
	Quality Assurance Work Instruction		CP-00-2000-01
Approved: 	Date: 10 March 2005		
Title: Personnel Requisitions, Changes, & Terminations	Rev A	Page 1 of 14	

1.0 POLICY/PURPOSE

Santa Barbara Applied Research, Inc. ensures personnel actions are promptly completed and recorded in accordance with existing federal, state, and company personnel rules and regulations. This work instruction (WI) describes procedures and assigns responsibilities for completion of personnel actions and explains the use of the *Personnel Requisitions, Changes, & Terminations (PRCT) Form*. The [PRCT Form CP-00-2000-01-A](#) is a multipurpose form used to document new staffing requirements, requisition replacement personnel, initiate recruiting actions, change the classification and/or pay status of an employee, and process terminations. The form also serves as a method for posting positions for competitive selection.

2.0 SCOPE

This operating procedure applies to all Santa Barbara Applied Research (SBAR), Inc. operating units.

3.0 REFERENCES AND DEFINITIONS

3.1 References

N/A


3.2 Definitions

Adverse Action: any personnel action that adversely affects an SBAR employee, including job reclassification, salary reduction, and termination.

Functional Area Manager (FAM): A supervisory individual who is responsible for the leadership, direction, and overall success of an area of the company, such as finance, human resources, contract administration, engineering, operations and maintenance, logistics, quality, specific projects/contracts, etc.

Effective Date (of a personnel action): The date established by HR and coordinated with Payroll at which a requested personnel action will be fully implemented and all payroll records revised to reflect the change. The effective hire date for new employees could be any day, but it is strongly recommended that a new employee start on a Monday. Salary adjustments for existing personnel must take effect on the first day of a pay period. Because our payroll system does not allow for any deviations, the effective date must be coordinated with Payroll to ensure that a proper effective date is selected.



Quality Assurance Work Instruction		CP-00-2000-01
Approved: 		Date: 10 March 2005
Title: Personnel Requisitions, Changes, & Terminations		Rev A
		Page 2 of 14

Job Posting: The act of posting a new personnel requirement defined on a PRCT form and advertising it in-house to permit current personnel to apply for the position. It is SBAR's policy to post for a minimum of 10 days internally before selecting an applicant.

Personnel Change: Issuance of a PRCT form to initiate action to change the pay rate, classification or status of an employee. Salary adjustments for existing personnel must take effect at the beginning of the first pay period of a month. Because our payroll system does not allow for any deviations, the effective date must be coordinated with Payroll to ensure that a proper effective date is selected.

Personnel Requisition: Issuance of a PRCT form to initiate action to recruit personnel for a newly established staffing requirement or a replacement person for a vacated position.

Program Manager: A senior individual designated in writing with responsibility for overall management and administration of a specific contract, office, or similar entity.

4.0 RESPONSIBILITIES

4.1 Human Resources (HR) Manager

The HR Manager is responsible for this WI and oversees the staffing and personnel changes for the company. Specifically, the HR Manager:

Reviews all PRCT forms for compliance with established Classification Guidelines and consistency with SBAR's Standard Position Description manual.

Ensures salaries are consistent with established salary guidelines, applicable Department of Labor (DOL) Wage Determinations and Collective Bargaining Agreement pay scales.


Initiates recruiting actions and in-house job postings for all approved personnel requisition requests.

Coordinates any changes required to correct a PRCT form with the appropriate Program Manager/FAM.

Ensures that copies of all approved PRCT forms are included in employee personnel folders.

Establishes the "effective date" of the personnel action submitted via the PRCT forms and coordinates the date with Accounting (Payroll) to ensure that the change is implemented in a timely manner.



Quality Assurance Work Instruction		CP-00-2000-01
Approved: 		Date: 10 March 2005
Title: Personnel Requisitions, Changes, & Terminations		Rev A
		Page 3 of 14

4.2 Functional Area Manager (FAM)

The FAM utilizes a PRCT form to:

Request personnel and establish a requirement to initiate a recruiting action.

Initiate change in employee status, job classification, and/or pay.

Advise Human Resources and Accounting (Payroll) of an employee leave of absence or scheduled separation.

4.3 FAMs/Program Managers

FAMs/Program Managers, as applicable, review and approve all PRCT forms prior to submission to HR for processing. Consideration and approval is subject to the following:

All personnel requisitions are necessary and supported by an established and funded workload.

