

DIRECTIONS FOR REVISIONS TO ESA and/or PEX

For ESA REVISIONS use the P-132A-R form

For PEX REVISIONS use the P-132P-R form

To complete an ESA/PEX Revision Form:

- Use the ESA Revision or PEX Revision to make changes to an existing ESA/PEXs for: Start/end date(s), Hourly Rate, Total Hours, Budget, Minor changes to Description of Services, Statement of Specialized Knowledge, etc.
 - If change in employment status (ex: adjunct to LTT) then the 67% law question would need revision and possibly a change to FTE.
 - If total hours are changing then on the 67% law and/or 60% rule creditable section, the FTE will need to be revised.
 - If there are minor change(s) (i.e., a specific job duty) to the Description of Services to be Rendered then the revision form can be used (check one of the boxes – adding to or making a revision to original description). If significant revisions are needed to the Description of Services, a new ESA or PEX may be required.
 - (PEX only) Revisions to the Statement of Specialized Knowledge / Expertise - Complete if additional/revised description of services to be rendered require specialized knowledge/expertise not listed on original/last revised PEX
- Employees must sign the revision page for all changes.
 - Exception to this rule: if a budget change is the ***only*** revision taking place – then the employee does NOT need to sign the revision.
- An Authorized Signer must sign.
- Submit the P-132A-R or P-132P-R form to: hr-employeeAgreements@losrios.edu
Note: Submit only one employee's revision per email