

**Personnel Action Form**  
Human Resources

Banner ID #	Last Name El Metwally	First Dalia	Middle Initial	Telephone
Address		City	State	Zip

**Part I: Check all that apply**

Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)  <b>Change from part time to temporary full time</b>
<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.

**CURRENT** Division/Unit: \_\_\_\_\_ Job Vacancy No.: (if applicable) \_\_\_\_\_

Job Title/Position: \_\_\_\_\_ Specialized Area: \_\_\_\_\_

Budgeted Position?  Yes  No Funded in which FY? \_\_\_\_\_

Budget Number: \_\_\_\_\_ Position No. (NBAPOSN): \_\_\_\_\_

Compensation:  Annual  Hourly  Other (explain) Sched \_\_\_\_\_ Grade \_\_\_\_\_ Step \_\_\_\_\_ Hourly Rate: (Part-time only) \$ \_\_\_\_\_ per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks = \$ \_\_\_\_\_ per year

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  At-will-employee  Per contract If temporary, anticipated termination date: \_\_\_\_\_

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify) \_\_\_\_\_

**PROPOSED** Division/Unit: Communication and Fine Arts Job Vacancy No.: (if applicable) 1908 F 043

Job Title/Position: Temporary Full Time Instructor of English Specialized Area: English

Budgeted Position?  Yes  No Name of Replaced Employee: Lauren Sullivan Funded in which FY? FY19

Budget Number: 1110.14503.6091.100 Position No. (NBAPOSN): ENG09T

Compensation:  Annual  Hourly  Other (explain) Sched FAC \_\_\_\_\_ Grade 1A \_\_\_\_\_ 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: 08/19/2019  At-will-employee  Per contract If temporary, anticipated termination date: 05/31/2020

Position is funded for the following number of months/weeks:  
 9 months  10 1/2 months  12 months  Other (specify) \_\_\_\_\_

Explanation of Action: \_\_\_\_\_

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head _____ Date _____	Approved by Dean _____ Date _____
Approved by Division Chair _____ Date 8/7/19	Approved by Vice President _____ Date 8-7-19
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources _____ Date 8-12-19
Budget Approval _____ Date 8/12/19	Approved by President _____ Date 8-12-19

**RECEIVED**  
Vice President of Instruction  
Date: 8/7/19 Initial: TC