

## Personnel Action Form

Human Resources

Banner ID # @	Last Name Staudé, Dolly	First	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
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 type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input type="checkbox"/> Other (explain)  <b>Changing from Temporary to Regular Full-Time Faculty</b>
<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: Vocational Sciences / Instruction			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? 24	
Budget Number: 1210-14022-6091-102			Position No. (NBAPOSN): COS04T	
Compensation: \$ 66,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 6	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/23	End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/24	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit: Vocational Sciences / Instruction			Job Vacancy No.: (if applicable) 2408 F 031	
Job Title/Position: Instructor of Cosmetology			Specialized Area: Cosmetology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: N/A	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? 24	
Budget Number: 1210-14022-6091-102			Position No. (NBAPOSN): COS004	
Compensation: \$ 66,735	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 6	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 09/01/24		<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 type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head <small>Digitally signed by Jacqueline M Kuehn DN: cn=Jacqueline M Kuehn, ou=Vocational Science, email=jaqelr@wcjc.edu, c=US Date: 2024.08.13 08:18:07 -05'00'</small>		Date	Approved by Dean	
Approved by Division Chair <b>Timothy Guin</b> <small>Digitally signed by Timothy Guin Date: 2024.08.20 13:58:43 -05'00'</small>		Date	Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins Date: 2024.08.07 13:12:55 -05'00'</small>	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources <i>[Signature]</i> 8/22/24	
Budget Approval <b>BOK</b> <i>[Signature]</i>		Date	Approved by President <i>[Signature]</i> 8-26-24	