

Personnel and Budget Augmentation Form Instructions

PURPOSE OF THIS FORM

The Personnel & Budget Augmentation Request (PBAR) Form is used for the following:

- *To request an augmentation to an Unrestricted Fund (Fund 01.0) departmental budget*
- *To request authorization to hire non-faculty personnel, both full-time and temporary, in both the Unrestricted (Fund 01.0) and Restricted (Fund 01.3) Funds*

Note: If a permanent position is vacated, the budget for the position does not stay with the department. A PBAR request for a new augmentation to hire a replacement has to be submitted for approval.

Expenditures related to a PBAR request cannot be incurred prior to the approval of the PBAR. Any department that incurs expenditures prior to having the PBAR approved will have to absorb the expenditure within the department's existing budget.

*For request of personnel, both permanent and temporary, the PBAR Form must be completed **and** approved prior to an employee request being entered into ISIS approval system, even if the department or grant has an established budget for the position.*

All PBAR Forms completed and approved by the area Vice -President are to be submitted directly to Fiscal Services c/o the Budget Office.

In order to assess the effectiveness of an augmentation, the department who receives additional funding may be required to report on its use at the end of year.

Instructions for Completing the Form:

The form starts on page 5. PBAR with incomplete information will be returned to the requestor.

General Information Section

This section is used to identify the department manager or administrator making the request for budget augmentation and/or authorization to hire personnel. This section also serves as the place where the Vice President of the department approves the request to be submitted to the President/Superintendent or designee. If this request is funded by a grant or other Restricted Funds (Fund 01.3), an approval signature is required from the Program Manager.

Personnel & Budget Request Information Section

This section is used to identify the type of personnel and/or budget request. This section should be completed for both personnel and non-personnel requests. Check all options that apply to the request. Available options include:

Supplies/Contract/Equip *Check this box when an increase in budget is needed to cover the purchase of supplies, Additional Budget* *contracts/services or equipment. Please check the availability of funding from the*
Request: *department's other account lines before preparing a PBAR.*

Rate Driven: *Check this box only when an increase in budget is needed to cover rate driven increases in contracts, utilities or other items that are outside the control of the department. This option is only for increases that are a result of a current contractual obligation. If the increase is due to a renewal of a contract that has/is expired, please check the Supplies/Contract/Equip Additional Budget Request box not the Rate Driven box.*

Personnel Request: *Check this box for all non-faculty personnel requests, Unrestricted (Fund 01.0) or Restricted Funds (Fund 01.3), permanent or temporary or non-merit, full-time or part time.*

New Augmentation *Check this box for all personnel requests that are not currently funded in the*
Needed: *departmental/program budget. If a permanent position is vacated, the budget for the position does not stay with the department. A PBAR request for a new augmentation to hire a replacement has to be submitted for approval.*

No Augmentation Check this box for all personnel requests that are currently funded in the
Needed: departmental/program budget.

Unrestricted (01.0): Check this box only when the request will be funded by Unrestricted Fund (Fund 01.0).

Restricted (01.3): Check this box only when the request will be funded by Restricted Fund (Fund 01.3). Fund 01.3 requests are limited to personnel requests, both permanent and temporary, and the grant or restricted program must already have a budget in place.

NOTE: Requests may require the checking of multiple boxes. For example, the request may be for a project that contains ongoing requests (e.g. personnel) and one-time requests (e.g. supplies).

In the Personnel & Budget Request Summary of Request section, identify the account string(s) that will be affected by this request, the amount of the effect and whether the funding for that account string is one-time or ongoing. If the request results in an account line being affected by both one-time and ongoing funding, please separate the account string into two lines; one for the one-time portion and one for the ongoing portion. All one-time funding, spent or unspent will end on June 30 of the fiscal year and will not carry over to the following year (This includes temporary personnel requests and overtime.) If new funding is needed, a PBAR request has to be submitted.

Personnel Related Request Section

This section is to be completed whenever a request is related to permanent or temporary personnel. The requestor needs to complete the following:

Permanent Section: Complete this section only if the position requested is a permanent position. Submit one PBAR request for each position/class title. All applicable boxes should be checked. If any of the Shift Differential is checked, work schedule should be indicated.

