Procedure 6.1.1P FAQ—Employment

What is a "Legacy Employee?"

Employees in benefitted Faculty or ESS positions as of April 2, 2014 have "Legacy" status. Legacy Employees may only be removed for cause or through a Reduction in Force because they have an ongoing contract duration.

Are there really only two types of positions?

Yes. Positions are either *regular* or *intermittent* in nature. A part-time position may be either regular or intermittent.

Examples of full-time and part-time regular and intermittent position

	Regular	Intermittent
Full-Time	- Full-time faculty - Full-time staff - Administrators	- Seasonal grounds employees - Project-based positions - Backfilling a FT position during an extended leave or prior to filling a vacancy (such as an interim administrator or temporary classified or professional staff member) - Grant-funded positions
Part-Time	- Part-time security officers - Part-time custodians - Other part-time employees employed on an ongoing basis	- Adjunct faculty - Federal Work Study student employees - Project-based positions - Grant-funded positions

What do the terms "contracted" and "at-will" refer to?

"Contracted" and "at-will" refer to the nature of the employment relationship. Employment relationship is determined by the employee category of a position. Employee categories include Administrator, Professional, Classified Staff and Faculty.

…And "temporary"?

"Temporary" refers to the circumstances of an appointment. If the college has an urgent need to fill a position, a temporary employee may be appointed using a "fast track" recruitment process or additional duties may be assigned to an existing employee on a short-term basis.

Are grant-funded positions intermittent or regular positions?

Grant funded positions are considered intermittent employment types, because the position has not yet been identified as a need supported by institutional funding on an ongoing basis. Contracts for grant-funded positions will be for one year or have a duration as specified in the grant, whichever is shorter.

Intermittent grant-funded positions in grants that are extended or re-funded with no gap in funding may be maintained from one grant to the next. However, if there is a gap in funding, the position will terminate. If the grant is re-funded or a new grant replaces the previous one, the regular hiring and recruitment process as stated in procedure 6.1.2P will be used to fill the position.

So… Who gets a contract?

- Employees who hold a legacy status received an initial PAF showing their contract conversion to that of a contracted employment relationship in the summer of 2014. Because the contract is that of an indefinite duration, legacy status employees will not receive additional contracts or agreements while they are employed in their current positions.
- Administrators and faculty may continue to receive an annual contracts in subsequent years.
- Professional staff, administrators, and any special conditional employment (i.e. grant funded positions) will have defined duration contracts typically issued on an annual basis.

How does the length of a temporary appointment affect at-will status?

It doesn't; the length of a temporary appointment refers to the duration of the need for the position, not the length of time an employee will fill that need.

What do the at-will and annual contract provisions of this procedure mean to supervisors?

The job of a supervisor doesn't actually change much based on the employee's at-will or annual contract status. One of the most important functions of a supervisor is to achieve results through people, and supervisor are expected to provide a reasonable opportunity for the employee to be successful. Ending an employment relationship is a very serious matter and should be weighed very carefully.

LCCC values employees and their contribution to the achievement of the LCCC mission, as such, we strive to treat employees and students with respect and fairness. Furthermore:

- A stable work environment helps employees to be engaged and productive.
- Hiring and training new employees is very expensive.
- Disregard for employees reflects poorly on the College and could affect LCCC's ability to hire highly qualified employees.

Supervisors continue to be held to high standards in terms of coaching and discipline prior to a termination decision because ending an employment relationship requires serious and thoughtful consideration. Decisions related to termination are addressed in more detail in 6.1.4P Employment—Separation Procedure, 6.10P Employee Conduct and Discipline, and 6.9P Reduction in Force. Under these procedures, the decision to end an employment relationship is

typically made at the level of the direct supervisor with review by HR and, in some cases, reviewed by supervisors above the direct supervisor.

Are there any "pitfalls" that I need to avoid as a supervisor?

The new policies and procedures strengthen the supervisor's authority. Under these policies and procedures, supervisors keep their responsibilities to the college and to students, while gaining the authority that they need to meet those responsibilities. Supervisors can maintain the ability to meet their responsibilities by avoiding overly general language about job security that could imply a contractual relationship. Examples of language to avoid include references to a "permanent position" or comments like "no one gets fired."

