

**Personnel Action Form**  
 Human Resources

Banner ID #, @	Last Name Oostingh, Kornelia	First Kornelia	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
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 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				
<b>Part II: Assignment/Accounting</b> 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:			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 checked="" type="radio"/> Per contract		If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit:			Job Vacancy No.: (if applicable)	
Life Sciences / Instruction			2310 F 049	
Job Title/Position:			Specialized Area:	
Instructor of Geology			Geology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: Alexandra Price	
Funded in which FY? FY24				
Budget Number: 1610-14303-6091-100			Position No. (NBAPOSN): GEO01T	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 7 _____ Step 3 _____	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
\$ 55,050				
Start Date: 10/16/23		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 05/31/23
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head		Date		Approved by Dean
Peter Anderson		Digitally signed by Peter Anderson Date: 2023.10.06 13:26:38 -05'00'		Date
Approved by Division Chair		Date		Approved by Vice President
Kevin Dees		Digitally signed by Kevin Dees Date: 2023.10.06 14:06:45 -05'00'		Date
Approved by Cabinet Level Supervisor		Date		Reviewed by Human Resources
				Date
Budget Approval		Date		Approved by President
B. Stokian		10/09/2023		Date
				Date