



Personnel Action Form
Human Resources

Banner ID #	Last Name Smith, Yvonne	First	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 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) change in contract length from 9 to 10.5 month	
<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: Math & Physical Science			Job Vacancy No.: (if applicable) N/A		
Job Title/Position: Instructor of Math			Specialized Area: Math		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY19		
Budget Number: 1110-14305-6091-100			Position No. (NBAPOSN): MAT007		
Compensation: \$ 54,550		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 19	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 08/24/09		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 1/4 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
PROPOSED Division/Unit: Math & Physical Science			Job Vacancy No.: (if applicable) N/A		
Job Title/Position: Instructor of Math			Specialized Area: Math		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: N/A		
Funded in which FY? FY19			Position No. (NBAPOSN): MAT007		
Budget Number: 1110-14305-6091-100					
Compensation: \$ 63,640		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 19	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date: 01/02/19		<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 type="radio"/> 9 months <input checked="" type="radio"/> 10 1/4 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)					
Explanation of Action: Assume dept. head duties					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head		Date		Approved by Dean	
Approved by Division Chair		Date		Approved by Vice President	
Approved by Cabinet Level Supervisor		Date		Reviewed by Human Resources	
Budget Approval		Date		Approved by President	
B. B. B. B.		1/2/19		Judy J. Jones 01/02/19 Betty A. Mearns 1-2-19	

[Handwritten signature]