Avoiding overly general language about job security *does not* prevent supervisors from reassuring an employee about his or her value to the team or reassuring an employee of a positive outcome when something goes wrong (as long as that is possible within the parameters of our employee conduct and discipline procedure). Supervisors can (and should!) express appreciation and reassure employees using language such as "I appreciate the work that you've done, you're a valuable asset to our team" or "this is a difficult situation, but I trust that we'll be able to see it through to a positive outcome."

How did you decide on the employee categories (Administrator, Professional, Classified, Faculty)?

Our new employee categories are designated according to IPEDS (Integrated Postsecondary Education Data System) definitions. Using IPEDS definitions makes it easy to cross reference positions for comparison to other institutions and to analyze positions for compensation.

These categories provide clarification of types of work performed, a baseline for educational achievement or experience requirements for a position, exempt/non-exempt status under the Fair Labor Standards Act and whether the position is expected to have supervisory responsibility. The employment relationship is also driven by the employee category and whether or not the employee has legacy status.

How will I apply for continuing contract status?

A procedure that outlines the process for faculty applying for continuing contract is under development.

If I supervise supervisors, how does my role change?

A few things might change under 6.1.1P with the clarified definitions of roles in the Employee Category section.

- Program Director and School Chair designations will identify and clarify the roles of faculty who have supervisory responsibilities.

- Classified Staff positions are designated as "generally non-supervisory." Classified Staff may be assigned to train employees or identify tasks for employees, but performance management responsibilities ultimately reside with a professional, administrative or faculty position.
- Hiring isn't specifically addressed in 6.1.1P, but *Procedure 6.1.2P Employment—Hiring & Recruitment for Vacant Positions* says that the supervisor selects the candidate and forwards the final selection for review to the next level manager and/or the President as applicable.
- While performance management and discipline are not addressed in 6.1.1P, the direct supervisor has full authority in disciplinary decisions under 6.10P. The supervisor over the direct supervisor (indirect supervisor) has the responsibility to hold the supervisor accountable for deliverables. The indirect supervisor also has the authority to discipline indirect reports, but should not be involved in the disciplinary decisions of the direct supervisor in order to preserve the integrity of the appeal process.

How are position descriptions maintained under the new policy and procedure?

Both minimum and preferred qualifications must be approved by Human Resources. Approved position descriptions will then be maintained by the supervisors and reviewed annually as part of the performance management process.

How do the new nepotism rules affect employees?

Nepotism refers to the employment of related persons as well as persons in a dedicated relationship or household members. Related persons are defined as parents, children, siblings, spouses, grandparents and grandchildren, stepparents and stepsiblings, and mother and father in-laws, daughter and son in-laws and aunts, uncles, nieces, nephews and first cousins.

There are limitations to the employment of related persons, persons in dedicated relationships and household members (for brevity, we'll include household members and persons in a dedicated relationship when using the terms "relative" and "related" to in this document):

- Employees cannot influence employment decisions involving related persons. "Employment decision" is defined very broadly—hiring, retention, promotion, job assignments, scheduling, approving leave, evaluating, etc.
- Relatives of employees applying for a job need to meet the minimum qualifications in order to be considered for employment.
- An applicant's relationship to employees and/or board members must be disclosed in the hiring process.
- A hiring manager who is considering employing a person related to an employee or board member needs to notify HR of the relationship. HR reviews the decision and the written approval of the President is required.

- Related persons cannot be in ANY reporting relationship—direct or indirect. In other words, a person related to an administrator cannot work in that administrator's functional area in any capacity.
- If nepotism occurs as a result of an organizational change or by the initiation of a relationship, such as a situation in which an employee accepts a supervisory position in an area in which a related person works, or in an instance in which a marriage that creates a reporting relationship for someone who is newly a step-child, reporting structure needs to be realigned. Realignment is subject to review and approval by HR and the President.

Violating the nepotism policy is reason for discipline up to and including termination or not employing a candidate.

Procedure 6.1.2P FAQ—Hiring and Recruitment for Vacant Positions

Under what circumstances might I be able to use a "fast-track" process?

