

Personnel Action Form
 Human Resources

Banner ID #		Last Name Quinn, Paul J.		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 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:				Job Vacancy No.: (if applicable)		
Job Title/Position:				Specialized Area:		
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No				Funded in which FY?		
Budget Number:				Position No. (NBAPOSN):		
Compensation:		<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date:		End Date:		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)						
PROPOSED Division/Unit:				Job Vacancy No.: (if applicable)		
Instruction				1901 A 002		
Job Title/Position: Dean of Vocational Instruction				Specialized Area: Vocational Instruction		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: Megan Costanza		Funded in which FY? FY19		
Budget Number: 1110-1409-6093-400				Position No. (NBAPOSN): DEA006		
Compensation:		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched <u>D</u> Grade <u>15</u> Step <u>20</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> 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 1/2 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

RECEIVED
 Vice President of Instruction
 Date: 5/17/19 Initial: TC

