

Personnel Action Form
 Human Resources

Banner ID # @ 00407479		Last Name Price, Alexandra M.	First	Middle Initial	Telephone 346-513-6392
Address 27014 Glenfield Hollow Lane, Cypress, TX 77433			City	State	Zip
Part I: Check all that apply					
Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular		<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)	
<input 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? <input type="radio"/> Yes <input type="radio"/> No				Funded in which FY?	
Budget Number:				Position No. (NBAPOSN):	
Compensation:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____	Grade _____	Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
\$					
Start Date:	End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
PROPOSED Division/Unit:				Job Vacancy No.: (if applicable)	
Life Sciences				2207 F 038	
Job Title/Position:				Specialized Area:	
Instructor of Geology				Geology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: Richard Aurisano		Funded in which FY? FY22	
Budget Number: 1610-14303-6091-100				Position No. (NBAPOSN): GEO01T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched F	Grade 1	Step 6	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
\$ 48,550					
Start Date: 08/22/22		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 05/31/23	
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
Explanation of Action:					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head		Date	Approved by Dean		Date
Peter Anderson		Digitally signed by Peter Anderson Date: 2022.08.08 08:27:57 -05'00'			
Approved by Division Chair		Date	Approved by Vice President		Date
Kevin Dees		Digitally signed by Kevin Dees Date: 2022.08.08 08:55:59 -05'00'	Leigh Ann Collins		Digitally signed by Leigh Ann Collins Date: 2022.08.08 10:05:15 -05'00'
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources		Date
			<i>[Signature]</i>		8/9/22
Budget Approval		Date	Approved by President		Date
<i>[Signature]</i>		08/09/2022	<i>[Signature]</i>		8-9-22