

Personnel Action Form
Human Resources

Banner ID # @	Last Name Sawyer, Anna	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"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Change in contract length from 10.5 month to 9 month
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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: Instruction/Allied Health	Job Vacancy No.: (if applicable) 2202 F 006
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: Associate Degree Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY24/25
Budget Number: 1110-14181-6091-102	Position No. (NBAPOSN): ADN008
Compensation: \$ 67,139 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 21
Start Date: 08/22/22	End Date: n/a <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
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)

PROPOSED Division/Unit: Instructor of Associate Degree Nursing	Job Vacancy No.: (if applicable) 2407 F 023
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: Associate Degree Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: Shazia Usman	Funded in which FY? FY24/25
Budget Number: 1110-14181-6091-102	Position No. (NBAPOSN): ADN012
Compensation: \$ 57,550 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 21
Start Date: 08/19/24	<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
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 Sandra Davis Digitally signed by Sandra Davis Date: 2024.07.30 16:48:01 -05'00'	Approved by Dean
Approved by Division Chair Carol Derkowski Digitally signed by Carol Derkowski Date: 2024.07.31 17:02:43 -05'00'	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.07.26 13:14:45 -05'00'
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources <i>Amber Johnson</i> 8/5/24
Budget Approval BOK <i>Betty A. McCrehan</i> 	Approved by President <i>Betty Melusko</i> 8-5-24