



**Personnel Action Form (PAF)**  
**Office of Human Resources**  
**(831) 646-4016**

The Personnel Action Form is used for employee actions. This is a universal form that is used for Faculty, Classified, Confidential, Supervisory, Management, Short Term-Non Continuing, Professional Expert and Substitute assignments to document any personnel action, including new hires, separations, and change in assignment or compensation.

All sections must be complete for processing. This form is available as a fillable PDF file for your convenience. Please complete, print, obtain the required signatures, and return it to Human Resources. If you have any questions or concerns, please contact us for assistance. Thank you.

**Guidelines**

**SECTION 1 – Action Required-Check one**

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Employee Information: Indicate the action required

<b>New Hire</b>	A person who has not been previously employed or is being employed in a permanent position for the first time.
<b>Re-Hire</b>	A person who has a break in service
<b>Change in Assignment:</b>	
<b>Promotion</b>	Placement into a classification at a higher range
<b>Transfer</b>	Transfer into another position or assignment; please indicate if it is voluntary or involuntary
<b>Demotion</b>	Placement into a classification at a lower range
<b>Correction: Board Item</b>	Any item previously approved by the Board of Trustees that needs correction. Ex: corrections in name, title, pay rate
<b>Correction:</b>	Correction of column and/or step placement.
<b>Leave of Absence</b>	Include dates of leave, paid or unpaid, and an explanation in Section 7
<b>Pre-retirement: Reduction in Load</b>	Approval to decrease workload for a pre-retirement faculty member. Please refer to MPCTA Agreement: <a href="http://www.mpc.edu/about-mpc/campus-resources/human-resources/employment">http://www.mpc.edu/about-mpc/campus-resources/human-resources/employment</a>
<b>Reclassification</b>	Change in classification to a different range or title through reclassification process
<b>Separation</b>	If other than resignation or retirement, check other and explain in Section 7
<b>Work out of Class</b>	Temporary assignment to perform duties in a different classification for a specified period of time. (Must be approved by PVP)

**SECTION 2 – Location**

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Indicate the location where the employee is assigned to work.

**SECTION 3 – Personal Data**

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This section provides all the information necessary to maintain current employee data. Provide all data.

**SECTION 4 – Proposed Position Classification**

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Indicate type of employee. For substitute assignments, list name of person being replaced. If other, please explain in Section 7.

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**SECTION 5 – Current Status (if currently working)**

Indicate current status of employee.

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**SECTION 6 – Proposed Status**

Indicate changes to employee status or in assignment.

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**SECTION 7 – Justification**

Use this section to provide additional information regarding the personnel action. **For all short term project and professional expert assignments, provide a description of the work to be performed or special project is required.**

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**SECTION 8 – Signatures for Approval**

The Division Chair/Manager should review the PAF, sign this section, and then forward the PAF to the Human Resources Office for review. Human Resources will forward the PAF to the Dean/VP for review and approval.

**Please Note:** If the PAF is not submitted to the Human Resources Office by the board deadline date for submission of agenda items, it will be delayed and placed on the following month's board report. This may cause a delay in hiring or action.

The Human Resources Office will send the Hiring Division Chair/Manager a copy of the completed form.