What is a PAF?

When do I need to take a Request to Fill Vacancy to Cabinet?

Why does the position description need to be completed first? Can't I just open the position, find a good person and update the position description when we get him or her hired?

What is the role of the screening committee?

What if the scoring rubric results don't match up with the candidate that we believe is the best fit for the position?

If I don't have to go strictly by the numbers, why do I need to use a scoring rubric?

If I'm only considering two candidates, do I have to do a semi-finalist interview?

If one semifinalist is local and another is not, can we interview the local candidate on campus and the other candidate via Skype?

I don't think I can come up with a skills demonstration for this job. Is it required?

Reference checking is so important, and I like to be very thorough. I can call anyone at any organization listed on the applicant's application, right?

May I Google a candidate?

Who actually makes the hiring decision?

What kind of candidate information is confidential?

If I can't share out application materials for campus forums, how can I provide people with the information that introduces the candidate?

What happens if something problematic shows up in the background check?

Procedure 6.1.2P FAQ—Hiring and Recruitment for Vacant Positions

Under what circumstances might I be able to use a "fast-track" process?

Typically, a fast-track process is used when there is an emergent need or the position is being filled on a temporary basis. While a fast-track process does not require that every step in the normal process be followed, it does require an application, vetting and agreement from the recruitment specialist in HR on other process steps.

The "fast-track" process may also be used for intermittent positions, such as adjunct faculty or seasonal employees. An intermittent position has an end-date clearly specified on the PAF.

What is a PAF?

A PAF is a personnel action form used any time a change is made in the employment terms or relationship, including when someone is hired or separates. A PAF may also be used if there's a change in salary or hourly wage.

When do I need to take a Request to Fill Vacancy to Cabinet?

For most regular positions, a Request to Fill Vacancy must be approved by Cabinet when a position is vacated if the supervisor wishes to re-fill the position. Request to Fill Vacancy and the HR Position Priority Process are designed to ensure that positions are assigned to the work units in the way best satisfies LCCC's functional and operational needs.

Why does the position description need to be completed first? Can't I just open the position, find a good person and update the position description when we get him or her hired?

A solid, up-to-date position description is critical for an employee to understand what he or she is applying for, and for the manager and screening committee to find the person who best fits the needs of the organization. It's also critical in the approval process through the Request to Fill Vacancy and HR Position Priority Process.

A Performance Management procedure is currently under development, and this procedure will likely require an annual update and review of position descriptions.

What is the role of the screening committee?

The purpose of the screening committee is to bring the experience of a diverse group of stakeholders together to assist the hiring manager/supervisor in making an informed hiring decision. The supervisor is responsible for the success of the new hire, so the authority to make the final decision rests with the supervisor.

Screening committee members must understand the policy and procedure, basic interviewing techniques and their obligations in the process.

What if the scoring rubric results don't match up with the candidate that we believe is the best fit for the position?

If your scoring system doesn't identify the same candidate as your "gut" you probably need to reconsider your criteria. Are you looking for something different than you have identified on paper? Are there important qualities that you missed when you were identifying the criteria? Is your position description truly indicative of what it takes to be successful in the position or fill your operational needs? Is it because a candidate with the highest scores in the review of paper applications and/or had all the right answers to the interview questions was rude or behaved inappropriately?

While this does occasionally happen, a critical look at your position description and operational needs early in the process makes it much less likely. If it does happen, though, consider carefully what it is that caused the discrepancy and consult HR for advice on how to proceed and document your decision making process.

If I don't have to go strictly by the numbers, why do I need to use a scoring rubric?

A scoring rubric informs the decision-making process. It ensures that the screening committee members and the hiring manager are on the same page in terms of the attributes that will ensure that the candidate will be successful in the position. We utilize committees because the diverse experience of stakeholder groups can provide a hiring manager with great insight, but a lack of agreement on what's important can lead to the selection of candidates who don't meet anyone's needs.

A scoring rubric also helps committees and hiring managers make sense of a great deal of complex data for a solid, defendable decision-making process.

If I'm only considering two candidates, do I have to do a semi-finalist interview?

