL MARITIME

REQUEST FOR PERSONNEL ACTION (RPA)

STAFF AND MANAGEMENT POSITIONS

- Management (Complete MPP Justification form)
- Staff
- Position Description (*REQUIRED FOR ALL RECRUITMENTS*)

SECTION I: POSITION/PERSONNEL ACTION INFORMATION

Department Name and Number:	Proposed Start Date:
Number of Openings:	Proposed End Date:
Classification:	Working Title:
Proposed Incumbent(s):	

SECTION II: TYPE OF ACTION REQUESTED (Check one)

<input type="checkbox"/>	Employment-New Position:		
<input type="checkbox"/>	Employment-Fill Vacant Position:	Former Incumbent:	Date Vacated:
<input type="checkbox"/>	Reclassify Position:	From:	To:
<input type="checkbox"/>	Extension of Appointment:	From:	To:
<input type="checkbox"/>	Increase in Time Base:	From:	To:
<input type="checkbox"/>	Decrease in Time Base:	From:	To:
<input type="checkbox"/>	Increase in Pay, Stipend or Bonus:	Type: Percentage: % Or Amount: \$ per	
<input type="checkbox"/>	Transfer:	From:	To:
<input type="checkbox"/>	Approved Salary/Range:		
<input type="checkbox"/>	Justification/Other (explain):		

SECTION III: TYPE OF APPOINTMENT (Check all that apply)

Pay Plan	Employment Status	Time Base
<input type="checkbox"/> Academic Year	<input type="checkbox"/> Probationary/ Permanent	<input type="checkbox"/> Full-Time
<input type="checkbox"/> 12/12-Month	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-Time
<input type="checkbox"/> 11/12-Month	<input type="checkbox"/> Emergency Hire	<input type="checkbox"/> Time Varies
<input type="checkbox"/> 10/12-Month	<input type="checkbox"/> At-Will	<input type="checkbox"/> Hours per week:
<input type="checkbox"/> Month Off if (11/12):		
<input type="checkbox"/> Months Off if (10/12):		

SECTION IV: APPROVALS

Human Resources Signature:	Date:
Dept. Chair/Manager Signature:	Date:
Administrator/Director/Dean Signature:	Date:
Dean of Student Affairs/ Executive Dean of Academic Affairs Signature:	Date:
Budget Coordinator (AA)/Budget Signature:	Date:
President Signature:	Date:

SECTION V: HUMAN RESOURCES USE ONLY

Requisition #	BU #	Job Code	Range Code	Position #
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Signature: _____

Signature: Chief Human Resources Officer

Instructions:

1. Complete the form
2. Include attachments as necessary (Position Description if a recruitment)
3. Obtain all necessary signatures before forwarding the RPA to Human Resources

Complete Fields As Follows:

SECTION I Position/Personnel Action Information	<input type="checkbox"/> Enter the hiring department name and number. <input type="checkbox"/> Enter proposed start date of hire or personnel action <input type="checkbox"/> Enter number of openings that are being filled <input type="checkbox"/> Enter proposed end date of hire or personnel action <input type="checkbox"/> Enter the classification of the position if known <input type="checkbox"/> Enter the working title of the position if known <input type="checkbox"/> Enter proposed incumbent's name if known
SECTION II Type of Action Requested	<input type="checkbox"/> Select type of personnel action requesting. <ul style="list-style-type: none"> ▪ <u>Employment -New Position</u> – newly created, never filled before. ▪ <u>Employment-Fill Vacant Position</u> – enter the former incumbent and the date they separated. ▪ <u>Reclassify Position</u> – enter current classification and new one. ▪ <u>Extension of Appointment</u> – for a current temporary appointment, enter the extension dates. ▪ <u>Increase in Time Base</u> – enter current time base and new higher one. ▪ <u>Decrease in Time Base</u> – enter current time base and new lower one. ▪ <u>Increase in Pay, Stipend or Bonus</u> – enter type of increase (i.e. IRP, Permanent Reclassification, Temporary Reclassification, Stipend, Bonus, etc.) and the percentage increase OR the rate per month, hour, or one time only. ▪ <u>Transfer From</u> – in cases of reorganization such as change in department or supervisor, enter the current one and the new one. For department changes, include department number. ▪ <u>Other</u> – miscellaneous.
SECTION III Type of Action Requested	<p>This section identifies the type of appointment being requested. Check all areas that apply.</p> <input type="checkbox"/> Pay Plan – select type of pay plan for position and months off if 11/12 or 10/12 pay plan <input type="checkbox"/> Employment Status – select whether probationary/permanent or temporary position <input type="checkbox"/> Time Base – select whether Full-time, Part-time, or Time Varies (on-call). Enter hours worked per week.
SECTION IV Approvals	RPA's requires signature approvals from the Department Chairs/Manager, Administrator/ Director/ Academic Dean, Human Resources, Dean of Students Affairs/Executive Dean of Academic Affairs, Budget, and The President.
SECTION V Human Resources Only	For HR Only – no action required