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 DatesBegin: 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: \_\_\_