Yes. Bringing someone new to your team is a big commitment—for you and for the candidate—why wouldn't you want to meet more than once before you make that commitment? A two-stage interview process design accomplishes several objectives.

- A semifinalist interview allows both the hiring manger and the candidate an opportunity to learn more about one another prior to investing additional time and resources in the interview process.
- If competence in working with technology is important, a video conference gives the hiring manager and committee an opportunity to observe the candidate in a setting that requires him or her to use technology.

- Two exposures over two different days also provides the opportunity for both the candidate and the hiring manger to observe for consistent behavior over time.

Hiring managers are also encouraged to consider taking a candidate to lunch with a subset of the committee (one or two others), the work team, or the hiring manager's supervisor to observe the candidate in a less formal setting. Large groups are not recommended for lunch meetings—a candidate having lunch with a large group does not get the down-time that comes with lunch and the large group setting changes the tone from informal to very formal.

If one semifinalist is local and another is not, can we interview the local candidate on campus and the other candidate via Skype?
No, candidates must be interviewed in the same manner at each level of the process.

I don't think I can come up with a skills demonstration for this job. Is it required?
If you need assistance developing a skills demonstration, we're happy to help! While it's not an absolute requirement, it's only fair that a candidate have some opportunity to learn what it's like to work in this position, and wouldn't it be great to hire someone who you've observed doing the kind of work you want him or her to do?

Reference checking is so important, and I like to be very thorough. I can call anyone at any organization listed on the applicant's application, right?
No! Call only those references for whom you have permission, and check only the references of top tier candidates.

You can certainly check more than three references for your top tier candidates *as long as you get permission from the candidates*. One way in which this may be accomplished is by asking the candidate to bring a list of additional references to the interview, or emailing a candidate and asking for permission to contact a reference at a specific employer.

May I Google a candidate?
Is everything on the internet true and unbiased?

Who actually makes the hiring decision?
The supervisor/hiring manager makes a selection and sends it to his or her supervisor for review and approval.

What kind of candidate information is confidential?
Everything in the application packet is confidential and may be shared on a need-to-know basis only. Do not distribute any part of a candidate's information. Procedure 6.1.2P identifies the

points at which the *candidacy* is no longer confidential, but the application materials, committee deliberations, etc., remain confidential. This is an important distinction!

If I can't share out application materials for campus forums, how can I provide people with the information that introduces the candidate?

When an on-campus interview is accepted, candidates should be notified that their candidacy is no longer confidential and asked for a short bio to be shared out campus-wide. This allows the candidate to maintain control of his or her personal information while providing the screening committee and hiring manager with additional information—what did the candidate believe was most important?

What happens if something problematic shows up in the background check?

Applicants are asked to disclose convictions—other than minor traffic violations—in the application materials. Applicants are also required to attest to the accuracy and completeness of their applications.

We do not eliminate candidates from consideration from all positions at the college on the basis of a conviction, but we are discerning about specific convictions and specific positions— someone who has embezzled is probably not eligible for hire in the accounting office, and someone who has abused or stolen from a vulnerable person is probably not eligible for work in the health occupations.

The most likely reason for a background check to uncover something problematic is misrepresentation—in other words, failing to disclose something, or misrepresenting educational attainment or work history. Such misrepresentation can render a candidate ineligible for hire and can lead to the termination of an employee.

In general, when issues are discovered, HR maintains the candidate or employee's confidentiality to the extent possible and provides the supervisor with only need-to-know information.

As a continuing legacy staff member or continuing contract faculty member, when should I expect to get my contract?

Legacy employees received an initial Personnel Action Form (PAF) in June 2014 with an "indefinite employment duration" i.e. no end date. Legacy employees will no longer need to sign and return contracts or employment agreements.

Professional staff, administrators and full-time faculty hired into their positions after April 2, 2013 will receive annual contracts. There may be occasions in which the college may issue contracts that replace a previous contract at any time during the year, including prior to the conclusion of the current contract.

What will happen if my contract won't be renewed?

According to Section A, Contracted Employee Notification, Employees will receive an initial contract at the time of hire, and then annually. If a new contract will not be extended, LCCC will make reasonable efforts to notify the employee at least 3 months ahead of the contract's conclusion date, but LCCC's failure to notify isn't a promise of a new contract.