SECTION 1 – Action Required		SECTION 2 – Location	
<b>Employee Information:</b> New Hire Re-Hire Change in Assignment: Promotion Transfer Involuntary Voluntary Demotion Correction: Board Item Correction: Column/Step Placement Leave of Absence(Explain in Section 7) From: ____/____/____ To: ____/____/____ Pre-retirement: Reduction in load Reclassification Separation Resignation Retirement Other (Explain in Section 7) Work Out of Class <b>Position Information:</b> New Position Established Position Eliminated Position FTE Reduced/Increased Change in Funding Other: _____		<div style="text-align: center; font-weight: bold; margin-bottom: 10px;">             Monterey      Marina Ed. Ctr.      Public Safety Training Ctr           </div> <div style="background-color: #cccccc; text-align: center; padding: 2px 5px; font-weight: bold;">SECTION 3 – Personal Data</div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>Employee Escape ID: _____</span> <span>Date of Birth: ____/____/____</span> </div> <div style="border-bottom: 1px solid black; padding: 5px 0;">           Legal Name: (as shown on Social Security Card)  <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Last)</span> <span>(First)</span> <span>(Middle)</span> </div> </div> <div style="border-bottom: 1px solid black; padding: 5px 0;">           Mailing Address:  <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(Street &amp; Number)</span> <span>(City)</span> <span>(State/Zip)</span> </div> </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> <span>Phone #: (____) _____</span> <span>Email: _____</span> </div> <div style="background-color: #cccccc; text-align: center; padding: 2px 5px; font-weight: bold;">SECTION 4 – Proposed Position Classification</div> <div style="display: flex; justify-content: space-between; padding: 5px 0;"> <div style="width: 30%;"> <b><u>FACULTY</u></b>            Full-time Tenure Track                1<sup>st</sup> year contract                2<sup>nd</sup> year contract                3<sup>rd</sup> / 4<sup>th</sup> year contract            Full-time Tenured            Part-time Adjunct            Categorical/Non-Tenure         </div> <div style="width: 30%;"> <b><u>CLASSIFIED</u></b>            Full-Time            Part-Time    <b><u>MANAGEMENT</u></b>            Administrator                Academic                Classified                Confidential                Interim                Supervisor/Manager         </div> <div style="width: 30%;"> <b><u>OTHER</u></b> (Explain in Section 7)            Short Term Project            Professional Expert            Substitute For: _____              Name of person being replaced _____         </div> </div>	
SECTION 5 – Current Status (if currently working)			
Job Title: _____		Position #: _____	Dept: _____
Faculty Assignments: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Discipline: _____	
Begin Date ____/____/____	End Date ____/____/____	Range/Step ____/____	Rate of Pay _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Other: _____
Benefit Eligible Yes No	Work Year _____ Months    _____ Days	Stipends Bilingual    Swing Shift    Doctoral    Nego. GraveYard    Multi-MS    Conf.    Other	Hours _____ Weekly _____ Monthly
SECTION 6 – Proposed Status			
Is this an additional assignment with current status? <input type="checkbox"/> Yes <input type="checkbox"/> No		Job Title: _____	Position #: _____
		Faculty Assignments:    Fall    Spring    Summer	Discipline: _____
Begin Date ____/____/____	End Date ____/____/____	Range/Step ____/____	Rate of Pay _____ <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Hourly <input type="checkbox"/> Other: _____
Benefit Eligible Yes No	Work Year _____ Months    _____ Days	Additional Stipends Bilingual    Swing Shift    Doctoral    Nego. GraveYard    Multi- MS    Conf.    Other	Hours _____ Weekly _____ Monthly

<b>* Budget #1:</b>	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ %
	FU	RE	PY	TP	DP	OB	SI	FS	DO	
<b>* Budget #2:</b>	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ %
	FU	RE	PY	TP	DP	OB	SI	FS	DO	
<b>* Budget #3:</b>	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ %
	FU	RE	PY	TP	DP	OB	SI	FS	DO	
<b>* Budget #4:</b>	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ -	_____ %
	FU	RE	PY	TP	DP	OB	SI	FS	DO	

**Funding Source:**      Unrestricted General Funds      \_\_\_\_\_ %  
    Restricted Funds (Categorical, Grants, Etc.)      \_\_\_\_\_ %

**SECTION 7 – Justification**

**\*\*\*Detailed explanation of action (required):** Please provide a SPECIFIC EXPLANATION FOR the personnel/position action.

**SECTION 8 – Signatures for Approval**

<p><b>Name of Person who Prepared Requisition:</b> (if different from Division Chair/Manager) _____</p> <p style="text-align: right;">Phone Ext: _____</p>	<p>2) _____</p> <p style="text-align: center;">HR Review      Date</p>
<p><b>Divison Chair/Manager:</b> _____</p> <p style="text-align: right;">Print Name</p>	<p>3) _____</p> <p style="text-align: center;">Dean's Signature      Date</p>
<p>1) _____</p> <p style="text-align: center;">Division Chair/Manager Signature      Date</p> <p><b>Phone Extension:</b> _____</p>	<p>4) _____</p> <p style="text-align: center;">VP's or President's Signature      Date</p>

**FOR BUDGET CODE CHANGES ONLY**

**\*VP of Administrative Services Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Controller Signature:** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**FOR HUMAN RESOURCES ONLY**

1) \_\_\_\_\_ /\_\_\_\_/\_\_\_\_

Human Resources Review      Date

**Date of Board Approval:** \_\_\_\_/\_\_\_\_/\_\_\_\_      **Completed:**    I-9      Fingerprints      TB

2) \_\_\_\_\_ /\_\_\_\_/\_\_\_\_

Associate Dean, Human Resources Signature      Date

**HR:** Input by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    **Payroll:** Input by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    **Benefits:** Input by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_