

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Office of Human Resources





SECTION 1 – Action Required				SECI	ION 2 – Locati	<u>ion</u>		
Employee Information: New Hire		□ Chabot	□ Las Positas	Distric	ct: Hayward	□ Livermore	□ Dublin	
□ Re-Hire		SECTION 3 – Personal Data						
□ Board Correction□ Continuation of Contract		Employee SS	N # or W:			Date of Birth:	/ /	
□ Faculty Hourly				rity Card)				
☐ Faculty Special Assignment (F hrs)		Legal Name: (as shown on Social Security Card)						
☐ Leave of Absence: Type		(Last)			(First)		(Middle)	
		Residential ad	ldress:		,		,	
From: / / To: / /		Trestaction ac						
□ Pre-retirement: Reduction in load		(Street & Numb	ber)		(City)		(State/Zip)	
□ Promotion□ Separation		Phone #: () Alternate phone #: ()						
Resignation		SECTION 4 – Proposed Position Classification						
Retirement								
C4 D1 4	tached instructions)	FACULTY Full-time	Tenure Track	□ Ful	l-time Tenured	□ Tempor	arv	
□ Step Placement □ Stipend		1 st year contract Part-time Adjunct					ve Replacement	
□ Transfer					orenticeship		ostitute:	
Involuntary		3 ¹⁴ /4	1" year contract			name of	person being replaced:	
Voluntary □ Work Out of Cl	222					***OT	HER	
Position Information		CLASSIFIE	<u>D</u>		NAGEMENT	Sh	ort Term On-Call	
□ New Position					eademic assified		ofessional Expert	
□ Position Elimina□ Position FTE Reserved	atea educed/Increased	Part-Time (50% or more)						
☐ Change in Labo		Confidential Contract Term			tract Termy		person being replaced:	
□ Other:		□ Superviso	ry					
	<u> </u>	SECTION 5 – (Current Status	(if curre	ntly working)			
Job Title:			Job Code:		Dept:			
Faculty Assignmen	its: 🗆 Fall	□ Spring □ Summer Discipline:			Discipline:			
Begin Date End D		ate Range/Step		Salary Weekly Monthly				
/		_/ -	/	\$		□ Hourly □	Flat Rate □ Max	
FTE	Months	•		Days/V	Veek	Hours	□ Weekly	
% _□	9 🗆 10 🗆	11 🗆 12	□ Mo		ues 🗆 Wed		□ Monthly	
		11 🗀 12	□ Thurs	□ Fri	□ Sat □ S	Sun	Maximum	
SECTION 6 – Proposed Status								
Is this an additional assignment with current status?		: Job Code:		D	Dept:			
□ Yes □ No Faculty A		Assignments: Fall Spring Summer			Summer D	Discipline:		
Begin Date End D		ate	Range/Step	Salary	•	□ Weekly	y Monthly	
/		_/ _	/	\$		□ Hourly □	Flat Rate □ Max	
FTE	Months				Days/Week		□ Weekly	
			□ Мо	•		Hours	□ Monthly	
						Maximum		
*Labor Dist. #1:								
Fund Org Acct Program Fund Org Acct Program								
*Labor Dist. #2:								
	rund Org Acc	rrogram			runa C	лу Acct Pr	ografii	

SECTION 7 – Justification							
***Detailed explanation of action (required): Please provide a SPECIFIC	EXPLANATION FOR personnel/position action and qualific	ations and educations.					
SECTION 8 – Signa	tures for Annroval						
Name of Person who Prepared Requisition: (if different from	tares for Approval						
Hiring Administrator)							
Phone Ext:	2)	// Date					
Hiring Administrator: Print Name							
1)	3) President's/Vice Chancellor Signature	//					
Hiring Dean/Administrator's Signature Date	President's/Vice Chancellor Signature	Date					
Phone Extension:							
FOR SIGNATURES AN	D OFFICE USE ONLY						
FOR LABOR DISTRIBUT	TION CHANGES ONLY						
*VP of Administrative Services Signature:	I	Date://					
*Discount Designate Complete Circulation		Data:					
*Director of Business Services Signature: Date:							

1)		/ /					
1)Human Resources Review		Date					
Itam Number Presented to Roard Date of Roard	Approval / Completed:	_0 □ Fingernrints					
Item Number Presented to Board Date of Board A	tpprovai// Completed: 1 1	TB					
2)Vice Chancellor, Human Resources or Design		/					
Vice Chancellor, Human Resources or Design	nee Signature	Date					
HR: Inputted by: Date: / / Payroll: Inputted by: I	Date: / / Repetits: Inputted by: D.	ata: / /					