No contract employee may work without a contract. If the employee doesn't submit his or her contract by the return date, the employment shall conclude at the end of the existing contract.

The procedure 6.1.1P and the corresponding FAQ addresses contracts for employees in grant-funded positions.

I'm an adjunct… What happens if my class gets cancelled?

If a class is cancelled, the adjunct appointment becomes null and void and the adjunct employee is not entitled to remuneration.

I really want to transfer to another department. What is the process for that?

Procedure 6.1.3P does include a process for administrative transfer. Administrative transfer may not result in a promotion in wage or title, is based on the needs of the College, and is subject to the approval of the President.

Procedure 6.1.4P FAQ—Employment—Separation

I'm really frustrated with an at-will employee. He's just not producing what I need. He's at-will, so can't I just let him go?

While the employee is at-will, HR must still be consulted prior to termination per Procedure 6.1.4P.

Supervisors are encouraged to use coaching and, if necessary, the tools in the disciplinary process to help employees to be successful. When a supervisor comes to HR for assistance with a behavioral or performance issue, the coaching that is provided to the manager is similar whether the employee is at-will or has another employment relationship—the goal is to offer a reasonable opportunity for the employee be successful.

What if the employee we talked about above is on an annual contract?

Contract employees may only be terminated "for cause" during their contract, and Procedure 6.1.3P addresses contract notification.

Supervisors are encouraged to use coaching and, if necessary, the tools in the disciplinary process to help employees to be successful. When a supervisor comes to HR for assistance with a behavioral or performance issue, the coaching that is provided to the manager is similar whether the employee is at-will or contracted—the goal is to offer a reasonable opportunity for the employee be successful.

Who is responsible for what when an employee leaves LCCC?

The supervisor is responsible for notifying HR of the employee's resignation to initiate outprocessing.

The supervisor is responsible for securing college property, keys and deciding how to handle email, computer files and telephone effective at the end of the employee's last day.

Is there any penalty for employees who want to leave before their contract is done?

Not at this time, but it is possible that there could be in the future.

I noticed that job abandonment is in this procedure. Are there things I need to do to be sure that I know when job abandonment is an issue?

From a supervisory perspective one of the most important things you can do is to communicate your expectations for call-in and documentation follow-up when an employee will be absent. HR has job aids available to help you think through your call-in expectations.

The employment verification section says that LCCC only gives start and end dates, position and name of the employee. Can I give any more information if I get a reference call?

Only the information above may be given out by LCCC, but in most cases this does not prevent employees from giving a personal reference. Please do be clear that the reference is personal and not on behalf of the college.

Understanding Personnel Action Forms (PAFs)

A PAF is used when there is some kind of change in a person's employment. The PAF replaces a number of the forms that used to be used at LCCC.

Examples of when to use a PAF include:

- When an employee receives additional compensation for a special project.
- When there's a change in compensation.
- When someone accepts a position at LCCC.
- When an existing employee accepts a new position at LCCC.
- When an employee separates from LCCC.
- For adjunct faculty when they start and end the semester.

PAFs are used in accordance with LCCC Procedures. Definitions of terms in the PAF are found in Procedure 6.1.1P – General Employment.

Definitions related to position types

A. *Regular positions* – Positions for which the College has a routine and on-going need, as opposed to intermittent or temporary positions. The anticipated duration of institutional need for regular positions is more than six (6) months. *A part-time position can be a regular position!*

B. *Intermittent positions* – Positions for which the College does not have a routine and on-going need. Intermittent positions are usually temporary in nature. An Adjunct Faculty position is considered an intermittent position.

Definitions related to the employment relationship

C. *Contracted employees* – Employees who have an employment contract with the College which provides the employee a continued employment expectation for the duration of the contract.

D. *At-will employees* – Employees who do not have a contractual relationship with the College. For at-will employees, either the College or the employee may terminate the employment relationship at any time, and for any reason or without reason.

