

Staff Human Resources

PTF / PROCESS CHECKLIST

Casual Workers (job code 1800)

Casual Workers are appointed on an hourly/intermittent basis for up to one year. The job description for a Casual Worker must not fit into any classification. Example: Test Proctors are Casual Workers. (Exception: Some rehired annuitants are hired as casual workers. See section on Rehired Annuitants.) The following items must be completed, approved, and received in Staff HR prior to the incumbent's start date.

- PTF – indicate hourly rate of pay
- Short job description – must be approved by Staff HR prior to submission of hiring paperwork
- Employment Application – fully completed, signed
- Exception Form – fully completed, signed
- Staff HR will issue a letter to the employee.

Emergency Appointments

Short-term appointments can be full-time, part-time, or hourly/intermittent. The following items must be completed, approved, and received in Staff HR prior to the incumbent's start date.

- PTF
- Approved Position Description
- Employment Application – fully completed, signed
- Exception Form – fully completed, signed
- Units 1 and 6: maximum length of appointment is 90 days
- Units 2, 5, 7, and 9: maximum length of appointment is 180 days (On the 91st day of appointment, the employee will be included in the CSUEU bargaining unit).
- Unit 4: maximum length of appointment is 60 days
- If a recruitment is in process, Staff HR may extend the emergency appointment for one additional month beyond the limits listed above.
- Staff HR will issue a letter to the employee.

In-Range Progression (IRP)

An In-Range Progression can be requested every 12 months. An IRP may be requested for: new skills acquisition, market equity, retention, or exemplary performance.

- Obtain the form on our website and submit to Staff HR.
- Contact Staff HR to set up and to initiate a training plan for the “New Skills Acquisition” option. An approved training plan must be on file with Staff HR and must be completed prior to receiving an IRP for “New Skills Acquisition.”
- Staff HR will provide a recommendation to the appropriate Vice President for approval and will process all required paperwork (letter to employee, PTF etc.).
- Units 2, 5, 7, and 9: Requests may be submitted by the Appropriate Administrator or the employee.
- All other units are management requested only.

Staff Human Resources

PTF / PROCESS CHECKLIST

Intermittent Pools

Intermittent pools may be used when departments have an ongoing need to fill a position with on-call/hourly/intermittent employees. Appointments may be made on a long term, temporary basis. The pools are advertised on the web with other open recruitments, but the hiring process is quicker than the normal recruitment process. For more information or to open a pool, contact Staff HR. To hire an applicant from a pool, the following items must be completed, approved, and received in Staff HR prior to the incumbent's start date.

- PTF
- Approved Position Description
- Employment Application – fully completed, signed
- Exception form – fully completed, signed
 - Staff HR will issue a letter to the employee.

License Renewals

- PTF
- Copy of license or certificate

Permanent Status (per MOU)

Contact Staff HR to verify an employee's eligibility to move from temporary to permanent status.

- PTF – include the effective date
 - Units 2,5,7, and 9: Four years of temporary service required
 - Unit 4: Four years of temporary service required
 - Unit 6: Three years of temporary service required
 - Staff HR will issue a letter to the employee.

Reassignments

Before any action is taken, the Position Description must be submitted to Staff HR for review. Submit the following only after the reassignment has been approved by Staff HR.

- Approved Position Description
 - PAF and PTF completed by Staff HR
 - Letters to employees generated and signed by Staff HR

Reclassifications & In-Class Progressions

An employee classification review may be requested every 12 months.

- Signed and updated Position Description
- Letter requesting the review
 - Staff HR will complete all paperwork (PAF, PTF, letter to employee).
 - CSUEU employees' requests for classification review must be submitted to Staff HR within 30 calendar days of receipt by the manager, or the employee may submit the request directly to Staff HR.

Staff Human Resources

PTF / PROCESS CHECKLIST

Rehired Annuitants

Appointments are on an hourly/intermittent basis up to one year. Annuitants can work a maximum of 960 hours each fiscal year. Work hours must be tracked by the department. If the job description fits into one of the CSUEU classifications (R02, R05, R07, or R09), the rehired annuitant is appointed into that classification. If the job description fits into an MPP or bargaining unit R01, R04, R06, or R08 classification, the rehired annuitant is appointed as a Casual Worker (job code 1800). The following items must be completed, approved, and received in Staff HR prior to the incumbent's start date.

- PTF – indicate hourly rate of pay
- Short job description
- Employment Application – Rehired Annuitants must complete an application when they are rehired for the first time after retiring. If they accept future assignments, an application will not be required.
- Exception Form – fully completed, signed
 - Staff HR will issue a letter to the employee.

Separations

- PTF
- Copy of resignation letter or email (if applicable)
- Employee's time sheet
- Clearance form (Payroll)

Special Consultants (job code 4660)

Special Consultants are appointed on a daily rate basis, up to one year. The following items must be completed, approved, and received in Staff HR prior to the incumbent's start date.

- PTF – indicate daily rate of pay
- Short job description – must be approved by Staff HR prior to submission of hiring paperwork
- Employment Application – fully completed, signed
- Exception Form – fully completed, signed

Stipends

Requests must be submitted and approved by Staff HR prior to the start date of the additional duties. Retroactive stipends will not be granted.

- Description of additional duties sent to Staff HR for approval
 - Staff HR will process paperwork (Additional Pay Voucher and letter to employee)

Temporary Appointment Renewals

- PTF – include the new appointment end date
- Exception form – fully completed, signed
 - Staff HR will issue a letter to the employee.

Time Base Changes

Staff Human Resources

PTF / PROCESS CHECKLIST

Time base changes may be permanent or temporary. Employees may request a decrease in their time base for personal or educational reasons. This is considered a partial leave of absence and is subject to approval.

- PTF – include the new time base
 - If the change is temporary, indicate the beginning and end date for the new time base. At the end of this period, the employee's time base will not automatically revert to the prior time base. An additional PTF must be submitted to return the employee to his/her prior time base.
 - Staff HR will issue a letter to the employee.

Training Reassignments

Before any action is taken, the Position Description and Training Plan (if applicable) must be submitted to Staff HR for review. Submit the following only after the reassignment has been approved by Staff HR.

- Approved Position Description
- Approved and signed Training Plan
- Employment Application
 - PAF and PTF completed by Staff HR
 - Letters to employees are generated and signed by Staff HR

Volunteers

The appointing of volunteers is not handled by Staff HR. Contact your ASM for the procedure. The volunteer forms can be found on our website. Completed volunteer forms should be maintained in the hiring department in which the volunteer is working.