

Personnel Action Form
Human Resources

Banner ID #	Last Name Klotz	First Kevin	Middle Initial	Telephone
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="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 type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) change from part time to full time
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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 checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY?
Budget Number:		Position No. (NBAPOSN):
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
\$	Sched _____ Grade _____ Step _____	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Start Date:	End Date:	If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit:		Job Vacancy No.: (if applicable)
Communication and Fine Arts/Visual and Performing Arts		1508 F 049
Job Title/Position:		Specialized Area:
Instructor of Music/Director of Choirs		Music
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Richard Vandewalker	Funded in which FY? FY16
Budget Number: 1110-14505-6091-100		Position No. (NBAPOSN): MUS003
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
\$ 54,550	Sched F Grade 7 Step 10	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Start Date: 08/22/2016		If temporary, anticipated termination date: N/A

Position is funded for the following number of months/weeks:
☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ 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
Patrick Ralls		Jac	5-4-16
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
		Judy Jones	05/04/16
Budget Approval	Date	Approved by President	Date
B. Okona	5/4/16	Betty L. Melick	5-4-16