

**Personnel Action Form**  
Human Resources

|                  |                             |               |                |           |
|------------------|-----------------------------|---------------|----------------|-----------|
| Banner ID #<br>@ | Last Name<br>Biezugbe, Toni | First<br>Toni | Middle Initial | Telephone |
| Address          |                             | City          | State          | Zip       |

**Part I: Check all that apply**

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

|  |  |  |
|--|--|--|
| <b>CURRENT</b> 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:<br>\$ _____<br><input type="radio"/> Annual<br><input type="radio"/> Hourly<br><input type="radio"/> Other (explain) | Sched _____<br>Grade _____<br>Step _____ | Hourly Rate: (Part-time only)<br>\$ _____ per hr x _____ hrs/wk x _____ wks =<br>\$ _____ per year                                     |
| Start Date:  | End Date:                                | <input checked="" type="radio"/> At-will-employee<br><input type="radio"/> Per contract<br>If temporary, anticipated termination date: |

Position is funded for the following number of months/weeks:  
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

|  |   |  |
|--|---|--|
| <b>PROPOSED</b> Division/Unit:<br>Vocational Instruction/Allied Health   |   | Job Vacancy No.: (if applicable)<br>2212 F 074   |
| Job Title/Position:<br>Instructor of Associate Degree Nursing  |   | Specialized Area:<br>Associate Degree Nursing  |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No   | Name of Replaced Employee: Natasha Goins  | Funded in which FY? FY23   |
| Budget Number: 1610-14181-6091-102   |   | Position No. (NBAPOSN): ADN009   |
| Compensation:<br>\$ 56,050<br><input checked="" type="radio"/> Annual<br><input type="radio"/> Hourly<br><input type="radio"/> Other (explain) | Sched FAC<br>Grade 1<br>Step 20   | Hourly Rate: (Part-time only)<br>\$ n/a per hr x n/a hrs/wk x n/a wks =<br>\$ n/a per year |
| Start Date: 08/21/23   | <input checked="" type="radio"/> At-will-employee<br><input type="radio"/> Per contract | If temporary, anticipated termination date: n/a  |

Position is funded for the following number of months/weeks:  
☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

**Part III: Position/Budget Authorization**

|   |      |   |      |
|---|------|---|------|
| Recommended by Supervisor/Department Head<br><i>Vandha Davis</i> 3/6/2023 | Date | Approved by Dean<br><i>Don</i> 3/9/23                         | Date |
| Approved by Division Chair<br><i>OS</i> 3-6-2023                          | Date | Approved by Vice President<br><i>LUC</i> 3-20-23              | Date |
| Approved by Cabinet Level Supervisor                                      | Date | Reviewed by Human Resources<br><i>Michael Dahmsen</i> 3/27/23 | Date |
| Budget Approval<br><i>B. D. HOCIAU</i> 03/24/2023                         | Date | Approved by President<br><i>Bryce L. Sanchez</i> 3/27/23      | Date |