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)

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

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

Pay Plan	Employment Status	Time Base
☐ Academic Year ☐ 12/12-Month ☐ 11/12-Month ☐ 10/12-Month ☐ Summer Sea Term ☐ Months Off (if 11/12 or 10/12):	☐ Probationary/ Permanent ☐ Temporary ☐ Emergency Hire ☐ At-Will	☐ Full-Time ☐ Part-Time ☐ Time Varies ☐ Hours per week:

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 Signature:		Date:
President Signature:		Date:

SECTION V: HUMAN RESOURCES USE ONLY

Requisition #	BU #	Job Code	Range Code	Position #

Signature: _____

Signature: Chief Human Resources Officer

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**	☐ Enter the hiring department name and number. ☐ Enter proposed start date of hire or personnel action ☐ Enter number of openings that are being filled ☐ Enter proposed end date of hire or personnel action ☐ Enter the classification of the position if known ☐ Enter the working title of the position if known ☐ Enter proposed incumbent's name if known
SECTION II **Type of Action Requested**	☐ Select type of personnel action requesting. ▪ <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**	This section identifies the type of appointment being requested. ***Check all areas that apply***. ☐ Pay Plan – select type of pay plan for position **and** months off if 11/12 or 10/12 pay plan ☐ Employment Status – select whether probationary/permanent or temporary position ☐ Time Base – select whether Full-time, Part-time, or Time Varies (on-call). Enter hours worked per week.
SECTION IV **Approvals**	RPAs 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