Definition related to the circumstances of employment

E. *Temporary appointment* – An appointment in which the employee is placed into the position on a temporary, rather than an on-going basis. The appointment is temporary when the position is being filled based upon an emergent need identified in LCCC policy or procedure.

LARAMIE COUNTY
COMMUNITY COLLEGE

SECTION I: EMPLOYEE IDENTIFICATION

NAME		EMPLOYEE LCCC NUMBER
Click here to enter text.	Click here to enter text.	Click here to enter text.

SECTION II: ORGANIZATIONAL ALIGNMENT/PLACEMENT

FUNCTIONAL DEPARTMENT	Choose an item.
DIVISION (IF APPLICABLE)	Click here to enter text.
PROGRAM/WORKGROUP (IF APPLICABLE)	Click here to enter text.
PRIMARY WORK LOCATION	Click here to enter text.

SECTION III: EMPLOYMENT RELATIONSHIP AND CURRENT ROLE DETAIL

EMPLOYEE CATEGORY	EMPLOYMENT TYPE	EMPLOYMENT RELATIONSHIP	FLSA CLASSIFICATION
Choose an item.	Choose an item.	Choose an item.	Choose an item.

WAGE/SALARY PLACEMENT	WAGE/SALARY	EMPLOYMENT DURATION (*If EMPLOYMENT TYPE is Temporary/Interim, employment duration MUST be equal to, a than, 6 consecutive calendar months).*
Click here to enter text.	Click here to enter text.	Choose an item. Click here to enter a date. Click here to enter a d

INTENDED WORK SCHEDULE

Employment Type is 'Regular' AND intended work schedule is equal to, or more than, 80 hours in any given month = FULL-TIME.	☐	Employment Type is 'Regular' AND intended work schedule is less than 80 hours in any given month = PART-TIME	☐	Employment Type is Temporary/Interim = **PART-TIME/ TEMPORARY**	☐

	BUDGET
	Click here to enter text.

POSITION TITLE	IMMEDIATE SUPERVISOR
Click here to enter text.	Click here to enter text.

SECTION IV: PERSONNEL ACTION

CHANGE OR ACTION	REQUESTED EFFECTIVE DATE OF ACTION
Click here to enter text.	Click here to enter a date.

CHANGE/ACTION REASON AND/OR COMMENTS:
Click here to enter text.

SECTION V: APPROVALS AND PROCESS TRACKING

Immediate Supervisor/Manager   _Date_

Human Resources   _Date_

HR Received	Date	HR Processed	Date	PAF Effective Date

Form Revision 04/2014

Employee number refers to employee ID number (front of badge or ID in Colleague.

Functional Department = executive level i.e. which member of Cabinet is at the top of the org structure for this employee.

Division = school, division or level below cabinet (example = Student Life)

Program/Workgroup = smaller work unit (example = social sciences, counseling)

Work Location = where is the employee's office/desk

Employee Category refers to Administrator, Classified Staff, Faculty or Professional. The employment category determines the nature of the employment relationship.

Legacy employees include those who were employed in regular positions and benefits eligible that are not grant-funded on April 2, 2014 for the length of time they stay in the same position.

LARAMIE COUNTY COMMUNITY COLLEGE

PERSONNEL ACTION FORM

SECTION I: EMPLOYEE IDENTIFICATION

NAME		EMPLOYEE LCCC NUMBER
Click here to enter text. Click here to enter text.		Click here to enter text.

SECTION II: ORGANIZATIONAL ALIGNMENT/PLACEMENT

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DIVISION (IF APPLICABLE)	Click here to enter text.
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WAGE/SALARY PLACEMENT	WAGE/SALARY	EMPLOYMENT DURATION *(If EMPLOYMENT TYPE is Temporary/Interim, employment duration MUST be equal to, or less than, 6 consecutive calendar months).*
Click here to enter text.	Click here to enter text.	Choose an item. Click here to enter a date. Click here to enter a date.

INTENDED WORK SCHEDULE		
Employment Type is 'Regular' AND intended work schedule is equal to, or more than, 80 hours in any given month = FULL-TIME. ☐	Employment Type is 'Regular' AND intended work schedule is less than 80 hours in any given month = PART-TIME ☐	Employment Type is Temporary/Interim = PART-TIME/ TEMPORARY ☐

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POSITION TITLE	IMMEDIATE SUPERVISOR
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SECTION IV: PERSONNEL ACTION

CHANGE OR ACTION	REQUESTED EFFECTIVE DATE OF ACTION
Click here to enter text.	Click here to enter a date.

CHANGE/ACTION REASON AND/OR COMMENTS:
Click here to enter text.

SECTION V: APPROVALS AND PROCESS TRACKING

_____
Immediate Supervisor/Manager   *Date*

_____
Human Resources   *Date*

HR Received	Date	HR Processed	Date	PAF Effective Date

Form Revision 04/2014

Employment type refers to regular and intermittent (Temporary/Interim).

Regular positions: Positions for which the College has a routine and ongoing need. Anticipated duration of the need for a regular position is > 6 months.

Intermittent positions: Positions for which the College does not have a routine and ongoing need whether part-time or full-time. Intermittent positions are temporary and have and end date. Examples include adjunct faculty or student employment.

When deciding about regular vs intermittent, consider your staffing needs and your time frame for needing to fill the position. A few thoughts for supervisors to consider:

- Are there peaks and valleys in the workload that you're trying to cover? If so, intermittent might be the way to go.
- If you have an emergent need, you might need to fill a position on an interim basis using a fast-track recruitment process for intermittent employment until you can fill the position on a regular basis.
- In the case of a student employee, do you want to limit the amount of time that the employee works to that of a normal degree completion time frame?
- In general, regular positions must go through the HR priority process or Cabinet with a request to fill vacancy prior to filling.

Employment Relationship refers to the conditions of employment which are determined by the employee category. Legacy employees are considered on a contract, as are administrators, faculty and professional staff. Non-legacy classified staff are considered "at-will."

LARAMIE COUNTY COMMUNITY COLLEGE

PERSONNEL ACTION FORM

SECTION I: EMPLOYEE IDENTIFICATION

NAME		EMPLOYEE LCCC NUMBER
Click here to enter text. Click here to enter text.		Click here to enter text.

SECTION II: ORGANIZATIONAL ALIGNMENT/PLACEMENT

FUNCTIONAL DEPARTMENT	Choose an item.
DIVISION (IF APPLICABLE)	Click here to enter text.
PROGRAM/WORKGROUP (IF APPLICABLE)	Click here to enter text.
PRIMARY WORK LOCATION	Click here to enter text.

SECTION III: EMPLOYMENT RELATIONSHIP AND CURRENT ROLE DETAIL

EMPLOYEE CATEGORY	EMPLOYMENT TYPE	EMPLOYMENT RELATIONSHIP	FLSA CLASSIFICATION
Choose an item.	Choose an item.	Choose an item.	Choose an item.

WAGE/SALARY PLACEMENT	WAGE/SALARY	EMPLOYMENT DURATION (If 'EMPLOYMENT TYPE' is Temporary/Interim, employment duration MUST be equal to, or less than, 6 consecutive calendar months)
Click here to enter text.	Click here to enter text.	Choose an item. Click here to enter a date. Click here to enter a date.

INTENDED WORK SCHEDULE

Employment Type is 'Regular' AND intended work schedule is equal to, or more than, 80 hours in any given month = FULL-TIME. ☐	Employment Type is 'Regular' AND intended work schedule is less than 80 hours in any given month = PART-TIME ☐	Employment Type is Temporary/Interim = PART-TIME/ TEMPORARY ☐

BUDGET
Click here to enter text.

POSITION TITLE	IMMEDIATE SUPERVISOR
Click here to enter text.	Click here to enter text.

SECTION IV: PERSONNEL ACTION

CHANGE OR ACTION	REQUESTED EFFECTIVE DATE OF ACTION
Click here to enter text.	Click here to enter a date.

CHANGE/ACTION REASON AND/OR COMMENTS:
Click here to enter text.

