

PROCEDURE - PERSONNEL ACTION FORM (PAF) - F.HR.01

This form is used to hire/recruit regular and full-time employees, create/change/terminate a position or request a stipend. All hourly staffing requests should be submitted using a SAAR.

Hire/Recruit, Change Position, Termination and Stipend

- 1) Go to the forms page on the GCC website at <http://www.gcccharters.org/staff/personnelActionForm.pdf> and open the PAF form.
- 2) The Principal or administrator prints the form and completes Part I (and part 2 if a funding code change):
 - a) Mark the action requested (Hire/Recruit, New Position, etc.)
 - b) Include the Position Control number (PC#)
 - c) Attach job description
 - d) Submit the original to GCC Human Resources
- 3) GCC Human Resources submits the form to the Chief Business Official (CBO) for funding verification.
- 4) The CBO reviews the form for fiscal and budget purposes:
 - a) If approved, the CBO submits the form to the Superintendent/CEO.
 - b) If denied, the Principal is notified and the form is returned to Human Resources.
- 5) Once approved by the Superintendent/CEO, Human Resources initials and dates the form and emails a copy to the requesting principal.
- 6) Appropriate action is taken, depending on the request (Hire/Recruit – job is posted on Edjoin at the request of the Principal, Change in Position – position is updated in QSS, etc.).
- 7) PAF form is filed in the master PAF file and a copy is placed in the employee's personnel file, if applicable.

New Position

- 1) Principal discusses the concept and need for a new position with Superintendent/CEO and the Chief Business Official.
- 2) School Principal completes PAF form (<http://www.gcccharters.org/staff/personnelActionForm.pdf>), attaches a job description and submits a Board Agenda Item request, supporting documentation and the original form to the GCC Administrative Assistant II.
- 3) GCC Administrative Assistant II submits the PAF form and supporting documentation to Superintendent/CEO and the Chief Business Official for signature and approval:
 - a) If approved, PAF form is given to the GCC Executive Assistant.
 - b) If denied, PAF form is returned to the Principal with an explanation.
- 4) If approved by Superintendent/CEO and Chief Business Official:
 - a) GCC Executive Assistant posts an agenda item to create and open a new position at the next Board meeting.
 - b) GCC Executive Assistant sends PAF form to the Accounting Coordinator and HR Coordinator (cc: to Principal).
- 5) If approved by the Board of Directors:
 - a) GCC Executive Assistant emails the Accounting Coordinator and HR Coordinator (cc: Chief Business Official and Principal) with the action from the board.

- 6) HR Coordinator creates a position control number and works with Principal to recruit for the position, if necessary.
- 7) A copy of the PAF form is filed in the master PAF file.