REQUEST FOR PERSONNEL ACTION (RPA)
1150 - INSTRUCTIONAL STUDENT ASSISTANT
http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml

Please refer to the attached guidelines for instructions on completing this form.

SECTION I: DEPARTMENT INFORMATION
Department Name: ___________________________ Department Number: ___________________________

Position posted with the Career Center: [ ] Yes [ ] No If no please explain: ___________________________
Posting Dates: From _______ to _______

SECTION II: STUDENT HIRING INFORMATION
Name: ___________________________ Student Job Title: ___________________________

See CSU Salary Schedule @ http://www.calstate.edu/hrpims/salary/SalarySchd20140829.pdf

Hourly Rate: $ _______ (Minimum Rate: $12.00 Maximum $18.42) Increase in Pay Amount: [ ] Yes [ ] No

Proposed Start Date: _____________ Proposed End Date: _____________ Total Number of Hours/Week: _______
Hours Per Day: _______ Days Per Week: _______

SECTION III: POSITION INFORMATION – IS THIS A REPLACEMENT POSITION? [ ] Yes, Replacing: _______

[ ] New [ ] Rehire [ ] Full-time [ ] Part-time [ ] Regular [ ] Other: _______

SECTION IV: DETERMINING THAT THIS IS THE CORRECT TYPE OF STUDENT EMPLOYMENT AND SELECTING JOB CODE

[ ] 50% or more of this assignment is grading, teaching, or tutoring work
[ ] Student is Full-time
[ ] Student resume is attached
[ ] A Signed Job Description by student is attached
[ ] Other: _______

This appointment is contingent upon verification of the student’s academic eligibility.

SECTION V: ADMINISTRATIVE / FISCAL APPROVALS
Manager/Dept. Chair Signature: ___________________________ Date: _______ / _______ / _______
Administrator/Academic Dean Signature: ___________________________ Date: _______ / _______ / _______
Budget Officer Signature: ___________________________ Date: _______ / _______ / _______

SECTION VI: HUMAN RESOURCES USE ONLY:

Job Code: 1150 Range Code: 0 Position Number: _______

SEAS: 00051202 Eng. Tech.: 00051287 Sailing: 00051614 Other: _______

Salary: (If different from Above): $ _______ Benefits: [ ] Yes [ ] No [ ] PERS [ ] PST [ ] N/A
Retirement: _______ Date Keyed Into People Soft: _______ / _______ / _______

Executive HR Director Signature: ___________________________ Date: _______ / _______ / _______

HR Analyst Signature: ___________________________ Demetra Miller Date: _______ / _______ / _______

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STUDENT EMPLOYMENT FOR WHICH THIS FORM IS APPROPRIATE:

1. The hiring of Academic Student Employees at Cal Maritime (i.e. Instructional Student Assistants) is regulated by the articles of the Collective Bargaining Agreement as agreed upon by the CSU and the UAW (Bargaining Unit 11). The current CBA covers the period of November 3, 2013 through June 30, 2016 and may be accessed at: http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/index.shtml. Care must be taken to ensure that Agreement articles related to appointment and notice, as well as CSU System-wide Classification and Qualification Standards are upheld.

2. This form is used for the appointment of students to the pay title "Instructional Student Assistant." Students working in this pay title are assigned grading, teaching, or tutoring duties serving Cal Maritime Academy students for the majority of the assignment in the department in a given term. As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from this appointment (CBA 2.14).

INSTRUCTIONS:

1. Complete the form and acquire approving signatures
2. Obtain the students signature on the job description. Attach a copy of the signed job description/announcement and deliver it Human Resources.
3. Inform the student that HR will contact them by e-mail with next steps in the hiring process to include completion of their new hire/rehire forms. Every student must complete the forms as directed.
4. Human Resources will contact students by email and provide them with written notification of their appointment/re-appointment.

COMPLETE FIELDS AS FOLLOWS:

(SECTION I) Department Information
- Department Name and Number: Respective department name and number that coincides with People Soft
- Article 2 of the UAW Contract notes there should be a central place to post positions. Please document your posting dates or explanation as to why the positions were not posted.

(SECTION II) Position Information
- Check all appropriate boxes

(SECTION III) Student Hiring Information
- Proposed Start Date: First day the appointment will take effect
- Proposed End Date: Student last day of work should not exceed the end date noted on the form
- Hourly Rate: Minimum rate is $12.00. Please inform HR of rehires who are receiving a higher rate of pay
- Include the average number of hours per week and day as well as the average number of days per week the student will be working.

(SECTION IV) Determining Appropriate Employment
- All sections must be checked

(SECTION V)
- Obtain all required signatures. Unsigned documents will be returned.

(SECTION VI)
- For HR Only – no action required

If you have questions regarding the use of this form, call x1244