



days. Additional terms must state provisions for failure to return signed contract. A return postage paid envelope is included with the contracts for reply mail.

4. **For temporary or part-time hourly, non-professional personnel**, a *Request for Personnel Action (RPA)* form must be completed by the appropriate Senior Administrator (recommender) for each individual hiring recommendation.
  - (a) The recommender must complete all information described on the RPA form – Appointee name, Social Security Number (if initial appointment only); position title; requested employment period; employment status, schedule, rate of pay, and comments and/or justification. In addition, the Senior Administrator in the appropriate unit must sign the RPA form prior to routing to the Human Resources office.
  - (b) The Human Resources Senior Administrator is responsible for reviewing the RPA form to determine if all information is complete and that the recommendations for employment terms, including rate of pay, are consistent with classification program, if applicable. After approval, the Human Resources Senior Administrator will route the RPA form to the President.
  - (c) After review and written approval by the President, a copy of the signed RPA form shall be returned to the originating Senior Administrator and payroll office. The original RPA form is retained in the Human Resources office files.
  - (d) RPA approval process must be completed prior to any services being performed.
  - (e) Any changes in the amount of hours recommended, budget amount, or other revised terms must be submitted by the Senior Administrator on a *Request for Personnel Action (RPA) Adjustment* form. This form must be submitted to the President for review and written approval prior to effecting the change. After signature by the President, a copy of the signed RPA Adjustment form will be returned to the originating Senior Administrator.
  
5. **For part-time or hourly professional personnel services**, an *Agreement for Professional Services* (“Agreement”) form must be completed by the appropriate Senior Administrator for each recommended hiring action. If additional explanation is required to support the hiring action, a written recommendation should be attached.
  - (a) In making a recommendation to hire a professional, the supervisor or other designee specifies the individual’s name, social security no., address and telephone number(s).
  - (b) The recommended services to be performed should be briefly described, if appropriate attaching a detailed recommendation. Further, include the date(s) and time(s) when the professional services are to be rendered. Finally, the rate and installment payment for services must be designated.
  - (c) If any comments are appropriate, please include in marked location.
  - (d) The recommended instructor, facilitator, or other professional title must sign the “Agreement” form prior to recommendation processing.
  - (e) Recommending supervisor or designee must initial form, before routing the next level supervisor/Senior Administrator.
  - (f) After review, approval and signature by Senior Administrator, form should be routed to Human Resources office for review and approval.

- (g) Final approval routing and review is to the President's office. If approved, President will sign, date, and include comments, if appropriate, as well as verify budget fund and line information.
- (h) After approval, copy of signed form is sent to originating Senior Administrator's office.
- (i) An additional copy of the Agreement form is routed to the Payroll Office for verification of hiring and budget authorization, as well as recording payroll installments.
- (j) Original Agreement will be retained in the employee's official personnel file.
- (k) Any changes that increase the institution's liability in the terms described in the Agreement must be submitted by the Senior Administrator on an *Agreement for Professional Services* form, which is specifically noted as a "Revision" and date. This form must be submitted to the President for review and written approval prior to effecting the change. After signature by the President, a copy of the signed, revised Agreement form will be returned to the originating Senior Administrator.

**For all part-time hiring actions**, new hire employment packets (including application form, employee data form, I-9 Eligibility form, federal and state tax withholding forms) must be issued by the originating Senior Administrator or designee. Completed forms must be forwarded to the Human Resources office prior to the beginning of employment for personnel file retention.

No employee, representative, or official of the College has hiring authority, except for the President, in accord with state law. As a result, any actions regarding employment must be authorized in writing and in advance of any hours worked.

Original *RPA* forms shall be retained in official personnel files. Original *Agreement for Professional Services* forms shall be retained in official payroll files.

The Senior Administrator designated with human resources responsibilities is responsible for implementation, interpretation, and review of this regulation.

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DR. LINDA S. DUNN, PRESIDENT

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DATE