

# 2023



OFFICE OF HUMAN RESOURCES, TRAINING & DEVELOPMENT  
**HUMAN RESOURCES MONTHLY SUBMISSION DEADLINES**  
 for BOT Approval

<b><u>Employment details requiring Board Approval must be received ON or BEFORE the OHRTD deadline.</u></b>		<b>2023 BOARD MEETING DATES</b>
<b>Deadline for Credit, Non-Credit, Requests for Contract, and Regular/Salaried PAFs</b>	<b>Deadline for TEAs</b>	
Tues. 12/20/2022	Thurs. 01/05/2023	January 17, 2023
Wed. 01/26/2023– Spring <b>CR</b> 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 <b>CS, CR &amp; NCR</b>	Thurs. 05/04/2023	May 18
Wed. 05/31/2023	Thurs. 06/01/2023	June 15
Wed. 06/28//2023 – FALL <b>CS, CR &amp; NCR</b>	Thurs. 07/06/2023	July 20
Wed. 08/02/2023	Thurs. 07/27/2023	August 10 (2 <sup>nd</sup> Thurs)
Wed. 08/16/2023– FALL <b>CR</b> FACULTY OVERLOADS	Thurs. 08/31/2023	September 14 (2 <sup>nd</sup> Thurs)
Wed. 09/27/2023	Thurs. 10/05/2023	October 19
Wed. 11/01/2023	Thurs. 11/02/2023	November 16
Wed. 11/15/2023– SPRING <b>CS, CR &amp; NCR</b>	Mon. 11/27/2023	December 14 (2 <sup>nd</sup> Thurs)
January 2024 TBD	Mon. 12/19/2023	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](mailto:mlbullock@napavalley.edu) x7104
- **Annie Chindavong** – Regular/Salaried PAF Forms [achindavong@napavalley.edu](mailto:achindavong@napavalley.edu) x7101
- **Savanna Petri** – Temporary, Hourly TEA Forms [savanna.petri@napavalley.edu](mailto: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.*

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

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