

## **Personnel Action Form**

| Jefferson, Troy R.   City   State   Zip   |   |                                  |   |  |  | Human Resour   | ces |  |
|---|---|----------------------------------|---|--|--|--|-----|--|
| Part I: Check all that apply  Classification:  O Administrative/Professional Staff Faculty Support Staff Faculty Fart II: Assignment/Accounting Number of months/weeks below notes how the position is funded, it does not guarantee employment status for a person.  All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.  Support Staff employees are at-will employees.  CURRENT Division/Unit:  Job Vacancy No: (if applicable)  Dob Title/Position:  Specialized Area:  Funded in which FY?  Position No. (NBAPOSN):  Support Staff Date:  O Adnual Funded in which FY?  Position No. (NBAPOSN):  Funded in which FY?  Position No. (NBAPOSN):  I femporary, anticipated termination date:  PROPOSED  Division/Unit:  Job Vacancy No: (if applicable)  1905 A 011  Job Title/Position:  Job Vacancy No: (if applicable)  1905 A 011  Job Title/Position:  Specialized Area:  Student Life  Budgeted Position?  O Yes O No Name of Replaced Employee: n/a  Funded in which FY? FY20  Position No. (NBAPOSN):  DIRO31  Compensation:  O Annual Funded in which FY? FY20  Position No. (NBAPOSN):  DIRO31  Compensation:  O Annual Funded in which FY? FY20  Position No. (NBAPOSN):  DIRO31  Compensation:  O Annual Funded in which FY? FY20  Position No. (NBAPOSN):  Director of Student Life  Budgeted Position?  Other (explain)  Start Date:  O Al-will-employee  If temporary, anticipated termination date:   | Banner ID #   |                                  | First                                   | Middle In                                | itial  | Telephone  |     |  |
| Classification:   | Address   |                                  |   | City                                     | State Zip  |  |     |  |
| Extension   Salary Adjustment   Separation (date:   Support Staff   Stacily   Support Staff   Seculty   Support Staff   Separation (date:   Separation (date:   Support Staff employees are will employees are will employees are will employees.   Support Staff employees are employed according to WCIC Policies and Procedures.   Support Staff employees are employed according to WCIC Policies and Procedures.   Support Staff employees are employees are employed according to WCIC Policies and Procedures.   Support Staff employees are employees are employeed according to WCIC Policies and Procedures.   Support Staff employees are employee according to WCIC Policies and Procedures.   Support Staff employees are employeed according to WCIC Policies and Procedures.   Support Staff (Non-Contract) employees are employeed according to WCIC Policies and Procedures.   Support Staff (Non-Contract) employees are employeed according to WCIC Policies and Procedures.   Support Staff (Non-Contract) employees are employeed according to WCIC Policies and Procedures.   Support Staff (Non-Contract) employees are employeed according to WCIC Policies and Procedures.   Support Staff (Non-Contract) employees are employee employee employees are employee employee employees are employee employees and employees are employee employees and employees are employee and excert employees   Support Staff (Non-Contract)   Support Staff (Non-Contract)   Support Staff (Non-Con |   |                                  |   |  |  |  |     |  |
| All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures.  Support Staff employees are at-will employees.  CURRENT Division/Unit:  Job Vacancy No.: (if applicable)  Budgeted Position?   | Administrative/Professional S Faculty Support Staff Temporary Full-Ti | Other (e                         | explain)                                |  |  |  |     |  |
| CURRENT Division/Unit:   Job Vacancy No. (if applicable)  | All Administrative/Professional and F                                 | Faculty (Contract) and Support S | otes how the posit<br>taff (Non-Contrac | tion is funded; it does n                | ot guarantee emp   | loyment status for a person. WCJC Policies and Procedures. |     |  |
| Budgeted Position?  |   |                                  |   |  | Job Vacancy No.: (if applicable)                                     |  |     |  |
| Budget Number:  Compensation:  Sched Hourly Grade Step Start Date:  End Date:  Position is funded for the following number of months/weeks:  9 months 10 ½ months 12 months Other (specify)  PROPOSED Division/Unit: Instruction  Job Title/Position: Director of Student Life  Budgeted Position?  | Job Title/Position:   |                                  |   |  | Specialized Area:  |  |     |  |
