

Personnel Action Form
 Human Resources

Banner ID # . @	Last Name Johnson, Benjamin G.	First	Middle Initial	Telephone
Address		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 checked="" 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 checked="" 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 type="radio"/> Per contract If temporary, anticipated termination date:

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

PROPOSED Division/Unit: Instruction / Life Sciences	Job Vacancy No.: (if applicable) 2401 F 007
Job Title/Position: Instructor of Biology	Specialized Area: Biology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Andrew Berezin
Budget Number: 1610-14301-6091-100	Funded in which FY? FY24
Budget Number:	Position No. (NBAPOSN): BIO015
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) \$ 58,550	Sched FAC _____ Grade 7 _____ Step 10 _____ Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/24	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> 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 Jennifer Mahlmann Digitally signed by Jennifer Mahlmann Date: 2024.04.11 11:25:08 -05'00'	Approved by Dean _____ Date
Approved by Division Chair Kevin Dees Digitally signed by Kevin Dees Date: 2024.04.11 11:33:16 -05'00'	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.04.12 14:22:58 -05'00'
Approved by Cabinet Level Supervisor _____ Date	Reviewed by Human Resources <i>Rachel Johnson</i> Date: 4/15/2024
Budget Approval <i>B. Kocion</i> Date: 04/15/2024	Approved by President <i>Betsy McNeal</i> Date: 4-16-24