

**MT. SAN ANTONIO COLLEGE  
EMPLOYEE CHANGE OF STATUS**Employee Name: Clarence Banks

BANNER ID: \_\_\_\_\_

Effective Date of: April 13, 2022

\*Effective End Date: \_\_\_\_\_

Change:

☐ Classified ☐ Confidential ☐ Faculty ☒ Manager

TYPE OF ACTION(S)	FROM	TO
<input checked="" type="checkbox"/> <b>PERMANENT CHANGE(S)</b> <input type="checkbox"/> Account Number <input type="checkbox"/> Departmental Change <input type="checkbox"/> Hours <input type="checkbox"/> Months <input type="checkbox"/> Promotion <input checked="" 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"/> <b>SEPARATION</b> <input type="checkbox"/> Dismissal <input type="checkbox"/> End of Assignment <input type="checkbox"/> Lay Off <input type="checkbox"/> Release from Probation <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> 39 Month <input type="checkbox"/> Other <input type="checkbox"/> <b>TEMPORARY CHANGE(S)</b> <input type="checkbox"/> Additional Assignment (P/T Classified Employees) <input type="checkbox"/> Administrative Leave <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <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/Interim (Out-of-Class) <input type="checkbox"/> Other	Job Title: <u>Director, ASPIRE</u> Department: <u>Counseling</u> Account No: <u>11000-510000-121000-631000-1200</u> Percentage: <u>100</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>12</u> Days of Week: <u>Mon-Fri</u> Shift Hours: <u>Mon-Thur 8am-5pm, Fri 8am-4:30pm</u>	Job Title: <u>Director, Center for Black Culture and Student Success</u> Department: <u>Student Services</u> Account No: <u>17232-100260-215000-649000-2100</u> Percentage: <u>100%</u> Account No: _____ Percentage: _____ Total Hours/Week: <u>40</u> Number of Months: <u>12</u> Days of Week: <u>Mon-Fri</u> Shift Hours: <u>Mon-Thur 8am-5pm, Fri 8am-4:30pm</u>
	<b>BUDGET USE ONLY</b>	<b>BUDGET USE ONLY</b>
	Position No.: _____ Contract No.: _____	Position No.: _____ Contract No.: _____
	<b>HUMAN RESOURCES USE ONLY</b>	<b>HUMAN RESOURCES USE ONLY</b>
	Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____	Range, Step: _____ Longevity: _____ Differential: _____ Job FTE: _____ Pay Rate: \$ _____
	<b>EXPLANATION OF CHANGE</b> (attach additional documentation if necessary):  This position is centered in the development and oversight of the Center for Black Culture and Student Success and the Umoja Aspire program previously called Aspire. Reclassification from an M9 to M13 effective April 13, 2022.	

Manager (Print name and sign)

Date

HR Technician Signature

Date

VP of assigned Division Signature

Date

VP, Human Resources Signature

Date

Chief Compliance &amp; Budget Officer 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 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**

Board Date

☐ Denied☐ Banner☐ Benefits☐ PPAGENL☐ Approved☐ Payroll☐ PPASKIL☐ PPACERT**\*\*Reviewed by President's Cabinet on:** \_\_\_\_\_