

**Personnel Action Form**  
Human Resources

Banner ID # _____ @	Last Name First Middle Initial Rodriguez, Patrick	Telephone _____
Address _____		City _____ State _____ Zip _____

**Part I: Check all that apply**

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain) _____
<input checked="" type="radio"/> Full-Time <input checked="" 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? <input type="radio"/> Yes <input type="radio"/> No		Funded in which FY? _____
Budget Number: _____		Position No. (NBAPOSN): _____
Compensation: _____ \$ _____	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) _____	Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: _____	End Date: _____	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: _____

Position is funded for the following number of months/weeks:  
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify) \_\_\_\_\_

PROPOSED Division/Unit: Academic Instruction / Communications and Fine Arts		Job Vacancy No.: (if applicable) 2506 F 030
Job Title/Position: Instructor of English (Temp)		Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Matthew Tougas	Funded in which FY? FY25
Budget Number: 1610-14503-6091-100		Position No. (NBAPOSN): ENG12T
Compensation: \$ 48,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) _____	Sched FAC Grade 1 Step 0 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/18/25	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/26

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 <b>Tom-Kody Krpec</b> Digitally signed by Tom-Kody Krpec Date: 2025.06.23 15:49:50 -05'00'	Approved by Dean _____ Date _____
Approved by Division Chair <b>Patrick Ralls</b> Digitally signed by Patrick Ralls Date: 2025.06.24 08:57:08 -05'00'	Approved by Vice President <b>Leigh Ann Collins</b> Digitally signed by Leigh Ann Collins Date: 2025.06.24 16:22:41 -05'00'
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources _____ Date: 6/25/25
Budget Approval <b>Betty A. McCrehan</b> Digitally signed by Betty A. McCrehan Date: 5/26/25	Approved by President <b>Betty McCrehan</b> Digitally signed by Betty McCrehan Date: 6/28/25