

**Personnel Action Form
Human Resources**

Banner ID # @	Last Name Kocian, Bryce	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 type="radio"/> Temporary <input checked="" 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: Administrative Services	Job Vacancy No.: (if applicable) N/A
Job Title/Position: Vice President of Administrative Services	Specialized Area: Administrative Services
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Budget Number: 1110-1301-6093-6002	Position No. (NBAPOSN): ADV002
Compensation: \$ 107,429 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched VP _____ Grade 13 _____ Step 57 _____ Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 05/08/89 End Date: N/A	<input type="radio"/> At-will-employee <input checked="" 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 1/4 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Administrative Services	Job Vacancy No.: (if applicable) N/A
Job Title/Position: Vice President of Administrative Services	Specialized Area: Administrative Services
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: N/A	Funded in which FY? FY19
Budget Number: 1110-1301-6093-6002	Position No. (NBAPOSN):
Compensation: \$ 122,770 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched VP _____ Grade 13 _____ Step 80 _____ Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 06/19/19	<input type="radio"/> At-will-employee <input checked="" 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 1/4 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

[Handwritten signatures and dates: 4/13/19, 6-13-19]