

PTF / PROCESS CHECKLIST

DAF Procedures and Forms: <http://daf.csulb.edu/forms/>
Look for Staff Human Resources

1. Emergency Appointments

- PTF
- Position Description - signed by Supervisor, Administrator, and ASM.
- Employment Application - fully completed, signed Application with experience showing that the person is qualified for the job.

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, an emergency appointment may be extended for one additional month beyond the limits listed above.

2. Special Consultants – Appointments are on a daily rate basis up to one year.

- PTF
- Short job description - must be approved prior to submission of hiring paperwork.
- Employment Application – fully completed, signed Application with experience showing that the person is qualified for the job.

3. Casual Workers

Job description **must not** fit into any classification (e.g. test proctoring). Appointment must be on an intermittent basis and can be for up to one year. **All Rehired Annuitants** must be appointed to the Casual Worker classification. The hiring package must include written explanation of the emergency that requires hiring the annuitant or the skills possessed by the annuitant that are needed to perform specialized work.

- PTF - must indicate **hourly** salary rate
- Short job description – must be approved prior to submission of hiring paperwork.
- Employment Application - fully completed, signed Application with experience showing that the person is qualified for the job.

4. Separations *

- PTF
- Copy of resignation letter or email
- Employee's time sheet

* A PTF is not required if a temporary appointment's end date is the same as the employee's last day physically worked. Provide authorization to end appointment by returning the Appointment End Date spreadsheet (sent to the ASM's on a monthly basis.)

5. License Renewals

- PTF
- Copy of new license or certificate

6. Volunteers

Not handled by Staff Human Resources. Contact ASM for the procedure. The forms can be found on our website. Completed volunteer forms should be maintained in the hiring department where volunteer is working

7. Reassignments & Training Reassignments

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

- PTF
- Approved Position Description
- Employment Application (fully completed, signed)
- Approved Training Plan (Training Reassignments only)

8. In-Range Progression (IRP)

An In-Range Progression can be requested every 12 months.

- Obtain the form on our website and submit to Staff Human Resources.
- Contact Staff Human Resources to set up and initiate a training plan for the “New Skills Acquisition” option. An approved training plan must be on file with Staff Human Resources and must be completed prior to receiving an IRP for “New Skills Acquisition.”