

Personnel Action Form
Human Resources

Banner ID #	Last Name Porras, Andrew "Trey"	First	Middle Initial	Telephone
Address		City		State Zip
Part I: Check all that apply				
Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular		<input type="checkbox"/> New Employee <input checked="" 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: Administration			Job Vacancy No.: (if applicable) 1908 F 046	
Job Title/Position: Head Baseball Coach/Instructor of Kinesiology			Specialized Area: Athletics-Baseball	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY20	
Budget Number: 1110-14309-6091-100 70.9%, 3914-354-6091-901 29.10%			Position No. (NBAPOSN): BBC01T	
Compensation: \$ 49,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 7	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 06/01/20	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 08/31/20
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Administration			Job Vacancy No.: (if applicable) 1908 F 046	
Job Title/Position: Head Baseball Coach/Instructor of Kinesiology			Specialized Area: Athletics-Baseball	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: n/a	
Budget Number: 1110-14309-6091-100 70.9%, 3914-354-6091-901 29.10%			Position No. (NBAPOSN): BBC01T	
Compensation: \$ 49,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 7	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/24/20		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 05/31/21
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action: In addition to Fall 2020 and Spring 2021, benefits should be extended during 2021 summer months.				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head <i>Keith Cade</i>		Date 8/20/20	Approved by Dean Date	
Approved by Division Chair <i>Keith Cade</i>		Date 8/20/20	Approved by Vice President Date	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>Judy Jones</i> <i>ls</i> Date 8/24/2020	
Budget Approval <i>B. Pacion</i>		Date 8/24/2020	Approved by President <i>Billy Nelson</i> Date 8-24-20	