



**Personnel Action Form**

Human Resources

Banner ID #	Last Name Derrickson	First Sean	Middle Initial	Telephone
Address		City		State Zip

**Part I: Check all that apply**

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		

**Part II: Assignment/Accounting** Number of months/weeks below notes how the position is funded; it does not guarantee employment status for a person. All Administrative/Professional and Faculty (Contract) and Support Staff (Non-Contract) employees are employed according to WCJC Policies and Procedures. Support Staff employees are at-will employees.

**CURRENT** Division/Unit: \_\_\_\_\_ Job Vacancy No.: (if applicable) \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Specialized Area: \_\_\_\_\_

Budgeted Position?  Yes  No Funded in which FY? \_\_\_\_\_

Budget Number: \_\_\_\_\_ Position No. (NBAPOSN): \_\_\_\_\_

Compensation:  Annual  Hourly  Other (explain) \_\_\_\_\_ Sched \_\_\_\_\_ Grade \_\_\_\_\_ Step \_\_\_\_\_ Hourly Rate: (Part-time only) \$ \_\_\_\_\_ per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  At-will-employee  Per contract If temporary, anticipated termination date: \_\_\_\_\_

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify) \_\_\_\_\_

**PROPOSED** Division/Unit: Life & Physical Sciences/Chemistry Job Vacancy No.: (if applicable) 1609 F 040

Job Title/Position: Instructor of Chemistry Specialized Area: Chemistry

Budgeted Position?  Yes  No Name of Replaced Employee: \_\_\_\_\_ Funded in which FY? FY17

Budget Number: 1110.14302.6091.100 (60%) 1610.14302.6091.100 (40%) Position No. (NBAPOSN): CHM06T

Compensation: \$ 26,275  Annual  Hourly  Other (explain) \_\_\_\_\_ Sched FAC \_\_\_\_\_ Grade 7 \_\_\_\_\_ Step 4 Hourly Rate: (Part-time only) \$ \_\_\_\_\_ per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Start Date: January 9, 2017  At-will-employee  Per contract If temporary, anticipated termination date: May 12, 2017

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify) Spring 2017

Explanation of Action:

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <i>[Signature]</i> Date: 9-20-2016	Approved by Dean Date: _____
Approved by Division Chair <i>[Signature]</i> Date: 9/20/2016	Approved by Vice President <i>[Signature]</i> Date: 9-20-16
Approved by Cabinet Level Supervisor Date: _____	Reviewed by Human Resources <i>[Signature]</i> Date: 09/26/16
Budget Approval <i>[Signature]</i> Date: 9/26/16	Approved by President <i>[Signature]</i> Date: 9-26-16