

Personnel Action Form
Human Resources

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|---|--|---|--|--|
| Banner ID # @ | Last Name Jones | First Judy | Middle Initial | Telephone |
| Address | | City | | State Zip |
| Part I: Check all that apply | | | | |
| Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular | | <input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | | <input type="checkbox"/> Other (explain) |
| <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: Administration | | | Job Vacancy No.: (if applicable) | |
| Job Title/Position: Director of Human Resources | | | Specialized Area: | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? FY 19 | |
| Budget Number: 1110.117.6093.6002 | | | Position No. (NBAPOSN): DIR004 | |
| Compensation: \$ 83,401.00 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched <u>CA</u> Grade <u>1</u> Step <u>38</u> | Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: 09-08-99 | End Date: | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: | |
| Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify) | | | | |
| PROPOSED Division/Unit: Administration | | | Job Vacancy No.: (if applicable) | |
| Job Title/Position: Director of Human Resources | | | Specialized Area: | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Name of Replaced Employee: | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? FY 19 | |
| Budget Number: 1110.117.6093.6002 | | | Position No. (NBAPOSN): DIR004 | |
| Compensation: \$ 93,402.00 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched <u>CA</u> Grade <u>15</u> Step <u>38</u> | Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: 07/01/19 | End Date: | <input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract | If temporary, anticipated termination date: | |
| Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" 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 | |
| Approved by Division Chair | | Date | Approved by Vice President | |
| Approved by Cabinet Level Supervisor | | Date | Reviewed by Human Resources | |
| Budget Approval | | Date | Approved by President | |
| <i>Betty G. Maluch</i> | | 6-10-19 | <i>[Signature]</i> 6-13-19 | |
| <i>B. Kocian</i> | | 6/13/19 | <i>Betty G. Maluch</i> 6-13-19 | |