| Compensation:    Annual   Sched   Hourly   Step   Hourly Rate: (Part-time only)   | Budgeted Position? O Yes O No   |                                  |   |  | Funded in which FY?  |  |     |  |
| \$  | Budget Number:  |                                  |   |  | Position No. (NBAPOSN):  |  |     |  |
| Start Date:  End Date:  End Date:  Position is funded for the following number of months/weeks:  9 months  10 ½ months  12 months  Other (specify)  PROPOSED  Division/Unit: Instruction  Job Title/Position: Director of Student Life  Budgeted Position?  © Yes  No  Name of Replaced Employee: n/a  Budget Number:  1110-14103-6093-501  Compensation:  70,735  Start Date:  Part Date:  End Date:  Per contract  If temporary, anticipated termination date:   | •   | Mourly Grade                     |   |  | \$ per hr x hrs/wk x wks =   |  |     |  |
| Position is funded for the following number of months/weeks:  O 9 months O 10 ½ months O 12 months O Other (specify)  PROPOSED Division/Unit: Instruction  Job Title/Position: Director of Student Life  Budgeted Position? O Yes O No Name of Replaced Employee: n/a  Budget Number: 1110-14103-6093-501  Compensation: \$ 70,735  O Annual O Hourly Grade 10 Step 10  At-will-employee  If temporary, anticipated termination date:   | Start Date:   |                                  |   |  |  |  |     |  |
| Instruction  Job Title/Position: Director of Student Life  Budgeted Position?   | Position is funded for the following number of months/weeks:          |                                  |   |  |  |  |     |  |
| Director of Student Life  Budgeted Position?  |   |                                  |   |  |  |  |     |  |
| Budget Number: 1110-14103-6093-501   Position No. (NBAPOSN): DIR031   |   |                                  |   |  |  |  |     |  |
| Compensation:  \$ 70,735    Oher (explain)   Sched CA   Grade 10   Step 10    Start Date: 09/03/2019   Oher (explain)   Sched CA   Grade 10   Step 10   Step 10   Step 10   Step 10   If temporary, anticipated termination date:   |   |                                  |   |  |  |  |     |  |
| \$ 70,735  Other (explain)  Start Date: 09/03/2019  | Budget Number: 1110-14103-6093-501                                    |                                  |   |  | Position No. (NBAPOSN): DIR031                                       |  |     |  |
| Start Date: 09/03/2019 (b - ) - , 9   |   | O Hourly                         | Grade 10                                |  | $\frac{n/a}{}$ per hr x $\frac{n/a}{}$ hrs/wk x $\frac{n/a}{}$ wks = |  |     |  |
| · · · ·   | Start Date: 09/03/2019  | 9-15-19 2                        |   |  | If temporary, a n/a  | nticipated termination date:                               |     |  |
| Position is funded for the following number of months/weeks:  9 months  10 ½ months  12 months  Other (specify)   |   |                                  |   |  |  |  |     |  |
| Explanation of Action:  | Explanation of Action:  |                                  |   |  |  |  |     |  |
| Part III: Position/Budget Authorization   | Part III: Position/Budget Authoriza                                   | tion                             |   |  |  |  |     |  |
| Recommended by Supervisor/Department Head Date Approved by Dean Date  |   |                                  |   | Approved by Dean Date                    |  |  |     |  |
| Approved by Division Chair  Date  Approved by Vice President  Date  | Approved by Division Chair Date                                       |                                  |   | Approved by Vice President Date          |  |  |     |  |
| Approved by Cabinet Level Supervisor  Date  Reviewed by Human Resources  Date  8-9-8  | Approved by Cabinet Level Supervisor Date                             |                                  |   | Reviewed by Human Resources  Date  9-9-1 |  |  |     |  |
| Budget Approval  Date Approved by President  Date  Date   | BAN   | Approved by President Date       |   |  |  |  |     |  |
| Reg. 821 HR Requisition Number A 1908 0032 Revised May 29, 2014   | OID (Decom  | Number A 1908 00                 | 32                                      | mon a                                    | RCHIVE   | Revised May 29, 2014                                       |     |  |

Vice President of Instruction
Date: 8 7 9 Initial: