

Personnel Action Form
Human Resources

Banner ID # @	Last Name Oostingh, Kornelia	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"/> Regular	<input type="radio"/> Full-Time <input checked="" 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 title/assignment-change from TFT to RFT.
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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: Life Sciences / Instruction

Job Title/Position: Temporary Instructor of Geology	Job Vacancy No.: (if applicable) 2310 F 049
Budgeted Position? <input type="radio"/> Yes <input checked="" type="radio"/> No	Specialized Area: Geology
Budget Number: 1610-14303-6091-100	Funded in which FY? FY24
Compensation: \$ 55,050	Position No. (NBAPOSN): GEO01T
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 10/16/23 End Date: n/a	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Life Sciences / Instruction

Job Title/Position: Instructor of Geology	Job Vacancy No.: (if applicable) 2312 F 066
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Specialized Area: Geology
Name of Replaced Employee: Alexandra Price	Funded in which FY? FY24
Budget Number: 1610-14303-6091-100	Position No. (NBAPOSN): GEO001
Compensation: \$ 55,550	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/24	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:
Benefits should be extended through Summer 2024 months.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>Peter Anderson</i>	Date	Approved by Dean	Date
Approved by Division Chair <i>[Signature]</i>	Date 3/21/24	Approved by Vice President Leigh Ann Collins	Date Digitally signed by Leigh Ann Collins Date: 2024.03.27 13:59:53 -05'00'
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 3/25/2024
Budget Approval <i>[Signature]</i>	Date 03/25/2024	Approved by President <i>[Signature]</i>	Date 3-28-24