Reclassifications (by other than selection for promotion to a posted position) are supported by documentation to support the need for the reclassification.

Annual salary increases are consistent with established guidelines and supported by an employee Performance Appraisal.

Proposed salary increases are consistent with established wage and salary guidelines for the position the employee currently holds or to which the employee is being reclassified.

Personnel actions are coordinated with SBAR President and/or Executive Vice President to ensure consistency with SBAR corporate objectives.

4.4 Accounting (Payroll)

All PRCT forms submitted are processed in a timely manner subject to the appropriate level of approval as indicated in Paragraph 5.4.5 and the “effective date” established by the HR office.

4.5 Human Resources (HR) Coordinators

As requested by FAMs or Program Managers, HR Coordinators assist in preparing PRCT forms and work closely with the initiating manager(s), as appropriate, to ensure PRCT forms are accurate and are processed to completion in a timely manner.

Approved:



Date: 10 March 2005

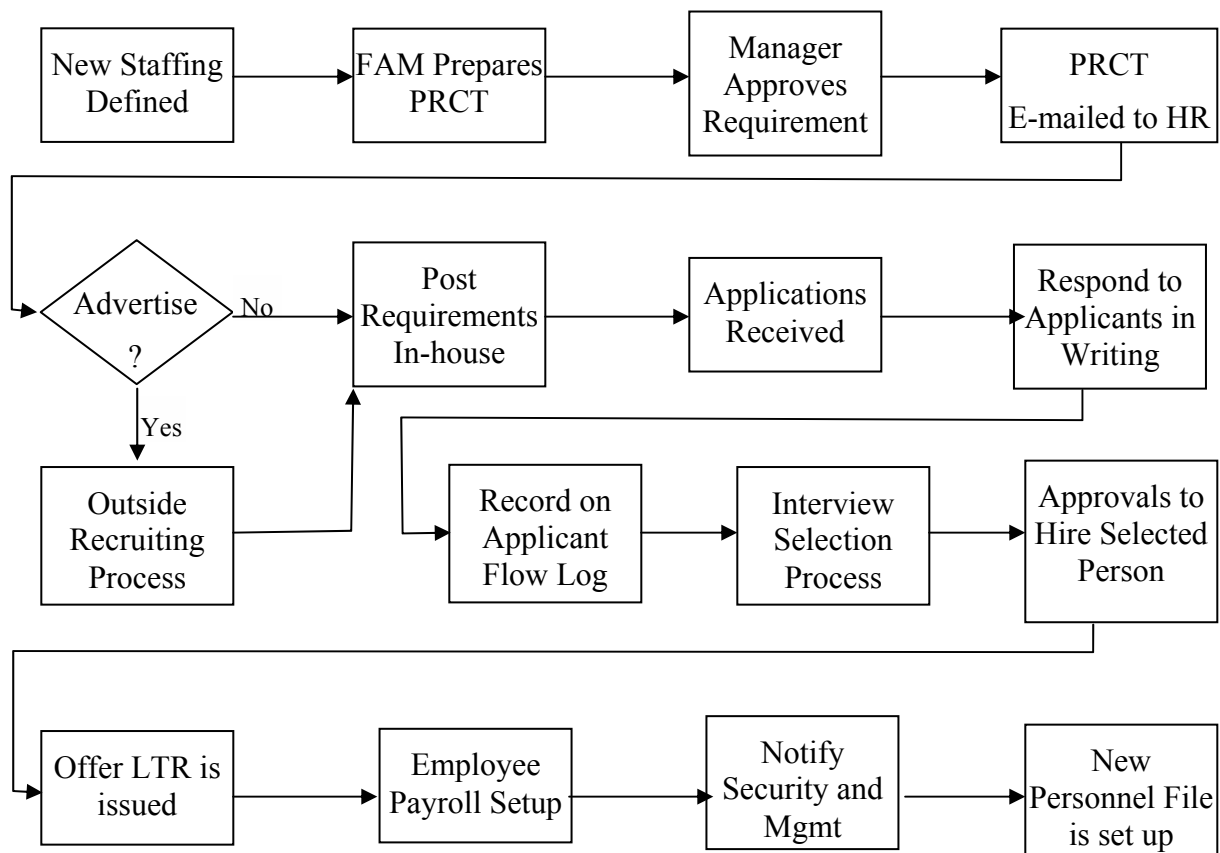
Title: Personnel Requisitions, Changes, & Terminations

