

Procedure 5015-PR(2): Personnel Action Guidelines - Requests

Original Date:

Status:

PURPOSE

All requests for personnel actions will be initiated by completing and submitting a Personnel Action Request form (PAR) to Human Resources (HR).

Supervisors and administrators will work with HR to develop the majority of requests through the annual budgeting process. Certain other requests should be submitted as soon as practicable when a precipitating event occurs. Supervisors may obtain the PAR from HR or within the budget packet materials.

SUPERVISOR PAR RESPONSIBILITIES

Supervisors submitting a PAR shall:

- Complete the PAR with sufficient detail and information to enable HR and other administrators to understand and evaluate the possible impact of each request on the District at a micro and macro level.
- Provide assessment data and/or other supporting documentation to a request as may be needed to demonstrate the request aligns with District plans and initiatives.
- Complete all PARs promptly whether within the annual budget process or as needed throughout the fiscal year.

HUMAN RESOURCES PAR RESPONSIBILITIES

HR will facilitate the PAR submission and decision-making processes as follows:

- Develop an annual personnel report detailing the relevant position and personnel data needed for contracting purposes for the upcoming fiscal year. This report will also serve as the basis for the development of personnel action requests submitted during the annual budgeting process.
- Review each submitted PAR for complete and accurate information, ensure alignment with District initiatives, and develop preliminary fiscal impact data.

- Route the PAR to the appropriate District administrator for review and facilitate any discussions as needed in the decision-making process.
- Provide appropriate communication to the District Governing Board, administration, and the requesting supervisor as needed.

DISTRICT GOVERNING BOARD AND CEO RESPONSIBILITIES

The District Governing Board and CEO will retain final decision-making authority for all personnel action requests.