

President's Cabinet

November 3, 2020

MT. SAN ANTONIO COLLEGE EMPLOYEE CHANGE OF STATUS

Employee Name: _____ BANNER ID: _____
Effective Date of Change: 09/08/20 *Effective End Date: 1/31/21

☒ Classified ☐ Confidential ☐ Faculty ☐ Supervisory ☐ Manager

TYPE OF ACTION(S)	FROM	TO
<input type="checkbox"/> PERMANENT CHANGE(S) <input type="checkbox"/> Account Number <input type="checkbox"/> Departmental Change <input type="checkbox"/> Hours <input type="checkbox"/> Months <input type="checkbox"/> Promotion <input type="checkbox"/> Reclassification <input type="checkbox"/> Shift Change <input type="checkbox"/> Add Shift Differential <input type="checkbox"/> Remove Shift Differential <input type="checkbox"/> Other <input type="checkbox"/> SEPARATION <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Assignment <input type="checkbox"/> Lay Off <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Other <input type="checkbox"/> TEMPORARY CHANGE(S) <input type="checkbox"/> Additional Assignment (P/T Classified Employees) <input type="checkbox"/> Administrative Leave <input type="checkbox"/> Change of hours/months <input type="checkbox"/> Percentage of Full-Time <input type="checkbox"/> Increase from _____ to _____ <input type="checkbox"/> Substitute/Interim Out-Class <input type="checkbox"/> Decrease from _____ to _____ <input checked="" type="checkbox"/> Other	Job Title: <u>Custodian</u> Department: <u>Custodial- FP&M</u> Account No: <u>11000 625000 212000 653000</u> Percentage: <u>100%</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>2</u> Days of Week: <u>M-F</u> Shift Hours: <u>10:00 p.m. to 6:00 a.m.</u> BUDGET USE ONLY Contract No.: _____ HUMAN RESOURCES USE ONLY Range: Step: <u>B-39, Step 2</u> Longevity: _____ Differential: <u>5%</u> Job FTE: <u>1.00</u> Pay Rate: \$ <u>4,024.86</u>	Job Title: <u>Lead Custodian</u> Department: <u>Custodial- FP&M</u> Account No: <u>1000 625000 212000 653000</u> Percentage: <u>100%</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>2</u> Days of Week: <u>M-F</u> Shift Hours: <u>5:00 a.m. to 1:30 p.m.</u> BUDGET USE ONLY Position No.: <u>CBT</u> Contract No.: _____ HUMAN RESOURCES USE ONLY Range: Step: <u>B-52, Step 1</u> Longevity: _____ Differential: <u>N/A</u> Job FTE: <u>1.00</u> Pay Rate: \$ <u>4,164.30</u>
EXPLANATION OF CHANGE (attach additional documentation if necessary): <p>Subbing for current employee CB9968, Lead Custodian, who is out on pay leave.</p> <p>OUT-OF-CLASS ASSIGNMENT</p>		

OK J. Nellesen
Kenneth McAlpin

Manager (Print name and sign) _____
DN: C
Digitally signed by Kenneth McAlpin
lass=US,
E=kmcaldin@mtsac.edu, O=Mt San
Antonio College, OU=Facilities
Planning and Management,
CN=Kenneth McAlpin
Date: 2020.08.28 09:30:17-07'00'

Maria Cetina
10/16/20
HR Technician Signature _____
Date _____

h r
09.29.2020
V.P. of assigned Division Signature _____
Date _____

Assoc. V.P., Fiscal Services Signature _____
Date _____

V.P., Human Resources Signature _____
Date _____

President/CEO Signature _____
Date _____

SEND ORIGINAL TO HUMAN RESOURCES

*Temporary Assignments MUST have a projected end date (no greater than the end of the fiscal year). A new form must be submitted to the Office of Human Resources every fiscal year and MUST be Board Approved PRIOR to changing the employee's status.
Employee should not work in requested assignment until after Board Approval.

HUMAN RESOURCES USE ONLY

Human Resources Signature _____

Date _____

Board Date _____

☐ Denied ☐ Banner
☐ Approved ☐ Payroll

**Reviewed by President's Cabinet on: _____