**Rev
A**

Page 4 of 14

5.0 REQUIREMENTS/PROCEDURES

Figure 1 – Processing Personnel Requisitions



Approved:



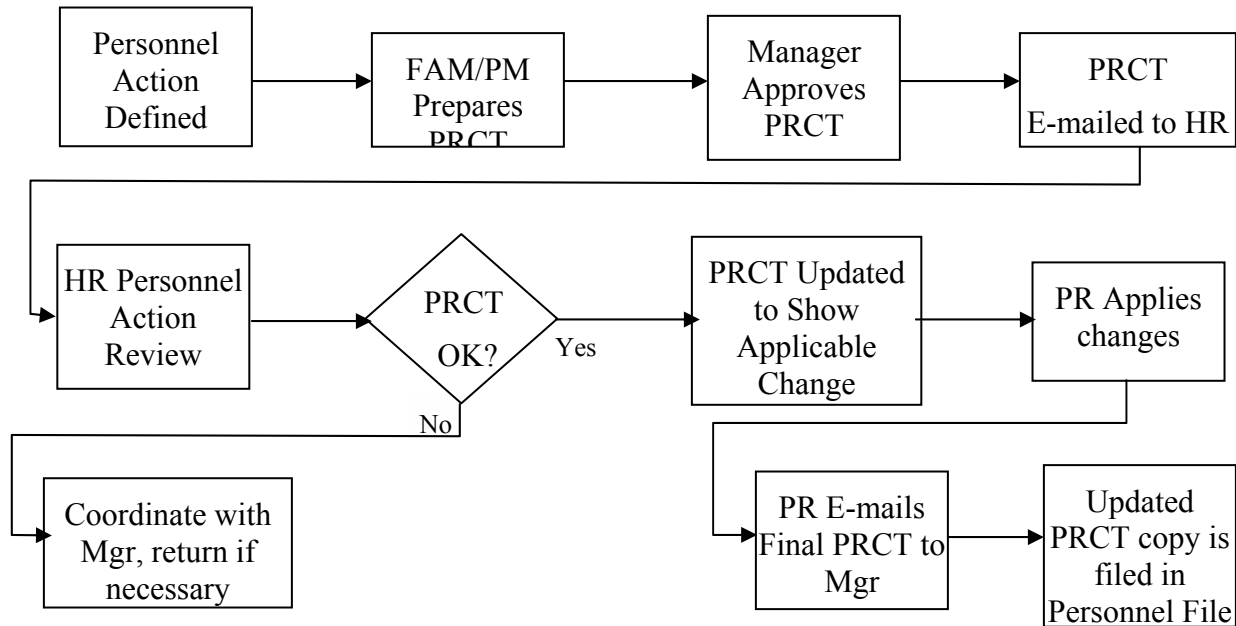
Date: 10 March 2005

Title: Personnel Requisitions, Changes, & Terminations


**Rev
A**

Page 5 of 14

Figure 2 – Processing Personnel Changes





Quality Assurance Work Instruction		CP-00-2000-01
Approved: 		Date: 10 March 2005
Title: Personnel Requisitions, Changes, & Terminations		Rev A Page 6 of 14

5.1 Personnel Actions Processing

Figures 1 and 2, respectively, present the general steps for personnel actions processing. Further, the PRCT form is utilized for personnel requisitions as well as to document the change in status, classification, and/or pay of employees. Procedures for processing personnel requisitions are discussed in Paragraph 5.2. Procedures for processing personnel changes are presented in Paragraph 5.3

5.2 Processing Personnel Requisitions

Figure 1, Processing Personnel Requisitions, presents the general steps for processing personnel requisitions.

The FAM establishes the need for a new position in their organization based upon a funded workload or replacement of a person for a vacated position. Requirements for the position are defined in terms of labor category, job title, education requirements, experience and/or special certifications that are required for the new employee to properly perform in the position.

Note: The labor category and job title must reflect an established position identified in the SBAR Standard Position Descriptions manual. If the position is not contained in the manual a new position description must be developed and approved by Human Resources before the Personnel Requisition can be processed.


The requirements for the position are documented on a PRCT form in accordance with the preparation procedures defined in Paragraph 5.4.

