

Instructions for Site Request for Personnel Action (SRPA)

The SRPA is used to process both certificated and classified personnel actions. It is intended to formalize an agreement for employment, establishing a mutual commitment of the candidate to the position at the particular site and assignment. Use one form for each employee transaction. Submit the completed form to the Human Resources Department for final approval.

- Box 1:** Indicate whether the position is *Certificated* or *Classified* (includes Paraprofessionals). Enter the *Position Number (PN)*. The SRPA cannot be processed without a PN. If the PN head count allows multiple slots, indicate slot #, i.e. PN1234 slot 5. These are found on your site roster – one for each allocated position. *New PNs must be obtained from the Budget Office using the Request for Position Funding (RPF) form.*
- Box 2: Funding Source:** Indicate if the employee will be paid from the *general fund* or from *categorical funds*. If the latter, give the categorical FTE. Give the appropriation number(s). This information is available on your site roster.
- Box 3: Location:** Provide *the name of the site* and *the work location code* where the employee will be working, and indicate at which *level*.
- Box 4: Candidate Information:** Provide the person's *name*, *SS#*, and *home telephone #*, and *work telephone #* if available, if candidate is presently an employee outside of the district.
- Box 5: Assignment:**
- 5a. For Certificated Staff:**
- Indicate if it is an *open position* (no time limit) or a *limited assignment*; if a limited assignment, give the *beginning* and *ending dates*.
 - Indicate the *FTE* (Full-Time Equivalency, e.g., 1.00 FTE is full-time, 0.50 FTE is half-time. A teacher workday is 7 hours plus lunch; a classified employee's is 8 hours plus lunch. If teaching 5 class periods constitutes 1.00 FTE, then each period taught is 0.20 FTE.)
 - Indicate the *Job Code* (e.g., 700 for classroom teacher) and *effective dates*.
- 5b. For Classified Staff:**
- Indicate the 4-digit Job Code (e.g., 1426), or paraprofessional classification (e.g., N10), *hours per week*, and indicate if it is funded as a *school term* or *full-year* assignment.
- Box 6: Action Type:** Indicate if this is a *new position*, a *transfer*, or a *replacement*. If a *transfer* from another site, give *the name of the site*. If a *replacement*, give the *name* and *Employee ID #* of the employee who is leaving, and the *reason* why.
- Box 7: Position Title:** Check the appropriate *position title*.
- Box 8: Position Description:** Indicate the *grade(s)* and *subject* to be taught. If Special Education, Indicate the *type* (e.g., hearing impaired); if bilingual, indicate the *language*. **IMPORTANT:** For *certificated* give the *type(s)* of *credential*, *expiration date*, and *CLAD/BCLAD* status.
- Box 9: Action Requested By:** Indicate the *name* and *title* of the requester. Check the box if the requester is other than the lead administrator at the program/site. *Sign the form*. Completion of this item indicates a *commitment by the site* to the candidate for the position/assignment indicated and a commitment of the teacher to accept that assignment (see below Box 10).
- Box 10: Recommended Candidate's Signature:** Signature of the candidate affirms a *commitment to the assignment*, and will accept the position if approved by Human Resources.
- Box 11: State/Federal Accounting:** Submit SRPA to Federal/State Accounting for signature before submitting to Human Resources.
- Box 12: SFUSD Human Resources approval:** To be completed by HR Staff.