



Personnel Action Form

Human Resources

Banner ID # @	Last Name Sawyer, Anna	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" 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 checked="" type="checkbox"/> Other (explain) Salary adjustment per BOT approval 10/15/24.
<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: Vocational Instruction/Allied Health		Job Vacancy No.: (if applicable) 2202 F 006	
Job Title/Position: Instructor of Associate Degree Nursing		Specialized Area: Associate Degree Nursing	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? 25	
Budget Number: 1110-14181-6091-102		Position No. (NBAPOSN): ADN012	
Compensation: \$ 59,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 22	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
Start Date: 08/22/22	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:

☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Vocational Instruction/Allied Health		Job Vacancy No.: (if applicable) 2202 F 006	
Job Title/Position: Instructor of Associate Degree Nursing		Specialized Area: Associate Degree Nursing	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A	Funded in which FY? 25	
Budget Number: 1110-14181-6091-102		Position No. (NBAPOSN): ADN012	
Compensation: \$ 64,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 32	Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year
Start Date: 11/01/2024		<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:

☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Salary Increase.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Sandra Davis Digitally signed by Sandra Davis Date: 2024.10.18 09:23:11 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair Carol Derkowski Digitally signed by Carol Derkowski Date: 2024.10.18 10:42:00 -05'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.10.21 10:01:34 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i> 10-24-24	Date
Budget Approval <i>[Signature]</i> Betty A. McCracken	Date	Approved by President <i>[Signature]</i> 10/23/24	Date