BROWARD COMMUNITY COLLEGE
WE KEEP YOU THINKING.

PERSONNEL RECOMMENDATION

PER-1 (Rev. 9/07)

Broward Community College • Office of Personnel Operations • 225 East Las Olas Boulevard • Fort Lauderdale, FL 33301 • 954-201-7450

❑ NEW ❑ AMENDED

EMPLOYMENT

NAME Last	First	Middle	Social Security Number	Date Prepared
Address			Home Phone	
City	State	Zip	Campus Phone	Building/Room

❑ New ❑ Full Time ❑ Part Time ❑ Permanent ❑ Temporary — Org. No. (for Expense)

Replacing Instructor on Sabbatical? ❑ Yes ❑ No — Org. No. (for Time/Attendance)

Name of Person Replaced — Site Location: ❑ 1-Central ❑ 2-North ❑ 3-South ❑ 4-CHSE ❑ 5-WHC ❑ Pines ❑ Weston

Job Title — Position No. ❑ 37.5 ❑ 40 ❑ Shift Diff.

Bargaining Unit ❑ Yes ❑ No	Annual Salary	Rank	Grade	Job Code	Employment Date	Duty Days

INSTRUCTIONAL

Term	Reassigned/Supplemental Description	Course	Credit Hours	Clock Hours	Hourly Rate	Total Authorized

❑ Supplement ❑ Reassignment ❑ Other — Period of Employment

PART-TIME

Job Title	Hourly/Daily Rate	No. of Hours/Days	Total Authorized
		Period of Employment	

PERSONNEL CHANGES

	Annual Salary	Grade	Rank	Job Code	Org. No. (Expense)	Position Number
From						
To						

	Organization Name (Expense)	Job Title	Other	Effective Date
From				
To				

	Name	Address	Telephone	Marital Status
From				
To				

SEPARATION

❑ Resignation ❑ Termination ❑ Death ❑ Completion of Temporary Employment ❑ Retirement
❑ Sabbatical ❑ LWOP ❑ Workers Compensation ❑ Disability ❑ FMLA

Effective Date | Last Day Worked | Would you rehire? ❑ Yes ❑ No

❑ DROP | Sick/Vacation Leave Payout Details

REMARKS

PERSONNEL

TO BE COMPLETED BY PERSONNEL OPERATIONS

GLC _____
Eligible for enrollment in:
Retirement ❑ Yes ❑ No
Disability ❑ Yes ❑ No
Insurance ❑ Yes ❑ No

Alternate SS ❑ Yes ❑ No
Social Security ❑ Yes ❑ No
Pay in Equal Installments ❑
Pay on Reported Hours/Days ❑

Health Insurance ❑ Yes ❑ No
Life Insurance ❑ Yes ❑ No
Agenda Date_____

APPROVALS

Employee	Date	Dean	Date	AVP, Personnel Operations	Date
Associate Dean	Date	Provost	Date	President	
Other	Date	Vice President	Date		

COPY TO	PROCESSED BY	DATE