

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: 3/31/20

☐ 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"/> Decrease from _____ to _____ <input type="checkbox"/> Substitute/Int. (Out-of-Class) <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>4</u> Days of Week: <u>M-F</u> Shift Hours: <u>10 p.m. to 6:00 a.m.</u>	Job Title: <u>Lead 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>4</u> Days of Week: <u>M-F</u> Shift Hours: <u>10 p.m. to 6:00 a.m.</u>
	BUDGET USE ONLY Contract No.: _____	BUDGET USE ONLY Position No.: <u>CBT</u> Contract No.: _____
	HUMAN RESOURCES USE ONLY Range: Step: <u>B-39, Step 3</u> Longevity: _____ Differential: <u>5%</u> Job FTE: <u>1.00</u> Pay Rate: \$ <u>4,239.33</u>	HUMAN RESOURCES USE ONLY Range: Step: <u>B-52, Step 2</u> Longevity: _____ Differential: <u>5%</u> Job FTE: <u>1.00</u> Pay Rate: \$ <u>4,589.17</u>
EXPLANATION OF CHANGE (attach additional documentation if necessary): <div>Digitally signed by Kenneth McAlpin DN: C=US, E=kmcapin@mtsac.edu, O=Mt San Antonio College, OU=Facilities Planning and Management, CN=Kenneth McAlpin Date: 2020.08.28 09:29:14-07'00'</div> <div>Subbing for a vacant position of Lead Custodian CB9910.</div> <div>OUT-OF-CLASS ASSIGNMENT</div>		

Kenneth McAlpin

Manager (Print name and sign)

Maria Cetina

HR Technician Sign

09.29.2020

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: _____



Facilities Planning & Management
(909) 594-5611, Ext. 4850

Date: October 26, 2020

To: Gary Nellesen
Executive Director, Facilities Planning and Management

From: Kenneth McAlpin
Manager, Custodial Services

Subject: Request to Fill (RTF) – Lead Custodian

The Custodial Department has operated for an extended period of time without filling this position. The employee assigned to this position retired effective January of 2020. It's important that we now fill this position on an interim basis as the daily operation relies on the Lead Custodian position to increase direct supervision as Custodians perform cleaning/disinfecting tasks in support of in person classes as well as strict adherence to a wide range of protocols related to COVID-19, including effective and timely distribution of Personal Protective Equipment, first level supervision of social distancing requirements, and appropriate response to reported incidents of COVID, or suspected COVID contact with college facilities.

Thank you for your consideration.