

Personnel Action Form
 Human Resources

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|-------------|------------------------------------|-------|----------------|-----------|
| Banner ID # | Last Name Voulgaris, Michael D. | First | Middle Initial | Telephone |
| Address | | City | State | Zip |

Part I: Check all that apply

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|--|--|---|
| 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"/> Regular | <input type="radio"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain) Extending to include Fall 2020 and Spring 2021. |
| <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.

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| CURRENT Division/Unit: Vocational Science | Job Vacancy No.: (if applicable) 1907 F 041 |
| Job Title/Position: Temporary Instructor of Automotive Technology | Specialized Area: Automotive Technology |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY20 |
| Budget Number: 1110-14803-6091-102 | Position No. (NBAPOSN): CAR01T |
| Compensation: \$ 58,973 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Hourly Rate: (Part-time only) \$ <u> </u> per hr x <u> </u> hrs/wk x <u> </u> wks = \$ <u> </u> per year |
| Start Date: 08/19/19 | End Date: _____ <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract |
| If temporary, anticipated termination date: 07/10/20 | |

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

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|--|--|
| PROPOSED Division/Unit: Vocational Science | Job Vacancy No.: (if applicable) 1907 F 041 |
| Job Title/Position: Temporary Instructor of Automotive Technology | Specialized Area: Automotive Technology |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY21 |
| Name of Replaced Employee: n/a | |
| Budget Number: 1110-14803-6091-102 | Position No. (NBAPOSN): CAR01T |
| Compensation: \$ 58,973 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Hourly Rate: (Part-time only) \$ <u> </u> per hr x <u> </u> hrs/wk x <u> </u> wks = \$ <u> </u> per year |
| Start Date: 08/24/20 | End Date: _____ <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract |
| If temporary, anticipated termination date: 07/09/21 | |

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

Explanation of Action:
 Extend benefits to include summer months.

Part III: Position/Budget Authorization

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|---|-------------------|-----------------------------|-----------------|
| Recommended by Supervisor/Department Head | Date | Approved by Dean | Date |
| Approved by Division Chair | Date | Approved by Vice President | Date |
| Timothy W Guin | | Leigh Ann collins | |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources | Date |
| Budget Approval | Date | Approved by President | Date |
| B. Stacia | 05/29/2020 | <i>[Signature]</i> | 05/29/20 |