The completed PRCT form is signed by the FAM and forwarded to the responsible Program Manager for review and approval. The reviewer considers the approval guidelines identified in Paragraph 5.4.5. If approved, the PRCT form is signed will be signed by the program manager and sent via e-mail to Human Resources for processing. The forwarding e-mail identifies the need for outside recruitment and a recommended closing date for the position.

Note: The information in the Description of Duties, Education, Experience and Certification will be used as a basis for classified advertisements and website postings.

Upon receipt of the PRCT form, HR establishes a closing date for the in-house job posting of the position based on the e-mail requirements. Copies of the PRCT form with the closing date are e-mailed to administrative personnel (HR Coordinators) at all SBAR offices for immediate posting.



Quality Assurance Work Instruction		CP-00-2000-01
Approved: 		Date: 10 March 2005
Title: Personnel Requisitions, Changes, & Terminations		Rev A
		Page 7 of 14

If outside recruitment is required, the information provided on the PRCT form is used by HR to develop newspaper advertisements and/or website postings and recruitment action is initiated.

HR consolidates and maintain a file of all applicants responding to the outside recruiting efforts and in-house postings of the position. Applicant data is recorded on an Applicant Flow Log. Information received from all applicants is then forwarded to the initiator of the personnel requisition as it is received.

Once a selection is made for the position, the FAM/Program Manager notifies HR of the name of the selected person, and recommend a starting salary. Please reference the SBAR Standard Position Descriptions for guidelines on how to establish salaries (or pay rates). HR reviews the salary recommendation based on SBAR's established guidelines.

Note: If there is a disparity between the salary proposed and established wage guidelines for the position, HR will work to establish a mutually agreeable starting wage for the position. Deviation from the established guidelines is not authorized without approval of the Vice President or President.

Once the salary (or pay rate) is established, HR, in coordination with the FAM/Program Manager, initiates an offer letter for the selected applicant. The HRM finalizes the offer letter and mails it to the selected applicant. Upon receipt of a signed acceptance letter from the selected new employee, HR (or the corresponding HR Coordinator) updates the PRCT form to reflect the new employee information and forwards a copy of the completed PRCT form to Accounting for payroll processing. A copy of the completed PRCT form is also be e-mailed to the FAM/Program Manager by payroll personnel.

5.3 Personnel Changes


Figure 2, Processing Personnel Changes, presents the general steps for processing personnel changes.

The FAM/Program Manager establishes the need for initiating a personnel change to document a salary adjustment, reassignment to a different department or position, leave of absence, or employment separation. The change is documented on a PRCT form in accordance with the preparation procedures defined in Paragraph 5.4.

The completed PRCT form is signed by the FAM/Program Manager and forwarded to the responsible manager for review and approval. The reviewer considers the requirements identified in Paragraph 4.3. If approved, the PRCT form is signed by the FAM/Program Manager and sent via e-mail to Human Resources for processing.

Note: Use the "Remarks" section to ensure proper annotations are entered when an individual is under any type of long term leave. For example, if on medical leave, document that the leave



Quality Assurance Work Instruction		CP-00-2000-01
Approved: 		Date: 10 March 2005
Title: Personnel Requisitions, Changes, & Terminations		Rev A
		Page 8 of 14

constitutes FMLA and/or CFRA leave, Pregnancy leave, disability, or other type of leave. The employee must be made aware, in writing, of the type of leave designated.

Upon receipt of a PRCT form proposing a salary (or pay rate) change, HR reviews the change to ensure that it is consistent with established salary guidelines according to either the applicable DOL Wage Determinations, applicable Collective Bargaining Agreement (CBA) if any, or guidelines for exempt and non-exempt personnel. Inconsistencies between the applicable salary (or pay rate) guidelines and the proposed change are resolved between HR and the FAM/Program Manager. Deviation from the established guidelines is not authorized without prior written approval of the Vice President or President.



HR updates the PRCT form to reflect the new employee information, establishes an “Effective Date” and forwards the completed PRCT form to Accounting for payroll processing. A copy of the completed PRCT form is also e-mailed to the FAM/Program Manager by payroll personnel.

A copy of the completed PRCT form is placed in the employee personnel folder when processing is complete.

5.4 PRCT Form Preparation

This section presents general procedures for preparation of the PRCT form. Options for filling in a specific field on the form are obtained by double clicking the computer mouse when the cursor is positioned on the field.


