



CAL MARITIME

## REQUEST FOR PERSONNEL ACTION (RPA)

1150/1151 - INSTRUCTIONAL STUDENT ASSISTANT

Bargaining Agreement: [Unit 11](#)

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

### SECTION I: DEPARTMENT INFORMATION

Department Name:	Department Number:
Position posted with the Career Center: <input type="checkbox"/> Yes <input type="checkbox"/> No	If no please explain:
Posting Dates: From _____ to _____	

### SECTION II: STUDENT HIRING INFORMATION

Name:	<i>Please Attach "Student" Job Description</i>			
Hourly Rate: \$ _____ (Contact HR or refer to the <a href="#">CSU Salary Schedule</a> to ensure the salary offer is within the minimum and maximum ranges.)	Student Job Title:			
<input type="checkbox"/> Other:				
Proposed Start Date:	Proposed End Date:	Total # of Hours/Week:	Hours Per Day:	Days Per Week:

### SECTION III: POSITION INFORMATION: (☒ Temporary)

<input type="checkbox"/> New	<input type="checkbox"/> Full-time	Work Study <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Other:
<input type="checkbox"/> Rehire	<input type="checkbox"/> Part-time		

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

<input type="checkbox"/>	50% or more of this assignment is grading, teaching, or tutoring work
<input type="checkbox"/>	Student is Full-time
<input type="checkbox"/>	Student resume is attached
<input type="checkbox"/>	A Signed Job Description by student is attached
<input type="checkbox"/>	Verification of the student's academic eligibility completed <input type="checkbox"/> Yes <input type="checkbox"/> No, If "No" state why: _____
<input type="checkbox"/>	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: <input type="checkbox"/> 1150 Instructional Student Assistant <input type="checkbox"/> 1151 Work Study Instructional Student Assistant	Range Code : <b>0</b>	Job Bulletin Number: _____	Position Number: _____
Salary: (If different from Above): \$ _____	Benefits: <input type="checkbox"/> Yes <input type="checkbox"/> No	Retirement Type: _____ <input type="checkbox"/> PERS <input type="checkbox"/> PST <input type="checkbox"/> N/A	People Soft entry: / /
AVP of HR, Diversity & Inclusion and Administration:		Date: / /	
HR Analyst Signature:		Date: / /	



CAL MARITIME

## REQUEST FOR PERSONNEL ACTION (RPA)

1150/1151 - INSTRUCTIONAL STUDENT ASSISTANT

Bargaining Agreement: [Unit 11](#)

### 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 Agreement: [Unit 11](#). 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 student's signature on the job description. Attach a copy of the signed job description/ announcement and submit to 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.

### COMPLETE FIELDS AS FOLLOWS:

(SECTION I) Department Information	<input type="checkbox"/> Enter Department Name and Number ( <i>Respective department name and number that coincides with People Soft</i> ) <input type="checkbox"/> Enter Job Posting Information. NOTE: 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) Student Hiring Information	<input type="checkbox"/> Enter Student Name and Title ( <b>Attach the job description signed by the student</b> ) <input type="checkbox"/> Enter the Proposed Start Date: First day the appointment will take effect <input type="checkbox"/> Enter the Proposed End Date: Student last day of work should not exceed the end date of the SEMESTER. <input type="checkbox"/> Enter Hourly Rate: Minimum rate. Please review the salary schedule for minimum and maximum rate due to changes such as increases. <input type="checkbox"/> Enter the average number of hours per week, hours per day and days per week the student will be working.
(SECTION III) Position Information	<input type="checkbox"/> Check all appropriate boxes
(SECTION IV) Determining Appropriate Employment	<input type="checkbox"/> All items in this section should be "checked" to proceed
(SECTION V)	<input type="checkbox"/> Obtain all required signatures. Unsigned documents will be returned.
(SECTION VI)	<input type="checkbox"/> For HR Only – no action required

### RESOURCES:

LINK	DESCRIPTION
<a href="#">Human Resources Employment Services</a>	Access to HR Recruitment Forms
<a href="#">CSU Salary Schedule</a>	Link to CSU Salary Schedule for all classifications
<a href="#">Classification Standard, ISA</a>	CSU wide job duty description and standards

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