



# ADMINISTRATIVE REGULATION

## Office of the City Manager

Number	901
Responsible Department	Human Resources
Established/Effective Date	August 1, 1982 (AR 401) January 1, 2018 (AR 401)
Latest Revision Date	December 1, 2023
Next Review & Reauthorization Date	December 1, 2025

### SUBJECT: Personnel Action Form (PAF) Approval Procedure

- Purpose:** To establish policies and procedures for approval and processing of Personnel Action forms involving personnel status changes.
- Authority:** Huntington Beach City Charter Section 401 and City of Huntington Beach Personnel Rules 5, 6 and 15.
- Applicability:** All departments and employees of the City of Huntington Beach.
- Definitions:**
  - Personnel Action Form (PAF):** This is a multi-purpose form whereby the department requests authorization to:
    - Change the status of an employee, including promotion, transfer, reassignment, demotion, step increase, special pay, acting pay, leaves of absence, separation, range adjustment, and disciplinary action(s); OR
    - Fill a requisition with a new hire (appointment).
- Policy:** The Personnel Action Form (**Attachment 1**) is used to record and maintain accurate documentation of employee personnel transactions to ensure appropriate administration of negotiated collective bargaining agreements, personnel policies, payroll practices, maintenance of audit records and regulatory compliance.
- Responsibilities:**
  - Department:** The department initiating the PAF shall be responsible for providing reasons and justifications for the proposed personnel actions and assure that these actions are in compliance with any applicable Personnel Rules or any other applicable requirements.
  - Human Resources:** The Director of Human Resources and/or a designee shall evaluate the appropriateness of any proposed action to assure that it is consistent with the classification system, the appropriate Memorandum of Understanding, and in compliance with wage and salary practices.
- Procedures:**
  - The requesting department will initiate the PAF and the Department Head or a designee shall review and approve.



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- 7.2 Personnel actions involving merit step increases or reassignments shall be accompanied by a completed Performance Evaluation (**Attachment 2**). Any other pertinent documents shall be attached; such as, letters of resignation, doctor's return to work documentation, memos explaining and recommending proposed actions and other related documents.
- 7.3 Department transfers require Department Head approvals from both the originating *and* receiving departments.
- 7.4 When processing a disciplinary action, the department must submit supporting documentation to Human Resources.
- 7.5 PAF's appointing a new hire require prior approval of a Personnel Requisition and approved Recruitment Request Form, if applicable. Appointing above D-Step requires additional approval by the City Manager or designee via the "New Hire Upper Step Justification Memo" (**Attachment 3**).
- 7.6 The completed PAF, including all attachments, shall be submitted to the Director of Human Resources for review and approval at least one pay period prior to the desired effective date.
- 7.7 The PAF shall have all required approvals prior to the implementation of the proposed action.
- 7.8 Human Resources will file a copy of the PAF and supporting paperwork in the official personnel file; copies will be shared with the Finance Department/Payroll Division and the originating department via the electronic repository. The originating department shall distribute a copy to the employee.


*Attachment:*

1. [Personnel Action Form – Laserfiche Online form](#)
2. [Performance Evaluation Form](#)
3. [New Hire Upper Step Justification Memo](#)

*Distribution:*

All employees may access the Administrative Regulations via the [SurfNet](#) or City website: [www.huntingtonbeachca.gov/AR](http://www.huntingtonbeachca.gov/AR)

  
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Department Director  
Human Resources

  
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Approved as to Form  
Michael Gates, City Attorney

  
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Eric G. Parra  
Interim City Manager



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## Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE