

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
REGULATION No. – AR 5.2**

General Summary Statement of Administrative Regulation Purpose.

Describe procedure for recruiting and recommending part-time employment, including adjunct faculty, contracted professional services, and other part-time personnel. This regulation proscribes the institutional forms titled, *Request for Personnel Action (RPA)* and *Agreement for Professional Service (Agreement)*.

EFFECTIVE DATE: May 25, 2004
Reviewed / Revised Date: April 30, 2014

Procedure:

1. Supervisor or designee will review “on file” resumes and/or make contacts with external

number of days. Additional terms must state provisions for failure to return signed contract. A return postage paid envelope is included with the contracts for reply mail.

4 For temporary or part-time hourly non-professional personnel a Request for Personnel

Action (RPA) form must be completed by the appropriate Senior Administrator (recommender) for each individual hiring recommendation.

- (a) The recommender must complete all information described on the RPA form – Appointee name, Social Security Number (if initial appointment only); position title; requested employment period; employment status, schedule, rate of pay, and comments and/or justification. In addition, the Senior Administrator in the appropriate unit must sign the RPA form prior to routing to the Human Resources office.
- (b) The Executive Dean for Financial and Operation Services is responsible for reviewing the RPA form to determine if all information is complete and that the recommendations for employment terms, including rate of pay, are consistent with classification program, if applicable. After approval, the Executive Dean for Financial and Operation Services will route the RPA form to the President.
- (c) After review and written approval by the President the signed original RPA form shall be retained in the Human Resources office files.
- (d) RPA approval process must be completed prior to any services being performed.
- (e) Any changes in the amount of hours recommended, budget amount, or other revised

with sign, date, and initials of the Controller, and the paymaster shall verify by deposit fund and

verification of the amount is routed to the Payroll Office for

approval.

Approved by the Board of Directors on 10/10/2019.

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