Note: Unless there are extenuating circumstances, personnel changes are submitted a minimum of two weeks in advance to allow adequate time for processing. The FAM/Program Manager is responsible for communicating any extenuating circumstances. Exceptions are documented in writing and communicated, via e-mail, to HR, Accounting, and senior management.


	Quality Assurance Work Instruction	CP-00-2000-01
Approved: 	THIS SPACE INTENTIONALLY BLANK	
Title: Personnel Requisitions, Changes, & Terminations		Rev A
		Page 9 of 14

5.4.1 Identification Data

Employee information is required on the PRCT form for employee classification and pay changes, to document reassignments, employee termination, or formal leaves of absence. All grayed fields, under the Identification Data, are completed. See figure below. In addition, the appropriate block will be checked.

The Identification Data is left blank when the PRCT form is submitted to document a requisition for a newly created position or requisition a replacement for a position that has been vacated.



Personnel Requisitions, Changes, & Terminations Date: 

<input type="checkbox"/> New Hire	<input type="checkbox"/> Department Change	<input type="checkbox"/> Requisition	<input type="checkbox"/> New or <input type="checkbox"/> Replacement	<input type="checkbox"/> Employee Separation
<input type="checkbox"/> Temporary FT	<input type="checkbox"/> Leave of Absence	<input type="checkbox"/> Labor Category Change	<input type="checkbox"/> Other (See Remarks)	
<input type="checkbox"/> Pay Change				

Identification Data

Emp. No.	Employee Name	Address	City	State	Zip	Phone	Emp. Type
000							Regular
SSN	Birth Date	Gender	Marital Status	Citizenship	Original Hire Date	Seniority Date	
				US			

The Seniority Date is the date indicating when an employee began work under a predecessor contract that has a DOL Wage Determination in effect. This date is used to establish the employee's entitlement to accrued vacation based upon "continuous service." Seniority Date applies only to positions covered under Wage Determination.

5.4.2 Payroll Data

This section is not filled out by the initiator of the form except for the exempt status fields. If the employee is salaried the "Exempt" box should be checked. Double click on the cell below the "Employee Class" to select the corresponding employee class option.



Quality Assurance Work Instruction

CP-00-2000-01

Approved:

Space Daswani

Date: 10 March 2005

Title: Personnel Requisitions, Changes, & Terminations

Rev
A

Page 10 of 14

Payroll Data

Present Status	Company		Payroll Division		Dept	Labor Category	Hourly Rate
	1		N/A		N/A		\$
	Corp Division	Wage Grouping		Wage Determination No.		Job Title	
	SBAR	<input type="checkbox"/> Union <input type="checkbox"/> JPL Only: <input type="checkbox"/> SCA <input type="checkbox"/> Non-SCA					
New Status	Company		Payroll Division		Dept	Labor Category	Hourly Rate
	1		Div 1-Corporate		10-Corporate		\$
	Corp Division	Wage Grouping		Wage Determination No.		Job Title	
	SBAR	<input type="checkbox"/> Union <input type="checkbox"/> JPL Only: <input type="checkbox"/> SCA <input type="checkbox"/> Non-SCA					
Employee Status		Advanced EIC	401K Comp	Key Employee	Exempt		
Active		N	L	N	<input type="checkbox"/>		
Pay Type		Default Suffix			Employee Classification		
Regular		39			HRN-CA Hourly Regular Non-Exempt		

5.4.3 Classification and Pay Changes

Employee reclassification or pay changes are documented by completing all data in the “Present Status” and “New Status” sections of the PRCT form. Each block in the section is completed in detail by the initiator (all fields in gray in the figure above).

Note: The Job Title and Labor Category reflects an established position identified in the SBAR Standard Position Descriptions manual. If the position is not contained in the manual, a new position description is developed and approved by Human Resources before the change can be processed.

The following are adhered to:

Salary adjustment amounts are not presented to the employee until after the responsible Manager and the HR Manager approves them. (Refer to Paragraph 5.4.5 for approval requirements.)

The individual preparing the form does not enter the effective date. The effective date is made retroactively unless the pay change is an automatic increase resulting from a Wage Determination or CBA.

All classification and pay changes are made effective on the first day of a pay period. The HR Manager establishes the “effective date” after coordination with Payroll personnel.

