



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES**

AP 7112A Personnel Assignment Processing (PAR)

**ISSUED: March 15, 2010
REVISED: June 28, 2010**

I. General Requirements

A. No appointee may start work until all appropriate authorizations, approvals, and processing documents have been completed.

B. Document Requirements

1. **Primary Document:** All personnel actions, regardless of funding source and job classification, are processed using the Personnel Assignment Request (PAR) form. This form is used to identify employee assignment, budgeting, and position control assignment information.
2. **Supplemental Documentation:** Designated personnel actions require supplemental documentation. Such documentation is to be attached to the original PAR form when it is submitted for processing. Table 7112A, Personnel Actions Requiring Supplemental Documents, identifies these requirements.

TABLE AP-7112A PERSONNEL ACTIONS REQUIRING SUPPLEMENTAL DOCUMENT		
ACTION	JOB CLASSIFICATION	DOCUMENT REQUIRED ¹
New Hire	All	Personnel Assignment Request (PAR)
	<ul style="list-style-type: none"> • Student Worker ¹ • Tutor ¹ 	Bursar's Receipt (registration receipt) documenting number of units enrolled and academic term. ²
New Position	All	Budget Transfer Request (BTR)
Other Action	None	Budget Transfer Request (BTR) if needed.
¹ Attach to Personnel Assignment Request (form). ² Students who are not enrolled at Compton Community College are required to provide a copy of their enrollment receipt identifying the academic term and number of units enrolled. If the dates of the academic term dates are not shown on the receipt, a copy of the class schedule calendar showing term dates should also be submitted.		

C. **Estimated Overall Processing Timeline:** One business week (five business days).

D. **PAR Form Processing:** The timely and accurate handling of each PAR form, facilitates completing the hiring process so that employees can get paid accurately and on time. In support of that goal, the PAR form consists of four distinct parts, each of which is completed by the assigned processing area within one (1) business day.

1. **Initiating Department:** Within one business day of an appointee accepting an appointment, the Department Head authorized to fill a position, initiates processing by completing Section 1 of the PAR form. Section 1 consists of the following data elements:



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- **Department** identifies where position is budgeted and where the appointee, once his/her assignment is processed, will be assigned to work.
- **Position Title** identifies the position classification involved, e.g. Instructor, Administrative Assistant, Student Worker I, etc.
- **Number of Positions** identifies how many positions with the same position title are in the department.
- **Action** is the personnel and computer processes used to record all decisions affecting an employee's assignment. Table AP-7112A-1, Personnel Assignment Request (PAR) Form Action Categories, below, identifies basic actions for initiating departments.

TABLE AP-7112A-1 PERSONNEL ASSIGNMENT REQUEST (PAR) FORM ACTION CATEGORIES	
ACTION	WHAT ACTION DOES
Change Assignment	Change an incumbent employee's current assignment in some manner, e.g. salary charges or distribution; promotion; reclassification; demotion; transfer, etc.
Extend Assignment	Extends an active assignment in the same job code / position as currently processed without a break in working dates
Extra Assignment	Process an additional assignment to a current employee's assignment. (Applies to any additional simultaneous positions that are not overload assignments.)
New Hire	Assigns an individual who has never worked for the District to a job.
New Position	Identifies a newly-added position to the department.
Reinstatement	Returns an individual who previously held a regular or limited-term assignment who has resigned from Compton Community College District.
Stipend / Special Assignment	Processes a fixed dollar payment for services.
Terminate Assignment (aka Separate)	Ends an incumbent's assignment or appointment.



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- **Assignment Type (Service):** The three major categories of employment service defined by California State statute: Academic, Classified, and Unclassified. Each service has distinct hiring rules, policies, and regulations related to the nature of the work being formed. Table AP-7112A-2, Assignment Type (Service) Summary, defines the most common actions initiated by departments.

TABLE AP-7112A-2 ASSIGNMENT TYPE (SERVICE) ACTIONS SUMMARY	
ASSIGNMENT TYPE	DEFINED
Service: Academic	Work that includes credit or non-credit instruction, library, counseling, student services, or supervising/formulating policy for academic programs in a position that requires minimum qualifications established by the Board of Governors of the California Community Colleges. (CCCD Board Policy 7210 and 7250).
Regular	An employee who has probationary or permanent status in the District.
Adjunct / Overload	<ul style="list-style-type: none"> • Adjunct: A faculty member employed at an adjunct rate pursuant to Education Code § 87482.5 for no more than 67% of the load of scheduled duties for a full-time faculty member having comparable duties averaged over the semester. • Overload: Applies to teaching faculty whose total teaching assignment that exceeds 16 lecture equivalent hours determined by Academic Affairs as defined by Appendix C in the Certificated Agreement.
Acting / Interim	<ul style="list-style-type: none"> • Acting: An appointment that occurs when an employee temporarily performs the duties of another position for a period of 28 days or less. Acting appointments are made by the supervising administrator directly.. • Interim: An appointment that occurs when an employee temporarily performs the duties of another position for a period greater than 28 days. Interim appointments require a selection process.
Limited Term	Employment of a full-time faculty member hired on a temporary basis for a period not to exceed on academic year.
Service: Classified	All work not designated as academic or unclassified. (CCCD Board Policy 7230, 7240, and 7260).
Regular	An employee who has probationary or permanent status in the District.
Provisional	A temporary appointment made in the absence of an appropriate eligibility list, not to exceed 90 working days except in specified circumstances per Education Code § 88106 through 88108).
Temporary	Employment on a basis other than permanent, probationary, or provisional.
Out of Class	Initiates payment for out of classification work as determined by the Personnel Commission.
Service: Unclassified	Apprentices, architectural, engineering, and professional experts employed temporarily for a specific project and Community Representatives, full-time students employed part-time, and part-time students employed part-time in a college work study or work experience program. (CCCD Board Policy 7270).
Student Worker	A full-time student employed part-time or a part-time student employed part-time in a college work study program or in a work experience program (Education Code § 88076(b)(3) and (4).
Tutor	A student employee employed primarily to tutor students individual or in small groups in a subject matter or developmental skills area.
Professional Expert	An expert in a recognized profession employed in that professional capacity for a specific limited term.



