WENATCHEE VALLEY COLLEGE

**Personnel Action Form - Civil Service, Exempt & Faculty**

**INSTRUCTIONS**

• Sections 1, 2, part of 3 and 4 to be completed by human resources.  New Position (email job description to HR)

• Section 3 and 3.5; administrator completes **(blue highlighted cells**).

• Section 5 signed by appropriate personnel.  Replacement For:

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| **SECTION 1 – TYPE OF ACTION** |
| New Hire  Transfer  Reassignment  Leave With Pay  Retirement  Permanent Assignment  Promotion  Temporary Change of Assign.  Leave Without Pay  Resignation  Temporary Assignment  Reclassification  Return From LWOP  Other  Explanation of action, if needed, or other comments:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION 2 – EMPLOYEE** | | | |
| Last Name | First Name | Middle Initial | Employment I.D. |

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| **SECTION 3 – NEW STATUS** | | | | | | | | | | | | |
| Job Title | | | | | Position Number | | Empl Record | | Bargaining Unit | Job Class Code | | |
| Department | | | Supervisor | | | | | | FTE (% of full-time) | Term (months per year) | | |
| Combo Code | Fund (101,149) | Class Field (081, 083) | | Department (1T020) | | | | % of Total | PID | | Range | Step |
| Combo Code | Fund (101,149) | Class Field (081, 083) | | Department (1T020) | | | | % of Total | Salary  $  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Month  Annual | | | |
| Combo Code | Fund (101,149) | Class Field (081, 083) | | Department (1T020) | | | | % of Total |
| Effective Dates  Begin: End: | | | | | | Last Day in Pay Status | | | Permanent Status Begins/Trial Service Ends | | | |

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| **SECTION 3.5 – FUNDING FOR NEW POSITION** | | | | | |
| Fund | Class | Dept. | Amount  $ | New Position G&S/Travel Year 1 | G&S/TRAVEL Year 2 |
| Additional Information | | | | | |

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| **SECTION 4 – FORMER POSITION STATUS AND LEAVE INFORMATION** | | | | | | |
| Job Title | | Position Number | Empl Record | Bargaining Unit | Job Class Code | |
| Department | Supervisor | | | FTE (% of full-time) | Term (months per year) | |
| **LEAVE INFORMATION - SEPARATION ONLY**  Sick Leave:  Not Cashed Out  Sick Leave:  CO @ 25%\*  Personal Holiday Taken:  Yes  No  N/A  Vacation Leave:  Hours Cashed Out  Comp Leave Retained  Comp Time:  Hours Cashed Out  Non Comp/PRL Leave Retained   Vacation Leave Retained  Separated in ctcLink on   Other/Remarks:  Updated TIAA:  Yes  No  N/A  PERS/TRS | | | | PID | Range | Step |
| Salary  $  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Month  Annual | | |

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| **SECTION 5 – SIGNATURES** | **APPROVALS** | |
| Administrator/Supervisor Date | Vice President (if needed) Date | Human Resources/AA Officer Date |
| Budget Manager Date | Other (if needed) Date | President (required for new positions) Date |

**Distribution:** Original to human resources; copy to budget/HR shared folder and hire file (if new hire or promotion) To Budget/HR Folder: \_\_\_