



**Personnel Action Form**  
Human Resources

Banner ID # @	Last Name Goins, Natasha	First Natasha	Middle Initial	Telephone
Address		City		State Zip

**Part I: Check all that apply**

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular		<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> 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.

<b>CURRENT</b> Division/Unit: Allied Health		Job Vacancy No.: (if applicable) N/A	
Job Title/Position: Instructor of ADN		Specialized Area: ADN	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY22	
Budget Number: 1110-14181-6091-102		Position No. (NBAPOSN): ADN009	
Compensation: \$ 65,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>3</u> Step <u>35</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x <u>N/A</u> hrs/wk x <u>N/A</u> wks = \$ <u>N/A</u> per year
Start Date: 08/20/12	End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: N/A
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)			

<b>PROPOSED</b> Division/Unit: Allied Health		Job Vacancy No.: (if applicable) N/A	
Job Title/Position: Instructor of ADN		Specialized Area: ADN	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY23	
Budget Number: <del>1110</del> 1410-14181-6091-102		Position No. (NBAPOSN): ADN009	
Compensation: <del>BOK</del> \$ 66,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>3</u> Step <u>36</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x <u>N/A</u> hrs/wk x <u>N/A</u> wks = \$ <u>N/A</u> per year
Start Date: 08/22/22		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: N/A
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)			

Explanation of Action:  
Adjustment for longevity as agreed upon February/March 2015

<b>Part III: Position/Budget Authorization</b>	
Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN <small>Digitally signed by Andrea Shropshire, DNP, MSN, RN Date: 2022.08.17 12:03:44 -05'00'</small>	Approved by Dean Donald S Smith <small>Digitally signed by Donald S Smith Date: 2022.08.17 13:40:17 -05'00'</small>
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski Date: 2022.08.17 15:00:03 -05'00'</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.08.17 13:22:03 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>Carol Derkowski</i> 8/19/2022
Budget Approval <i>B. Derkowski</i> 08/19/2022	Approved by President <i>Buttli-McCord</i> 8-22-22