

COPY



Personnel Action Form
Human Resources

Header section with fields: Banner ID #, Last Name, First, Middle Initial, Telephone, Address, City, State, Zip

Part I: Check all that apply

Classification section with radio buttons for Administrative/Professional Staff, Faculty, Support Staff, Temporary, Full-Time, Regular, Part-Time and checkboxes for New Employee, Extension, Salary Adjustment, Separation (date: _____), Other (explain) with handwritten note: Completion of additional 18 gsh

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 position details: Division/Unit: Social & Behavioral Science, Job Title/Position: Instructor of Psychology, Budgeted Position? Yes, Budget Number: 1210-14704-6091-100 50%, 1610-14704-6091-100 50%, Compensation: \$53,050, Start Date: 08/20/12, End Date: N/A, At-will-employee Per contract

Position is funded for the following number of months/weeks: 9 months

Proposed position details: Division/Unit: Social & Behavioral Science, Job Title/Position: Instructor of Psychology, Budgeted Position? Yes, Name of Replaced Employee: N/A, Budget Number: 1210-14704-6091-100 50%, 1610-14704-6091-100 50%, Compensation: \$54,550, Start Date: 08/19/19, At-will-employee Per contract

Position is funded for the following number of months/weeks: 9 months

Explanation of Action:

Part III: Position/Budget Authorization

Authorization section with signatures and dates: Recommended by Supervisor/Department Head (6/10/19), Approved by Dean, Approved by Division Chair (6-26-19), Approved by Vice President (7-15-19), Approved by Cabinet Level Supervisor, Reviewed by Human Resources (07/18/19), Budget Approval (7/17/19), Approved by President (7-22-19)