COLUSA UNIFIED SCHOOL DISTRICT
PERSONNEL ACTION FORM (PAF)
INSTRUCTIONS

PAF Type Requested: Check appropriate box for PAF request ("New Position", "Vacant Position", or "Change Existing Position"). Complete associated sections as noted in each check box line.

Position Type: Check appropriate box for associated position type (i.e. "Classified" for paras, yard duties, etc.; "Certificated" for teachers, etc.).

Position Category: Check appropriate box for associated position category (i.e. "Summer Program" for summer school, "Categorical" for categorically funded programs such as ESSER III Grant, etc.).

<div align="center">SECTION 1 - POSITION INFORMATION</div>

Position Title: Enter position title as noted in Escape (i.e. "Para-educator"). If a coaching assignment, be sure to enter coaching assignment (i.e. "Golf Coach"). If an extra duty assignment, be sure to enter "Extra Duty Assignment" (you will note the extra duty assignment title in the *Extra Duty Type* slot below).

Work Site: Enter current work site assigned. Be sure to put "ASES Program" in parenthesis behind the site name if applicable (i.e. "CHS/CAHS", "EMS (ASES Program)", "District Office"). (Note: CUSD Business Services staff will note on advertisement if it is a district-wide position and will list the current work site assigned for advertisement purposes).

FTE: Enter current FTE as noted in Escape. (Note: Calcuation is current daily hours divided by 8; i.e. 3.5 hours per day / 8 hours per day = 0.4375 FTE).

Grade Level(s): Enter the grade levels associated with this position (i.e. if it is a kindergarten teacher, enter "Kindergarten"; if it is a para-educator that works with grades 4-6, enter "4-6").

Subject Area(s): Enter the subject area(s) associated with this position (i.e. for a single subject teacher, enter "Single Subject" and note the subject area, such as English; for a multiple subject teacher, enter "Multiple Subject"; for an administrator, enter "Administrative Services"; for a Counselor, enter "Pupil Personnel Services"; etc.).

<div align="center">SECTION 2 - ADVERTISEMENT STATUS</div>

Advertise?: Check the "Yes" or "No" box.

Posting Date Requested: If desired to have the advertisement posted immediately, check the box "ASAP". If desired to post-pone the date of posting to a future date, check the box and enter the specific date you would like the advertisement sent out electronically.

Advertisement Type Requested: Check the appropriate box. "In-House Only" will not be open to external applications (i.e. extra duty assignments such as cluster stipends, yearbook advisor, etc.). "Out-of-House Only" will not be posted for in-house applicants (i.e. management and confidential positions; Note: All positions shall be advertised in-house first or simultaneously in accordance with CEA/CSEA contracts if applicable to position type advertised). "Both" will advertise both in-house and out-of-house in accordance with CEA/CSEA

Edjoin Posting Timeline: Check the appropriate box. "Standard" will be open for 2 weeks externally (14 days). "Open Until Filled" will be posted until the position has been offered and accepted by a candidate. "Other" is for other types of advertisement length requests (i.e. 5 days, 10 days, continuous [for sub pools],

Screening Committee Info: Check appropriate box. To hold a screening committee meeting, select "Screening Committee Meeting Date" and enter the date requested for the screening committee. To bypass the screening committee meeting and interview all applicants who pass the intial HR document screening phase, select "No Screening Committee Meeting". (Note: You must select a screening committee meeting option or it will default to holding a screening committee meeting and interviews will not be scheduled until the screening committee meeting has taken place and a list of candidates to be interviewed has been emailed to the Business Services Department).

Interview Session Info: Check appropriate box. Formal interview sessions are required for all external applicants. Should there be a mixed pool for classified and coaching positions (internal and external applicants), formal sessions are required. All formal interview sessions will be held at the District Office. Informal interview sessions may be held if the advertisement type requested is in-house only or if it is a certificated only assignment.

ADVERTISEMENT DETAILS FOR OUT-OF-HOUSE REQUESTS ONLY:

Edjoin Application Requirement Options: Check all appropriate boxes. The default option for out-of-house advertisement requests includes an Edjoin application, letter of interest and resume. (Note: The default option for in-house only advertisement requests is a letter of interest emailed to cusdbusiness@colusa.k12.ca.us).
Other Publications: Check all appropriate boxes. (Note: All external advertisements must be posted through the local EDD institute).
Number of Vacancies: Enter the total number of vacacies for this advertisement (i.e. 1).
Special Requests: Enter any special requests here (i.e. if you are in need of a 1st grade teacher but wish the advertisement verbiage to read K-3 Teacher, enter "Advertise for K-3 teacher" on this line).

