

INSTRUCTIONS for Completion of the Position Control Action

HEADER

- PCA NUMBER** Indicate: last two digits of year (**YY**); the acronym of the responsible location (**School/Dept**); and per-location unique number, reset to 1 each year (**Seq#**). Head of School/Department maintains **Seq#**.

Schools

HPEL A Hapgood Elementary School
 BVEL Buena Vista Elementary School
 RUTH C Ruth Elementary School
 CREL Crestview Elementary School
 FMEL L Fillmore Elementary School
 LCEL La Canada Elementary School
 LHEL La Honda Elementary School
 LBEL Los Berros Elementary School
 MGEL Miguelito Elementary School

LVMS Lompoc Valley Middle School
 VMSS Vandenberg Middle School
 BFCD Dr Bob Forinash Comm Day Sch
 CHSS Cabrillo High School
 LHSS Lompoc High School
 MHSS Maple High School
 MVSS Mission Valley School
 ADED Adult Education
 MNEG Martha Negus

Departments

Business
 BSSV Business Services
 ACCT Accounting
 CKIT Central Kitchen
 PAYR Payroll
 PRNT Printing
 TRAN Transportation
 WHSE Warehouse
 MAIN Maintenance

Education

EDSV Education Services
 ITSS Info Tech Services
 PROJ Special Projects
 SPED Special Education
 STSV Student/Pupil Support Services
 TXTB Textbook Processing
 CCI Common Core Innovation
 HRCE Certificated HR
 HRCL Classified HR

- INITIATOR** The person making this PCA request indicates their location (**Department/School**), the date they are making the request, their name, their title...
- POINT OF CONTACT** ...and the name plus phone extension of the request's point of contact.
- EMPLOYEE NAME** Indicate employee modified by the action, or write "Multiple; see attachment" & attach list.

SECTION 1

- MANNER OF REQUEST** Indicate one of the following:
 - NEW POSITION/ASSIGNMENT** Indicate job title, new position, hours, rate, and start date. Do not indicate new assignment to existing employees here; section 2 handles additional assignments.
 - VACANCY** Indicate all of (a), plus the name of the employee being vacated.
 - SUB FOR...** Indicate all of (a), plus the name of the employee requiring a sub (in the top-right cell).
- PAY** Indicate the hours (per week) to be worked. HR shall indicate appropriate rate.
- END DATE** Indicate end date only if action is temporary.

SECTION 2

- REASON** Indicate one of the following, or else indicate your own reason:

Additional Assignment	Differential	Overtime
Budget Change	Extra Duty	Stipend
Change in Assignment	Out-of-Class	Temp Help

- CURRENT ASSIGNMENT** Indicate current assignment.
- UPDATED or ADDITIONAL ASSIGNMENT** If stipulated by (8), indicate a different assignment than (9). HR shall indicate appropriate rate.
- END DATE** Indicate end date only if updated or additional assignment is temporary.
- WAGE** Indicate number of affected employees (**# of Emp.**). Both **Total Hours** and **Total** shall reflect the maximum working hours and compensation.

SECTION 4

- BUDGET CODES** Indicate both budget codes and percentage of each budget code used. Repeat still-used codes in **Updated Budget** along with modified codes and new codes.