

EMPLOYMENT POLICY AND PRACTICE #22

TO: Employment Manual Holders

FROM: Policy and Administration

DATE: December 31, 1992

SUBJECT: Personnel Action Forms

Any information regarding an individual's employment with the County must be submitted via a Personnel Action (PA) form. The Personnel Action is utilized to document all actions taken affecting status of employment such as appointment, compensation, promotion, transfer, layoff, and dismissal. This includes demographic changes regarding an employee, such as name changes. Whenever the hours of an employee's position changes to a level which will affect the employee's benefit level a Personnel Action form must be completed which indicates the new level of hours and the duration of the change. The points at which an employee's benefits will be affected are: at one-half (1/2) time, 20 hours a week and 30 hours a week. Also if someone is working temporary out-of-class or is assigned to a limited term position these actions must be noted on a Personnel Action. There is also a place to indicate the duration of such actions. It is important for tracking purposes that the estimated duration of a change in hours, temporary out-of-class position, and limited term assignment are noted on the Personnel Action.

By initially routing all Personnel Action forms through the Personnel Division, all information relative to classification and pay will be reviewed, and any inconsistencies or inaccuracies will be resolved and corrected prior to the action being taken. In addition, no paychecks can be issued for personnel services prior to Personnel Action form approval by the Personnel Division. The employee will receive a copy of the Personnel Action form after it has been processed.

Attachments

EMPLOYEE PAYROLL/PERSONNEL ACTION FORMS

Sectional Definitions

- A. Action Number: Each department assigns its own number. Typically use year-action number. (E.g. 93-001)
- B. Proposed Effective Date: Date the action took place. The effective date for an appointment or promotion cannot be before eligibles are referred from an appropriate register.
- C. Hour: For an appointment, use the first hour of the first day of work. For a resignation, use the last hour of the last day of work.
- D. Requisition Number: (6 digits) The first two digits signify the year of change, the last four a number uniquely assigned by the Personnel Division. This number will be found on the appropriate Position Requisition or referral list.
- E. Ethnic Information: For Personnel's equal employment opportunity reports.
 - W. White: (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian subcontinent.
 - B. Black: (not of Hispanic origin) All persons having origins in any of the black racial groups.
 - H. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
 - A. Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
 - I. American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America.
- F. Next Review Date: Six full months following appointment, and every 12 months thereafter, or as defined in the collective bargaining agreement. Part-time regular employees do not have next review dates listed on the Personnel Action as they must accumulate the required number of hours toward a salary increase.
- G. Department/Number: The department name/cost center number as defined by position control.
- H. Location: This should be completed if your department/division has more than one location.
- I. Fund Number: The fund number of the department.
- J. Charge to: This is used for labor distribution or if the cost center in the general ledger is different from the position control. Fill in the cost center number and/or project number and percentage to be charged to this account.
- K. Job code no./range/step/rate: The job code associated with an individual classification, the corresponding salary range, step and pay rate must be specified on the Personnel Action. For all full-time, regular employees the semimonthly pay rate should be listed. For any

regular part-time or temporary employee the hourly rate paid to the employee should be listed.

L. STATUS OF POSITION

DEFINED

Probationary:	An initial appointment to a classified position is made as a probationary appointment. These positions are filled from a current eligibility register.
Regular:	The status acquired after a classified employee successfully completes a probationary period.
≥1/2 Time Regular:	This status is used to designate a position with regular status in which an employee works less than full time but greater than, or equal to half time. These positions carry benefit and service accruals as outlined in EPP #32.
<1/2 Time Regular:	This is used to designate a position with regular status in which an employee works less than half time. As outlined in EPP #32, there are no benefits or service accruals associated with these positions other than eligibility for salary increases and they may be PERS eligible depending upon number of hours worked.
Provisional:	An appointment of a person not on an eligible register to a classified position, for a limited duration of time not to exceed three months, pending development of an eligibility register.
Job Share:	Two or more employees sharing one position; benefits for one position are distributed to the incumbents as outlined in EPP #13.
Temporary:	Temporary positions are those which are for an uncertain or limited duration. These positions do not have to be filled from an eligibility register, although use of an appropriate eligibility register is encouraged.
≥1/2 Time Temporary:	Temporary positions in which the hours worked and budgeted are greater than or equal to .50 FTE. ≥1/2 time temporary employees are limited to six months service in any twelve (12) month period in the same department.
<1/2 Time Temporary:	Temporary positions in which the hours worked and budgeted are less than .50 FTE. Employees working <1/2 time in a temporary position may be employed longer than six months in duration.
Limited Term:	Positions which have been budgeted and allocated for a limited duration not to exceed two (2) years but which is in excess of the time requirements for temporary positions. Limited term positions use the same job codes as regular positions so it is critical that the position is designated as limited term. (Positions of this nature less than 1/2 time are temporary positions and should be coded as such.)

