

Personnel Action Form
 Human Resources

Banner ID #		Last Name		First		Middle Initial		Telephone			
		Mutua, Jonah									
Address				City		State		Zip			
Part I: Check all that apply											
Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff			<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)			<input checked="" type="checkbox"/> Other (explain) change from temp to regular					
<input type="radio"/> Temporary <input checked="" type="radio"/> Regular		<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time									
Part 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: Math and Physical Sciences						Job Vacancy No.: (if applicable) 1801 F 002					
Job Title/Position: Temporary Instructor of Mathematics						Specialized Area: Mathematics					
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No						Funded in which FY? FY19					
Budget Number: 1110-14305-6091-100						Position No. (NBAPOSN): MAT06T					
Compensation: \$ 49,050		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched <u>FAC</u> Grade <u>1</u> Step <u>8</u>		Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year					
Start Date: 08/20/18		End Date: N/A		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date: 05/31/19					
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)											
PROPOSED Division/Unit: Math and Physical Sciences						Job Vacancy No.: (if applicable) 1902 F 007					
Job Title/Position: Instructor of Mathematics						Specialized Area: Mathematics					
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No						Name of Replaced Employee: Kirby Pressly					
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No						Funded in which FY? FY19					
Budget Number: 1110-14305-6091-100						Position No. (NBAPOSN): MAT006					
Compensation: \$ 49,050		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched <u>FAC</u> Grade <u>1</u> Step <u>8</u>		Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year					
Start Date: 06/01/19				<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date: N/A					
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)											
Explanation of Action:											
Part III: Position/Budget Authorization											
Recommended by Supervisor/Department Head				Date		Approved by Dean				Date	
Approved by Division Chair				Date		Approved by Vice President				Date	
Jennifer Mauch						<i>JLM</i>				2-12-19	
Approved by Cabinet Level Supervisor				Date		Reviewed by Human Resources				Date	
						<i>Judy Jones</i>				02/14/19	
Budget Approval				Date		Approved by President				Date	
<i>B. Stovall</i>				2/14/19		<i>Boyd Meluh</i>				2-25-19	

RECEIVED
 Vice President of Instruction
 Date **2/17/19** Initial: **JC**

