

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Personnel ID # | Last Name Novak, Kerri | 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 checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | | <input type="checkbox"/> Other (explain) 1 month extension for temporary replacement of Assistant Director of HR. |
| <input type="radio"/> Full-Time <input checked="" 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) n/a | |
| Job Title/Position: Temporary Assistant Director of Human Resources | | | Specialized Area: Human Resources | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? FY19 | |
| Budget Number: 1110-117-6093-6002 | | | Position No. (NBAPOSN): ADR03T | |
| Compensation: \$ 58,735 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched <u>AA</u> Grade <u>1</u> Step <u>5</u> | Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: 08/01/19 | End Date: n/a | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 09/30/19 | |
| Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) | | | | |
| PROPOSED Division/Unit: Administration | | | Job Vacancy No.: (if applicable) n/a | |
| Job Title/Position: Temporary Assistant Director of Human Resources | | | Specialized Area: Human Resources | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Name of Replaced Employee: Deb Popek | |
| Funded in which FY? FY20 | | | | |
| Budget Number: 1110-117-6093-6002 | | | Position No. (NBAPOSN): ADR03T | |
| Compensation: \$ 59,402 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched <u>AA</u> Grade <u>1</u> Step <u>5</u> | Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: 10/01/19 | | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 10/31/19 | |
| Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) 5 weeks | | | | |
| Explanation of Action: Assistant Director of HR is out on FMLA. | | | | |
| Part III: Position/Budget Authorization | | | | |
| Recommended by Supervisor/Department Head <i>Judy J. Jona</i> | | Date | Approved by Dean Date | |
| Approved by Division Chair <i>Judy J. Jona</i> | | Date | Approved by Vice President Date | |
| Approved by Cabinet Level Supervisor Date | | Reviewed by Human Resources Date | | |
| Budget Approval <i>B. Kocian</i> | | Date 9/17/19 | Approved by President <i>Debra A. Moll</i> 9-17-19 | |