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- **Unit (Employee Unit)** identifies a group of jobs that can be categorized as having the same union representation, or, in the case of unrepresented employees, other similar characteristics, e.g., confidential, overtime exempt, etc. Salary schedules can be used to further identify the employee unit.

TABLE AP-7112A-3 EMPLOYMENT DEFINITIONS BY EMPLOYEE UNIT ¹	
EMPLOYEE UNIT	DEFINITION
Administrator	Administrators are classified as follows: <ul style="list-style-type: none"> • Academic Administrators are employed in a management position and have direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program. • Classified Administrators are managers not employed as academic I administrators in positions that have significant responsibilities for formulating policy and/or administrating District programs other than the academic program.
Classified	Individuals employed in positions that are neither academic nor unclassified.
Confidential	Personnel whose job duties require them to develop or present management positions with respect to employer-employee relations whose duties normally require access to confidential information used to contribute significantly to the development of management positions.
Faculty	Individuals employed in academic positions for which minimum qualifications have been established by the board of governors that are not designated as supervisory or management. Faculty include, but are not limited to, instructors, librarians, counselors, community college health service professionals and individuals.
Supervisor	An employee who is not a manager but has authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to assign work to and direct them, or to adjust their grievances.
Unclassified	Employees performing apprenticeship, student worker, recreational or engineering, architecture, or other professional expert work.
¹ Adapted From: Employee's Policy and Procedures Handbook. Compton Community College District.	

- **Policy** identifies the Board of Trustees Policy applicable to each employee unit.
- **Position History** identifies the last regularly assigned employee to an Academic or Classified regular position. For Unclassified Service positions, this field is left blank.



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- **Recommendation:** Identify the first and last name of the individual (appointee) for whom the assignment is being processed. If the assignment is for an employee currently employed by Compton Community College District, the employee’s present position title should be identified.

- **Assignment Dates:** Identify the actual beginning and/or ending dates of the employee is to work.
 - Regular assignments do not have an end date.
 - Acting, Interim, Limited Term, Provisional, Temporary and all Unclassified Assignments have both a Begin and End date.
 - For terminations, use the last day the employee worked.

- **Work Location and Job Class Codes:** Identify the location code equivalent to the department code and identify the job class code from the PeopleSoft system. These codes are included with the budget materials distributed to each department head. *Contact Human Resources for assistance with determining these codes.*

TABLE AP-7112A-4 REQUIRED SALARY CHARGE ACCOUNT INFORMATION			
DATA ELEMENT	DEFINITION	NUMBER OF CHARACTERS	COMMENTS
Funding Area	Department, program, or grant providing funding.	15 / Alpha	
DataTel Account	The departmental account where the salary is to be charged. The account consists of five components		Salaries may be charged to more than one account.
Fund	An independent fiscal and accounting entity.	2 / Numeric	Each fund has a distinct set of regulations and rules regarding liabilities, balances, and changes.
Object	Expenditure line-item classification category.	5 / Numeric	Salaries can only be charged to objects beginning with a “51” or “52.”
Program	If not Program 00, a one time only funding or carry-forward funding.	2 / Numeric	Program funding must permit the Assignment Type to be charged.
Activity	A set of institutional functions or operations related to an academic discipline or grouping of services.	6 / Numeric	Code may be used in multiple programs.
Department	Organizational unit and/or funding source	4 / Numeric	Code may be used in multiple programs.
% Distribution	The portion of the salary to be charged to each account.	<u>Check Box:</u> Click one box per account. <u>Form Field:</u> 3 / Numeric	Regardless of the number accounts used, number of hours assigned, and/or FTE associated with the assignment, the total salary distribution for each assignment must total 100.
Departmental Authorization	Area provided for the department head of each funding area to authorize the expenditure by signing and dating.		Signature must be original.



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- **Salary Account Charge and Departmental Authorization.** The remaining portion of the Initiating Department section identifies where the appointee's salary is budgeted and authorized for expenditure. Table AP-7112A-4, Required Salary Charge Account Information, below, defines the data fields comprising this area.
- 2. **Administrative Approval:** The Supervising Administrator uses Section 2. Admin. Approval to authorize the assignment and expenditure.
- 3. **Business Office:** In order for any assignment to be successfully entered into the District's computer systems so that the employee can be paid, budget review occurs. To do so, the Budget Technician reviews funding in the DataTel account and identifies the PeopleSoft account.
 - a. When the appropriate account and funding are available, the PAR form is routed to the CBO for authorization and subsequent routing to Human Resources.
 - b. When the appropriate account is not available on the DataTel database or the database lacks adequate funds or requires code changes, the Budget Technician sends an "audit exception" to the initiating department head indicating the deficiency and action needed.
 - c. Posts the appropriate assignment information to the position control system in PeopleSoft.
- 4. **Human Resources:** Upon receipt of the authorized PAR form, the HR staff review the assignment and enter the assignment into the District's computer systems.