



Personnel Action Form

Human Resources

Banner ID #	Last Name Whitley	First Kelley	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 type="radio"/> Temporary <input checked="" type="radio"/> Regular		<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input checked="" type="checkbox"/> Other (explain) Change in contract length from 9 months to 10.5 month	
<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: Life and Physical Sciences			Job Vacancy No.: (if applicable) 1511 F 070		
Job Title/Position: Head of Chem/Phys/Eng Department			Specialized Area: Chem, Physics, Engineering		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY16		
Budget Number: 1110.14302.6091.100			Position No. (NBAPOSN): CHM007		
Compensation: \$ 49,550		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>13</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 01/11/16		End Date: N/A		<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 checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
PROPOSED Division/Unit: Life and Physical Sciences			Job Vacancy No.: (if applicable) 1511 F 070		
Job Title/Position: Head of Chem/Phys/Eng Department			Specialized Area: Chem, Physics, Engineering		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: N/A		
Funded in which FY? FY16					
Budget Number: 1110.14302.6091.100			Position No. (NBAPOSN): CHM007		
Compensation: \$ 57,807		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>13</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 08/22/16		<input checked="" 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 checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
Explanation of Action:					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head <i>[Signature]</i>		Date 5/27/2016		Approved by Dean <i>[Signature]</i>	
		Date 5/27/16		Approved by Vice President <i>[Signature]</i> 6-1-16	
Approved by Division Chair <i>[Signature]</i>		Date		Reviewed by Human Resources <i>[Signature]</i> 6-7-16	
Approved by Cabinet Level Supervisor <i>[Signature]</i>		Date		Approved by President <i>[Signature]</i> 6-7-16	
Budget Approval <i>[Signature]</i>		Date 6/7/16		Approved by President <i>[Signature]</i> 6-7-16	

[Handwritten initials]