



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:	If MPP, must complete MPP Justification form	
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 of Increase: Percentage: % Or Amount: \$ per (month) (hour) (one-time)	
Transfer:	From:	To:
Other (explain):		

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

Pay Plan	Employment Status	Time Base and Schedule
Academic Year 12/12-Month 11/12-Month 10/12-Month Cruise Months Off (if 11/12 or 10/12):	Probationary/ Permanent Temporary Emergency Hire	Full-Time Part-Time-Hours/Week: Schedule: (If not completed, normal schedule of M-F/8 hours per day will be assumed)

SECTION IV: APPROVALS

Manager Signature:	Date:
Provost/Vice President Signature:	Date:
President Signature:	Date:
Budget Director Signature:	Date:

SECTION V: HUMAN RESOURCES USE ONLY

Requisition #	Building and Room #	Job Code	Range Code	Position #
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Processor Signature: _____

Signature: AVP HRSRM Diversity and Inclusion

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	<p>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</p>
SECTION II Type of Action Requested	<p>Select type of personnel action requesting.</p> <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 identifies the type of appointment being requested. <i>Check all areas that apply.</i> 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 & Schedule - Select Full-time or Part-time (indicate hours per week). Enter schedule (days and hours) if alternate or compressed. Normal schedule is M-F/8 hours day.</p>
SECTION IV Approvals	<p>RPA's must include Signature approval of the Department Manager, President/Provost/or Vice President and Budget Director. The President must approve all new positions.</p>
SECTION V Human Resources Only	<p>For HR Only – no action required</p>