



Personnel Action Form

Human Resources

Banner ID # @		Last Name Zekavat, Taraneh		First	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular		<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input 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:				Job Vacancy No.: (if applicable)		
Job Title/Position:				Specialized Area:		
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No				Funded in which FY?		
Budget Number:				Position No. (NBAPOSN):		
Compensation:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____	Hourly Rate: (Part-time only)			
\$		Grade _____	\$ _____ per hr x _____ hrs/wk x _____ wks =			
		Step _____	\$ _____ per year			
Start Date:	End Date:	<input type="radio"/> At-will-employee <input 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 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)						
PROPOSED Division/Unit:				Job Vacancy No.: (if applicable)		
Instruction				1608 A 015		
Job Title/Position:				Specialized Area:		
Director of AEL				AEL		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: Cyrus Johnson		Funded in which FY? FY17		
Budget Number: 218911-6012-6185-1012				Position No. (NBAPOSN): DIR25T		
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA _____	Hourly Rate: (Part-time only)			
\$ 62,068		Grade 1 _____	\$ N/A per hr x _____ hrs/wk x _____ wks =			
		Step 10 _____	\$ _____ per year			
Start Date: 09/01/16		<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date:		
08/31/17						
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ 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		Date	
Approved by Division Chair		Date	Approved by Vice President		Date	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources		Date	
Budget Approval		Date	Approved by President		Date	