

MT. SAN ANTONIO COLLEGE  
EMPLOYEE CHANGE OF STATUSEmployee Name: Craig StevensBANNER ID: A03237996Effective Date of: 10/31/22\*Effective End Date: ongoing

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 type="checkbox"/> Reclassification <input type="checkbox"/> Shift Change <input type="checkbox"/> Add Shift Differential <input type="checkbox"/> Remove Shift Differential <input checked="" type="checkbox"/> Other <u>Increase in FTE</u> <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>Driver</u> Department: <u>ACCESS</u> <u>11000-522200-211000-642000-2100</u> Account No: <u>11000-522000-211000-642000-</u> Percentage: <u>11.15%</u> Account No: <u>17523-522000-211000-642000-2100</u> Percentage: <u>88.85% DSPS</u> Total Hours/Week: <u>24</u> Number of Months: <u>11</u> Days of Week: <u>M-TH</u> Shift Hours: <u>7:30 - 2:00</u>	Job Title: <u>Driver</u> Department: <u>ACCESS</u> <u>11000-522200-211000-642000-2100</u> Account No: <u>11000-522000-211000-642000-</u> Percentage: <u>6.69%</u> Account No: <u>17523-522000-211000-642000-2100</u> Percentage: <u>93.31% DSPS</u> Total Hours/Week: <u>40</u> Number of Months: <u>12</u> Days of Week: <u>M-F</u> Shift Hours: <u>9:30 - 6:00</u>
	<b>BUDGET USE ONLY</b>	<b>BUDGET USE ONLY</b>
	Position No.: <u>CA9531</u>	Position No.: <u>CA9531</u>
	Contract No.: _____	Contract No.: _____
	<b>HUMAN RESOURCES USE ONLY</b>	<b>HUMAN RESOURCES USE ONLY</b>
	Range, Step: _____	Range, Step: _____
	Longevity: _____	Longevity: _____
	Differential: _____	Differential: _____
	Job FTE: _____	Job FTE: _____
	Pay Rate: \$ _____	Pay Rate: \$ _____
	<b>EXPLANATION OF CHANGE (attach additional documentation if necessary):</b> There has been an increase in ACCESS students with approved tram service accommodations. We are requesting to move Craig from 0.6 FTE to 1.0 FTE to meet the needs of our students.	

Malia Flood  
 Manager (Print name and sign)

9/28/22  
 Date

\_\_\_\_\_  
 HR Technician Signature Date

Andrew Thompson  
 VP of assigned Division Signature

10/07/2022  
 Date

\_\_\_\_\_  
 VP, Human Resources Signature Date

\_\_\_\_\_  
 Chief Compliance & 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  
☐ Approved

☐ Banner  
☐ Payroll

☐ Benefits  
☐ PPASKIL

☐ PPAGENL  
☐ PPACERT

\*\*Reviewed by President's Cabinet on: \_\_\_\_\_

**MT SAN ANTONIO COLLEGE  
FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE STEP	TITLE	NAME	FUND	ACCOUNT PERCENT	FY 22-23 Sept - June (10 months)	ACCOUNT PERCENT	FY 23-24	Funding Source
<b>From:</b>										

**FY 22-23 Budget of Original Position:**

CA9531	0.600	UA	45	3	Driver	Stevens, Craig	11000	11.15%	4,503	11.15%	5,137	<i>UGF</i>
CA9531	0.600	UA	45	3	Driver	Stevens, Craig	17523	88.85%	35,884	88.85%	40,935	<i>DSPS</i>
								100.00%	40,387		46,072	

<b>To:</b>										
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**FY 22-23 Reclassification of Original Position:**

CA9531	<b>1.000</b>	UA	45	3	Driver	Stevens, Craig	11000	6.69%	4,503	6.69%	5,137	<i>UGF</i>
CA9531	<b>1.000</b>	UA	45	3	Driver	Stevens, Craig	17523	93.31%	62,808	93.31%	71,650	<i>DSPS</i>
								100.00%	67,311	100.00%	76,787	

**Total one-time additional cost to increase CA9531 from 0.60 FTE to 1.0 FTE**

**\$ 26,924**

*Additional cost to  
be funded by DSPS*

**Total ongoing additional cost to increase CA9531 from 0.60 FTE to 1.0 FTE**

**\$ 30,715**

*Additional cost to  
be funded by DSPS*