M.	<u>CODE</u>	<u>PROPOSED ACTION</u>	<u>DEFINED</u>
	00	Change in hours:	If there is a change in an employee's hours which will impact the benefits he/she receives it must be noted here. Benefit levels may be impacted at the following number of hours: half-time, 20 hours per week, 30 hours per week, and full-time.
	01	Appointment:	The original appointment made to County service.
	02	Change in Status:	Any change in the status of the position e.g., provisional to regular; regular to <1/2 time regular; temporary to probationary.
	03	Salary Range Change:	An action to change a classification's salary range following authorization by the Board of County Commissioners.
	04	Promotion:	The appointment of an employee to a classification that has a higher salary range.
	05	Demotion:	The appointment of an employee to a classification that has a lower salary range. Disciplinary action requires prior approval of the appointing authority and voluntary actions require the employee's signature.
	06	Transfer:	The movement of an employee to a different position in the same classification either in the same department or a different department.
	07	Resignation:	Resignations should be processed at least two weeks prior to their effective date. The resignation letter from the employee should be attached to the Personnel Action and state the reason for leaving employment if disclosed by the employee. Another possibility is to have the resigning employee write his/her reasons for leaving in the Personnel Action form section labeled "Reasons For Request."
	08	Dismissal:	For regular status employees, dismissal denotes a disciplinary action which must have prior approval by the appointing authority and be documented. For temporary and limited term employees dismissal may also reference the end of the work assignment.

09	Suspension:	A suspension without pay is a disciplinary action which must have prior approval by the appointing authority.
10	Written Reprimand:	A type of disciplinary action.
11	Leaves With Pay:	Leaves with pay might include such items as military, parental, and family leave.
12	Leave Without Pay:	Leave without pay ceases the County's contribution to benefits and some service accruals in accordance with applicable collective bargaining agreements and/or the Personnel Ordinance.
13	Returning From Leave:	Returning from a Leave Without Pay will resume the benefits/service accruals where applicable and per the collective bargaining agreement.
14	Lay Off:	Leaving County service through no fault of the employee. This type of termination provides some extended re-employment provisions.
15	Retirement:	Leaving County service after attaining retirement age as defined by Public Employees Retirement System (PERS).
16	Reclassification:	A change in allocation of an individual position by raising it to a higher classification, reducing it to a lower classification or moving it to another classification at the same level on the basis of significant changes in the kind, difficulty or responsibility of the work performed in such a position.
18	Rate Change in Range:	A pay rate change within the same range for reasons other than an employee's salary increase.
19	Salary Increase:	An increase in pay based on meritorious service given on the employee's salary increase date.

40	Temporarily Out-of-Class:	This is provided for in the collective bargaining agreements and is for a temporary period of time, generally not to exceed six (6) months in duration. Such action is granted to current employees to accommodate acute or emergency departmental needs. Out-of-class status generally requires supervisory approval prior to performing the work. It is indicated on a Personnel Action by placing an employee in pay step 8. Job code and range information would remain the same as the employee's regular classification.
41	Return from TOC:	When an employee resumes normal assignment after having worked out-of-class.
70	Reassignment:	This is when an employee moves from a position in one classification to a position in another classification with the same pay range.
75	Reinstatement:	The return of an employee to a classified position in accordance with the Personnel Ordinance. A former employee must return within 6 months of the date of resignation to a vacant position in their former classification.
99	Other:	For unique situations not covered by the above actions and for demographic changes. For address changes only Social Security number, name, address, phone number and effective date are necessary.

N. Date off probation: This must be completed for probationary employees. Under the Personnel Ordinance, the probationary period for new hires is twelve (12) months and the probationary period for an employee who is promoted and was a regular status employee prior to promotion is six (6) months.

O. End date (change in hours, temporary out-of-class, limited term, temporary appointments, leaves of absence): This must be filled in whenever an appointment is made to a limited term or temporary position, a person is placed in temporary out-of-class status, or an employee's hours change in such a way as to affect their benefits (i.e. to 1/2 time, 20 hours, 30 or more hours or full-time). A Personnel Action form must be completed and the duration of the change in hours must be included. If it is going to be a permanent or long term change, with no established end date, indicate the end date is "indefinite." Also the date a leave without pay will end must be provided.

- P. Appointing authority certification: This is a statement which indicates that the appointing authority recognizes that he/she will be held responsible for insuring budgetary constraints are observed. This must be signed in order for the Personnel Action form to be processed.
- Q. Reasons: Additional or explanatory information to be considered in processing of the request. Be sure to attach resignation letters, if submitted.
- R. Employee's signature: This block must be signed by the employee for resignations, voluntary demotions and transfers. The employee may write in this space or attach a letter regarding the action taken.