

**Personnel Action Form**  
Human Resources

Banner ID # @ 00104468	Last Name Staude, Dolly	First	Middle Initial	Telephone 979-257-3202
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Address 425 Charlene Street, El Campo, TX 77437	City	State	Zip
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**Part I: Check all that apply**

Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input 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: Vocational Sciences	Job Vacancy No.: (if applicable) 1811 F 074
Job Title/Position: Temporary Instructor of Cosmetology	Specialized Area: Cosmetology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1210-14022-6091-102	Position No. (NBAOSN): COS04T
Compensation: \$ 63,401	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC _____ Grade 1 _____ Step 4 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/21	End Date: n/a
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/22

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

<b>PROPOSED</b> Division/Unit: Vocational Sciences	Job Vacancy No.: (if applicable) 1811 F 074
Job Title/Position: Temporary Instructor of Cosmetology	Specialized Area: Cosmetology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Funded in which FY? FY23	Position No. (NBAOSN): COS04T
Budget Number: 1210-14022-6091-102	
Compensation: \$ 63,401	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC _____ Grade 1 _____ Step 4 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/22	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 08/31/23	

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 <small>Digitally signed by Jacqueline M Kuehn          DN: cn=Jacqueline M Kuehn, o=Cosmetology, ou=Vocational Science, email=jaqelr@wcjc.edu, c=US          Date: 2022.08.08 09:01:26 -05'00'</small>	Approved by Dean <b>Donald S Smith</b> <small>Digitally signed by Donald S Smith          Date: 2022.08.08 13:13:25 -05'00'</small>
Approved by Division Chair <b>Timothy Guin</b> <small>Digitally signed by Timothy Guin          Date: 2022.08.08 09:55:01 -05'00'</small>	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins          Date: 2022.08.08 13:52:24 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>Rachel Johnson</i> 8/19/22
Budget Approval <i>Beth Kocien</i>	Approved by President <i>Betsy A. McCrecks</i> 8-19-22