SECTION 3 - EMPLOYEE INFORMATION/STATUS

Check appropriate box for employee information (or change) status:
Vacating Position: Check this box if the employee is resigning or being terminated from the position.
Changing Position: Check this box if the employee is requesting a transfer or being involuntarily transferred to another position.
New Budget Code: Check this box if the position will be utilizing a new budget code.
Name: Enter employee's name here (as noted in Escape).
Effective Date: Enter effective date of change. (Note: if the employee is resigning, you would note this date as the day *after* their last work day).
Reason: Check the appropriate box. If selecting "Transfer", be sure to enter what position number they are transferring from and to on the "PC#" lines. If selecting "Other Reason", be sure to enter the reason for the change request in detail (i.e. if changing start and end times for the position, enter "Change in shift start/end times").

SECTION 4 - WORK SHIFT INFORMATION

Hours/Day: Enter current hours per day. (Note: for ASES positions, enter current daily average hours in this spot; i.e. total hours per week divided by 5 (18 hrs per week / 5 days per week = 3.6 hours per day).
Total Days/Week: Enter the total days per week (i.e. "5"). (Note: Be specific if less than five days and the days are set days, i.e. "3 (M-W-F)"; unless otherwise noted, all positions are considered 5 days per week).
Total Days/Year: Enter the total work days per year (i.e. "186"). (Note: Be sure to include paid holidays in the count if applicable to the position type advertised).
Work Hour Table: Fill out all boxes. Be sure to note AM or PM. If no lunch is applicable, leave the second "Time In" and "Time Out" cells blank. Be sure that total hours per day in this table does not exceed the total hours per day authorized for the position. (Note: CSEA contract requires a lunch break after four hours of work; California law requires a lunch break after five hours of work).

SECTION 5 - BUDGET CODE INFORMATION

Budget Code Information Table: Fill out boxes in accordance with the notation at the top of the table. Be sure to enter the budget code in the correct format (XX-XXXX-X-XXXX-XXXX-XXXX-XXX-XXXX-XXXX). Also, be sure to enter the total percent alloted to each budget line (if more than one budget line is noted for the

SECTION 6 - REASON/JUSTIFICATION FOR REQUEST

*If brand new position or a change to existing position, please describe request in sentence format. Please be sure to give a full statement regarding the reason or justification for the request.

SECTION 7 - AUTHORIZING SIGNATURES

Requesting Administrator: Must be signed (Adobe) by the site or department admininstrator initiating the request.

Chief Business Official: Must be signed (Adobe) by the Chief Business Official for CUSD.

Superintendent: Must be signed (Adobe) by the Superintendent for CUSD.

HUMAN RESOURCES USE ONLY

Board Action Item #: If position or change requires CUSD Board action, enter the BOE agenda action item number.

Date of Action: Enter the BOE agenda date related to action item.

Board Action Item: Check appropriate box ("Approved" or "Denied").

NOV #: Enter the NOV (notice of vacancy) number associated with the advertisement.

New Employee Name: Enter the name of the candidate hired as a result of the advertisement.

EMP #: Enter Escape employee number associated with noted employee.

PC #: Enter Ecape PC (position control) number associated with noted position.

Effective Start Date: Enter the start date for the new hire or the effective date of the change.

Assignment End Date: If applicable, enter the end date for the new hire (applicable to specific categories such as categorical, temporary, short-term, summer program, etc.).

Associated Salary Schedule: Enter the associated salary schedule (i.e. "Classified", "Certificated", "Extra Duty", etc.).

Class: Enter the class placement associated with the noted salary schedule (i.e. VI).

Step: Enter the step placement associated with the noted salary schedule (i.e. 3).

Coaching/Extra Duty Stipend Amount: Enter the stipend amount associated with the coaching or extra duty assignment.

Associated Calendar: Enter the appropriate calendar association (i.e. "12 month, 11 month, etc.).