



Personnel Action Form

Human Resources

Banner ID #	Last Name Svatek, Johnnie R.	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"/> Full-Time <input type="radio"/> Regular <input type="radio"/> Part-Time		<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)	
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: Student Services			Job Vacancy No.: (if applicable) 1206 A 022		
Job Title/Position: Student Recruiter/Academic Advisor			Specialized Area: Student Recruiting		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY16		
Budget Number: 1110-14110-6093-501			Position No. (NBAPOSN): AVR004		
Compensation: \$ 58,068		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 8	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 09/01/07		End Date: N/A	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract		If temporary, anticipated termination date: 08/31/16
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: Student Services			Job Vacancy No.: (if applicable) 1206 A 022		
Job Title/Position: Student Recruiter/Academic Advisor			Specialized Area: Student Recruiting		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: N/A			Funded in which FY? FY17		
Budget Number: 1110-14109-6093-501			Position No. (NBAPOSN): AVR004		
Compensation: \$ 58,068		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched AA Grade 1 Step 8	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 09/01/16		<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> 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: renewal with employee's salary moved to a different account					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head <i>Julie Garman</i>		Date	Approved by Dean <i>Dr. Robert</i>		Date
Approved by Division Chair <i>Dr. Robert</i>		Date	Approved by Vice President <i>Jeff Jones</i>		Date
Approved by Cabinet Level Supervisor <i>Dr. Robert</i>		Date	Reviewed by Human Resources <i>Jeff Jones</i> 8-1-16		Date
Budget Approval <i>B. Stocia</i>		Date	Approved by President <i>Dr. Robert</i> 8-1-16		Date

[Handwritten signature]