

2023



OFFICE OF HUMAN RESOURCES, TRAINING & DEVELOPMENT

Submission Deadlines to the Office of Human Resources for Monthly BOT Approval

<u>Employment details requiring Board Approval must be received ON or BEFORE the OHRTD deadline.</u>		2023 BOARD MEETING DATES
OHRTD DUE DATES for monthly BOT Approval:		
Credit, Non-Credit, Requests for Contract, and Regular/Salaried PAFs	Submitted and signed TEAs	
Tues. 12/20/2022	Thurs. 01/05/2023	January 17, 2023
Wed. 01/26/2023– Spring CR FACULTY OVERLOADS	Thurs. 02/02/2023	February 16
Wed. 03/01/2022	Thurs. 03/02/2023	March 16
Wed. 03/22/2023	Thurs. 04/06/2023	April 20
Wed. 04/19/2023– SUMMER CS, CR & NCR	Thurs. 05/04/2023	May 18
Wed. 05/31/2023	Thurs. 06/01/2023	June 15
Wed. 06/28//2023 – FALL CS, CR & NCR	Thurs. 07/06/2023	July 20
Wed. 08/02/2023	Thurs. 08/03/2023	August 17
Wed. 08/16/2023– FALL CR FACULTY OVERLOADS	Thurs. 09/07/2023	September 21
Wed. 09/27/2023	Thurs. 10/05/2023	October 19
Wed. 11/01/2023	Mon. 10/30/2023	November 16
Wed. 11/15/2023– SPRING CS, CR & NCR	Mon. 11/27/2023	December 14
January 2024 TBD	TBD	January 2024 TBD

If you have any questions, please call our main line 707-256-7100, or reach out to a direct contact.

- **Michelle Bullock** – Credit & Non-Credit, Faculty Overloads, Requests for Contract, Community Service mlbullock@napavalley.edu x7104
- **Annie Chindavong** – Regular/Salaried PAF Forms achindavong@napavalley.edu x7101
- **Savanna Petri** – Temporary, Hourly TEA Forms savanna.petri@napavalley.edu – onboarding paperwork is online, contact Savanna Petri with your new hire’s email to initiate. X7103

New Hire Onboarding paperwork is required to be completed and submitted by the above deadlines.

LEGEND:			
BOT	Board of Trustees (Meeting)	PAFs	Personnel Action Forms
CR	Credit	RFC	Requests for Contract
CS	Community Service	OHRTD	Office of Human Resources, Training & Development
NCR	Noncredit	TEAs	Temporary Employee Assignments

****Hiring Freeze for Temporary Hourly Administrative Support employees remains in effect.***