

# **PERSONNEL STATUS FORM**

## **Instructions for Completion**

**The Personnel Status Form (PSF) is used for the following:**

1. Hire new employees or previous employees of CTCD. Complete all fields in Sections I, II, IV, VI.
2. Change the status of current employees. Complete all fields in Sections I, III, IV, VI.
3. Document the termination and/or resignation of current employees. Complete all fields in Sections I, V, VI.

### **Required Signatures**

#### **A. Nonexempt Employees (Full- and Part-time)**

1. Supervisor/Department Manager
2. Dean/Director\*
3. Budget Management
4. Employment Services

#### **B. Exempt Instructional (Full-time)**

1. Department Chair/Site or Regional Director
2. Dean
3. Budget Management
4. Executive Officer
5. Employment Services

Personnel Status Forms for all full-time faculty will be approved by the Chancellor.

#### **C. Exempt Non-instructional (Full-time)**

1. Supervisor/ Manager
2. Dean/Director
3. Budget Management
4. Executive Officer
5. Employment Services

Personnel Status Forms for exempt category 1G and above will be approved by the Chancellor.

#### **D. All Exempt (Part-time)**

1. Supervisor/Department Chair/Department Manager
2. Dean/Director\*
3. Budget Management
4. Employment Services

\*Authority is granted to the Deans of the Continental & International Campuses to delegate approval for hire to a Regional or Site Director as appropriate.

NOTE: Failure to complete all fields in each section and obtain required signatures may delay processing.