Temporary and Non-Merit Section: Complete this section only if the position requested is for a temporary or non-merit position. Use this section also for working out of class request. All applicable boxes should be checked. The projected Start and End date or the number of positions requested by term needs to be completed. If the End date is beyond June 30 of the current year, please prepare two PBARs, one for the period covered by the current fiscal year and one for the period covered by the new fiscal year. When submitting multiple positions for the same department with the same justification, insert page 2 in the same PBAR for each position, i.e. you can have multiple pages of page 2 in one PBAR.

Position/Class Title: Enter the class title of the position requested. A list of class titles can be found in <https://governmentjobs.com/careers/smc/classspecs>

Number of Positions: Enter the number of positions you are requesting that have the same work requirements. For example, if the request is for 3 Instructional Assistants who will all work the same hours, share the same start and end date, etc. enter 3.

Total Hours Per Week Per Position: Enter the projected total hours per week per position requested. For example, if the request is for 3 Instructional Assistants to work 40 hours per week each, enter 40 hours in this box.

Expected Cost Per Position: Enter the projected salary and benefit cost per position. For positions that have a stepped salary schedule, assume the position will start at the second step. For example, if the request is for 3 permanent Instructional Assistants and the second step salary for an Instructional Assistant is \$45,405, enter \$45,405 in the Salary box, \$20,432 in the Benefits box and \$65,838 in the Total box. The PBAR salary calculator may be used to calculate the expected cost.

Est. Total Salary and Benefits For All Positions: Enter the estimated total salary and benefit cost for all positions with the same work requirement. For example, if the request is for 3 permanent Instructional Assistants, such as in the example above, enter \$197,514 in this box. (\$65,838 times 3 positions)

Primary Work site: Indicate the physical location the employee will be working.

Total Hours Requested in this PBAR (All Positions): Use this for temporary and non-merit positions. Enter the total number of hours requested for all positions under the same position/class title.

Candidates Requested (if known): Use this for temporary and non-merit positions. Enter last name, first name and maximum hours per week the employee is required to work.

Overtime Request Section

This section is to be completed whenever an augmentation request is for Overtime. All sections must be completed.

Justification for Request Section

In this section, describe the request in detail, explain the justification for the request, describe what this request will accomplish if funded and specifically describe how this request aligns with Board policy; the College's vision, mission, goals, and institutional objectives; the Educational Master Plan; the Facilities Master Plan; the Technology Master Plan; District Initiatives; State and/or Federal mandates; the department's program review, health and safety concerns, grant agreements and/or accreditation standards. Please attach documentation supporting your justification (i.e. If the request aligns with Educational Master Plan objective #12, please describe how and include a copy of objective #12. If the request is due to an increase in a contract that had not been previously budgeted include the pertinent section of the contract showing the year to year increase.)

Other Relevant Information Section

This section is to give the requestor an opportunity to provide any additional information that would be pertinent to the request.

If the request contains a request for personnel, permanent or temporary, it is recommended that the requestor use this section to detail the specifics of the request and the possible effect on the department or District. For example, if the request is for a temporary backfill of a Buyer II position and the requestor believes that the position would be backfilled by the employee currently acting as a Buyer I, which in turn would cause a need for a backfill for the Buyer I position, please include that information in this section.

Personnel Hiring Options

In this section, please provide an explanation why any of the following options was not taken and recruitment is necessary.

Option (a) : Leave the position unfilled - Consider this option if the department can continue performing required operations by having existing employees absorb the essential duties of the position and/or by minor temporary restructuring.

Option (b): Use of temporary employee (s) - This option may provide flexibility and short-term salary and benefits savings. The intention is to allow for coverage of essential functions and/or temporary restructuring of critical functions until a full-time replacement is available. There is restriction for use of temporary employees.

Option (c): Temporary Work Out of Classification - Current employees could be temporarily assigned to work out of classification into the vacant position. There is a time restriction for working out-of-classification assignments.

