

COPY



**Personnel Action Form**  
Human Resources

Banner ID #	Last Name Mauch, Jennifer	First	Middle Initial	Telephone	
Address		City		State Zip	
<b>Part I: Check all that apply</b>					
<b>Classification:</b> <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time		<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input checked="" type="checkbox"/> Other (explain) change in contract length from 10.5 to 12 month	
<b>Part II: Assignment/Accounting</b> 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.					
<b>CURRENT</b> Division/Unit: Math & Physical Science			Job Vacancy No.: (if applicable) 1203 F 021		
Job Title/Position: Instructor of Math			Specialized Area: Math		
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): MAT010		
Compensation: \$ 61,890		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 16 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 01/12/15		End Date: N/A	<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 type="radio"/> 9 months <input checked="" type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
<b>PROPOSED</b> Division/Unit: Math & Physical Science			Job Vacancy No.: (if applicable) 1203 F 021		
Job Title/Position: Instructor of Math			Specialized Area: Math		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: N/A		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY19		
Budget Number: 1110-14305-6091-100 37.5% 1110-14600-6091-100			Position No. (NBAPOSN): MAT010		
Compensation: \$ 70,735		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 1 _____ Step 16 _____	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 01/01/19		<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 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: Assume division chair duties					
<b>Part III: Position/Budget Authorization</b>					
Recommended by Supervisor/Department Head		Date	Approved by Dean		
Approved by Division Chair		Date	Approved by Vice President Luc 12-14-18		
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources Judy J. Jones DP 01/02/19		
Budget Approval B. P. Kocis		Date 1/2/19	Approved by President Betty L. Meeks 1-2-19		