

# Polk State College Procedure

Subject	Reference	Date	Number
Request for Personnel Action (RPA)	Board Rule 1.03 SBE Reg. 6A-14.0247	8/2/10	6011

I. Purpose

To provide information on the utilization of the Request for Personnel Action (RPA) and to establish responsibility for submission of the RPA by the administrative unit that is responsible for the supervision of the individual concerned.

II. Procedure

The RPA is the official document of the college. When signed by the President or designee, it authorizes approval for personnel action. The RPA must be forwarded promptly for approval through administrative channels to the appropriate Administrator. The Administrator will forward the RPA to the President for approval and then it is forwarded to Human Resources. RPA's must be used for the following personnel action:

A. Employment

An RPA is required for employment of new employees or rehires, either full or part-time. The RPA establishes effective date of employment, status of assignment, and rate of compensation. All appropriate items in Section A must be completed.

B. Leave of Absence

An RPA is required for any type of leave that will cause a change in an individual's pay status. College Leave Request form must also be completed.

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|-------------------------------|-----------------|
| 1. FMLA                       | Board Rule 3.09 |
| 2. Personal Leave Without Pay | Board Rule 3.09 |
| 3. Professional Leave         | Board Rule 3.09 |
| 4. Sabbatical Leave           | Board Rule 3.09 |
| 5. Suspension Leave           | Board Rule 3.09 |

C. Termination of full-time or part-time employees

D. Change in Personnel Data



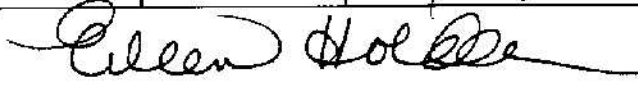
An RPA must be used to record change in personnel data. RPA's to initiate the following changes will be forwarded through administrative channels to the Office of Human Resources.

1. Job Title
2. Salary or Supplement
3. Pay grade or academic/administrative pay classification
4. Transfer of employee (the RPA will be initiated by the receiving department).

**Attachments: RPA Form**

History:        Adopted: July 5, 1974  
                   Revised: March 18, 1987; August 2, 2010

Distribution: All Holders of PSC Procedures Manual

	8/2/10		8/2/10
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			8/2/10
President's Approval			Date