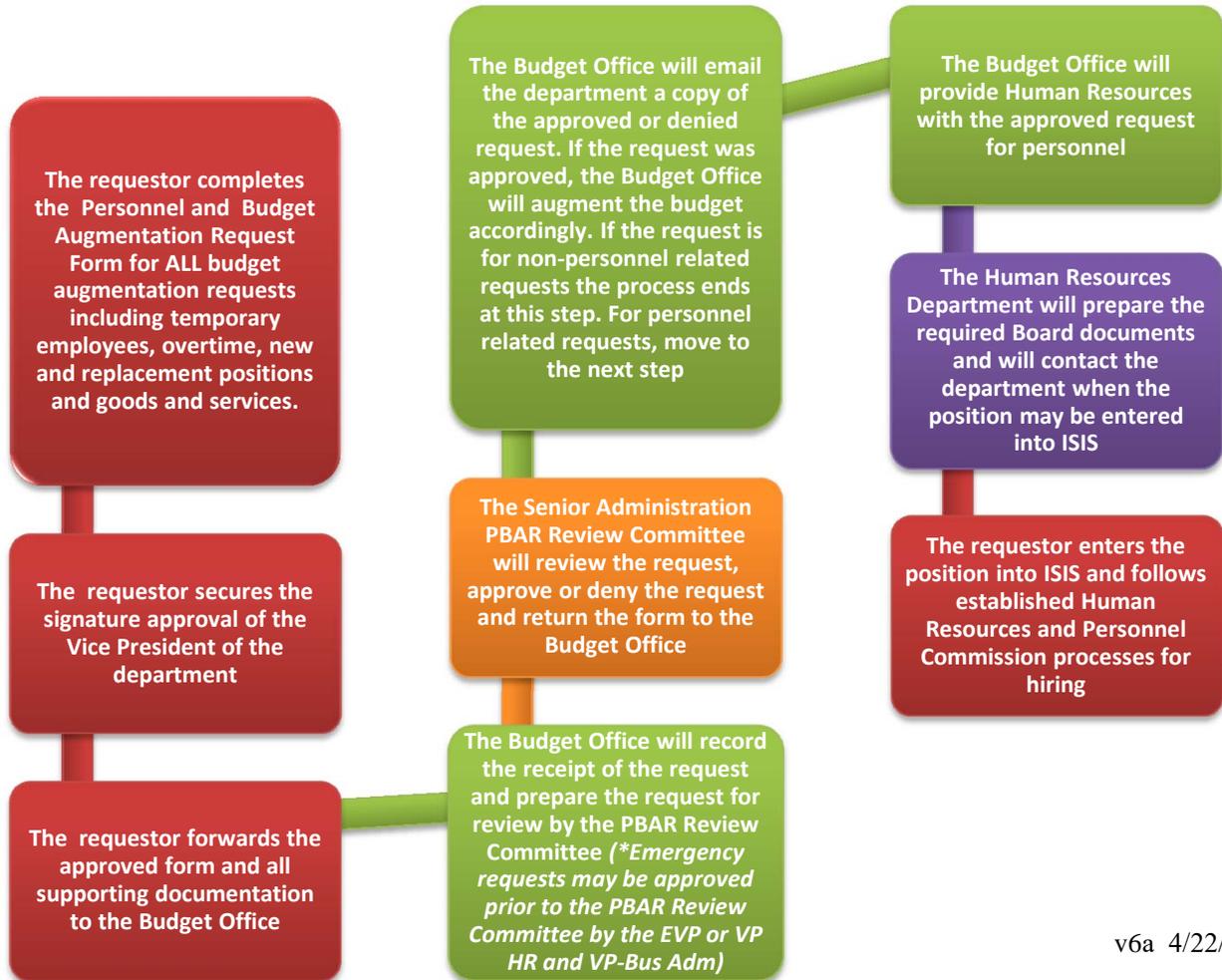
Option (d): Modify the current position - Modifications could include change in hours, work schedule, budget source or shift in essential functions. Collective bargaining provisions prevail.

Supporting Documentation

It is strongly recommended that the requestor include as much supporting documentation to the request as possible. Requests with little supporting documentation and linkage to a District planning document will not be as successful as requests that provide substantial supporting documentation and demonstrate a strong link to District planning documents.

Process

Below is a workflow that describes the process and steps related to the Personnel & Budget Augmentation Request Form.



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