SECTION V: APPROVALS AND PROCESS TRACKING

Immediate Supervisor/Manager   Date

Human Resources   Date

HR Received	Date	HR Processed	Date	PAF Effective Date

Form Revision 04/2014

FLSA Classification refers to the position's classification under the Fair Labor Standards Act. Exempt refers to "exempt from the overtime provisions of the FLSA" i.e. not eligible for overtime pay. Non-Exempt refers to "not exempt from the overtime provisions of the FLSA" i.e. eligible for overtime compensation for hours worked over 40. The HR office makes determinations of exempt or non-exempt status using the position description and the Department of Labor tests.

Wage and salary placement refers to step and grade and is determined by HR. The specific wage/salary is also determined by HR. Call HR for assistance with these fields, or let HR complete them.

Only persons with legacy status have a contract of an ongoing duration. Professional staff, faculty and administrators have a defined contract. Classified staff without legacy status in regular positions are ongoing at-will. Classified staff in intermittent (temporary/interim) positions are defined at-will.

If a position is intermittent (i.e. temporary/interim), then it needs to have a clearly defined start and end date. An intermittent position has a duration of < 6 months.

Intended work schedule refers to how many hours the employee is scheduled to work. If the position is not eligible for benefits, the individual in the position must work < 80 hours/month *for all jobs at LCCC*. Clear any instance in which an employee in a position not budgeted for benefits is scheduled to work 19 or more hours/week with HR.

PERSONNEL ACTION FORM

LARAMIE COUNTY COMMUNITY COLLEGE

SECTION I: EMPLOYEE IDENTIFICATION

NAME		EMPLOYEE LCCC NUMBER
Click here to enter text. Click here to enter text.		Click here to enter text.

SECTION II: ORGANIZATIONAL ALIGNMENT/PLACEMENT

FUNCTIONAL DEPARTMENT	Choose an item.
DIVISION (IF APPLICABLE)	Click here to enter text.
PROGRAM/WORKGROUP (IF APPLICABLE)	Click here to enter text.
PRIMARY WORK LOCATION	Click here to enter text.

SECTION III: EMPLOYMENT RELATIONSHIP AND CURRENT ROLE DETAIL

EMPLOYEE CATEGORY	EMPLOYMENT TYPE	EMPLOYMENT RELATIONSHIP	FLSA CLASSIFICATION
Choose an item.	Choose an item.	Choose an item.	Choose an item.
WAGE/SALARY PLACEMENT	WAGE/SALARY	EMPLOYMENT DURATION (IF EMPLOYMENT TYPE is Temporary/Interim, employment duration MUST be equal to, or less than, 6 consecutive calendar months).	
Click here to enter text.	Click here to enter text.	Choose an item. Click here to enter a date. Click here to enter a date.	

INTENDED WORK SCHEDULE		
Employment Type is 'Regular' AND intended work schedule is equal to, or more than, 80 hours in any given month = FULL-TIME. ☐	Employment Type is 'Regular' AND intended work schedule is less than 80 hours in any given month = PART-TIME. ☐	Employment Type is Temporary/Interim = PART-TIME/ TEMPORARY ☐

BUDGET	
Click here to enter text.	

POSITION TITLE	IMMEDIATE SUPERVISOR
Click here to enter text.	Click here to enter text.

SECTION IV: PERSONNEL ACTION

CHANGE OR ACTION	REQUESTED EFFECTIVE DATE OF ACTION
Click here to enter text.	Click here to enter a date.

CHANGE/ACTION REASON AND/OR COMMENTS:
Click here to enter text.

SECTION V: APPROVALS AND PROCESS TRACKING

_____
Immediate Supervisor/Manager   Date

_____
Human Resources   Date

HR Received	Date	HR Processed	Date	PAF Effective Date

Form Revision 04/2014

Budget = the budget number from which the employee will be compensated.

Changes or new position titles will be evaluated by HR for equity and appropriateness.

Supervision is a significant responsibility and supervisors need to receive proper training and have budgetary authority to submit the PAF. Refer to Procedure 6.1.1P – General Employment for information on which employee classifications are considered appropriate for supervisory roles.

Change or action refers to what is being changed as a result of the PAF

Requested effective date could refer to the first day of work, which should be identifies in collaboration with HR.

For changes, please allow _____ for changes to take effect.

Supervisor refers to the *immediate supervisor* of the individual affected by the PAF.