

Process for Request for Approval of Personnel Action

Summary: This document defines the process by which a department head in the Town of Lunenburg submits a Request for Approval of Personnel Action.

Process Steps:

- 1) Utilize the latest, approved version of the Request for Approval of Personnel Action (RAPA) form. This can be obtained from the Lunenburg Personnel Committee (LPC) web site page on www.lunenburgonline.com.
- 2) Fill in all information that is requested on the form. Incomplete forms will be returned without action. Ensure that the salary actions requested reflect the current fiscal year plan. If not, fill in the area provided for an explanation.
- 3) Sign and date the form and submit it to the CAFO for approval and signature according to the timeline defined in “Timeline for Submissions” below.
- 4) The CAFO, after approval, will deliver approved forms to the LPC mail basket, at least one week prior to the next LPC meeting.
- 5) LPC meets, verifies that all information is correct and complete and that the CAFO has approved. If these criteria are met, the committee will approve and ensure the dated signatures of a majority of the LPC are placed on each form.
- 6) LPC Chairperson will deliver approved forms to the Human Resources (HR) department for processing.
- 7) HR will make 6 copies of the original. They will be delivered within a week as follows:
 - Original to be placed in the personnel file of the employee
 - Copies to employee, payroll, LPC chair, HR, Dept Head and Town Accountant

Timeline for Submissions:

Timely submission of the RAPA form is the responsibility of the Department Head submitting the form. Since most of the fiscal year personnel actions are planned well in advance, they should be submitted to the CAFO two (2) months prior to the effective date of the action. It is highly advisable that any personnel actions that do not conform to the current fiscal year plan be discussed with the CAFO even earlier to minimize the possibility of delays. Following this timeline will reduce the chance of any delay in personnel actions for an employee, due to process issues.