5.4.4 Employee Termination

The immediate supervisor of an employee initiates a PRCT form to document voluntary and involuntary terminations of employment. All involuntary terminations are coordinated in advance with Human Resources and are documented in a supplemental memorandum attached to the PRCT form. Information provided on the memorandum varies depending on the situation and is discussed with the HR Manager before preparation. The employee information required as described in Paragraph 5.4.1 □ 5.4.1 is entered on the form. The appropriate block is checked at



Quality Assurance Work Instruction

CP-00-2000-01

Approved:

Space Daswani

Date: 10 March 2005

Title: Personnel Requisitions, Changes, & Terminations

Rev
A

Page 11 of 14

the top of the form, and a reason for the employee termination (with Remarks as appropriate) is shown in the section illustrated by the figure below. In cases of voluntary employee resignation, attach the employee's "Letter of Resignation," if provided.

Employee Separation (Termination Checklist Also Required)

<input type="checkbox"/> Resignation	<input type="checkbox"/> Layoff	Remarks: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
<input type="checkbox"/> Discharge	<input type="checkbox"/> Retirement	
<input type="checkbox"/> Disability	<input type="checkbox"/> Probationary	
<input type="checkbox"/> End of Temporary Employment	<input type="checkbox"/> Deceased	

5.4.5 Approval of Personnel Changes

The following minimum approvals are required before the Human Resources and Accounting offices will process a Personnel Requisition, New Hire, or Personnel Change:

Action	Employee	Immediate Supervisor	FAM/Program Manager	HR Manager	Division VP
New Personnel Requisition <i>(including replacements)</i>		X	X	X	X
New Hire		X	X	X	X
Automatic Pay Rate Changes		X	X	X	X
Promotions and Reclassifications <i>(after HR approval)</i>	X	X	X	X	X
Termination/Leave/Adverse Actions	X	X	X	X	X

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Approved:

Date: 10 March 2005

Title: Personnel Requisitions, Changes, & Terminations

Rev
A

Page 12 of 14

5.4.6 Job Postings

In keeping with our company objectives of promoting personnel from within, all positions are posted internally to ensure that in-house personnel are given the opportunity to apply for open positions. The bottom portion of the PRCT form (see below) contains the required fields for providing the needed data to post a vacant job position. All fields are completed or checked accordingly.

Personnel Requisition PR #:				
Job Title:		Labor Category:		Proposed Hired Date:
Clearance Required: <input type="checkbox"/> TS <input type="checkbox"/> S <input type="checkbox"/> C		Starting Pay Range:		<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
Work Location:		<input type="checkbox"/> On-site <input type="checkbox"/> Off-site (Field)		Supervisor:
Description of Duties:				
<div style="border: 1px solid black; padding: 10px; background-color: yellow;"> <p>The "Description of Duties, Education, Experience, Certifications" requirements contained in these blocks will be used to develop newspaper advertisements and website postings.</p> </div>				
Education, Experience, Certifications				
<p>The Points of Contact below must receive applications submitted for this position on or before the Closing Date (e-mail recommended). Mailed responses must be postmarked by the Closing Date or they may not be considered.</p>				
	Name	Telephone	FAX	Date Posted <div></div>
				Closing Date <div></div>
Supervisor				
Dept. Mgr.				
Program Mgr.				
HR				


The following fields are defined briefly to facilitate filling out this portion of the form. Any questions about any of the fields in this form should be directed to the HR Manager or appropriate HR Coordinator.

Date Posted – is completed by HR and reflects the date the posting is issued to SBAR offices for dissemination.

Closing Date – is completed by HR. Normally, it is set as ten working days from the “Date Posted.”

Description of Duties – is prepared by the FAM and contains a clear and concise definition of the functions to be performed by the person selected for the position. HR uses this data to advertise the position outside of the company.




Quality Assurance Work Instruction		CP-00-2000-01
Approved: 		Date: 10 March 2005
Title: Personnel Requisitions, Changes, & Terminations		Rev A
		Page 13 of 14

Education, Experience, Certifications – is completed by the FAM and contains a clear definition of the required education, experience and certifications that a person must possess in order to qualify and perform if selected for the position.

Points of Contact – are completed by the FAM and provide information on where resumes or applications are to be submitted. In all cases HR is on the distribution list for receipt of a copy of applicant submittals.



Quality Assurance Work Instruction		CP-00-2000-01
Approved: 		Date: 10 March 2005
Title: Personnel Requisitions, Changes, & Terminations		Rev A
		Page 14 of 14

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