



COPY

Personnel Action Form
Human Resources

Banner ID # @	Last Name Anderson	First Peter	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="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input 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: Life Science/Geology	Job Vacancy No.: (if applicable) 1801 F 001
Job Title/Position: Temporary Full Time Geology Instructor	Specialized Area: Geology
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Budget Number: 1110-14303-6091-100 80%; 1210-14303-6091-100 20%	Position No. (NBAPOSN): GEO 03T
Compensation: \$ 22,775	<input type="radio"/> Annual <input type="radio"/> Hourly <input checked="" type="radio"/> Other (explain)
Sched FAC _____ Grade 1 _____ Step 2 _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 1/8/2018	End Date: _____
	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
	If temporary, anticipated termination date: 5/31/2018

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) Spring 2018 semester

PROPOSED Division/Unit: Life Science/Geology	Job Vacancy No.: (if applicable) 1801 F 001 1804 F 026
Job Title/Position: Temporary Full Time Geology Instructor	Specialized Area: Geology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Danny Glenn
Budget Number: 1110-14303-6091-100 80%; 1210-14303-6091-100 20%	Position No. (NBAPOSN): GEO 03T
Compensation: \$ 45,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC _____ Grade 1 _____ Step 2 _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 06/01/18	End Date: _____
	<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
	If temporary, anticipated termination date: 5/31/2019

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 3/27/18	Approved by Dean	Date
Approved by Division Chair	Date 3/27/18	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date 3-28-18
Budget Approval B. Stocari	Date 4/5/18	Approved by President Betty A. Malachuk	Date 4-9-18