

## Personnel Action Form

Human Resources

Banner ID # @	Last Name Potila, Ronald	First	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
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 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 type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time				
<b>Part II: Assignment/Accounting</b> 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.				
<b>CURRENT</b> 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 type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit:			Job Vacancy No.: (if applicable)	
Vocational Science / Vocational Instruction			2304 F 018	
Job Title/Position: Instructor of Automotive Technology			Specialized Area: Automotive Technology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: Steve Witzkoski		Funded in which FY? FY23
Budget Number: 1110-14803-6091-102			Position No. (NBAPOSN): CAR002	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>10</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year	
\$ 59,556				
Start Date: 08/21/23		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: n/a
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head		Date	Approved by Dean	
Timothy W Guin			Donald S Smith	
<small>Digitally signed by Timothy W Guin DN: cn=Timothy W Guin, email=iguin@sbcglobal.net, c=US Date: 2023.06.28 14:25:26 -05'00'</small>			<small>Digitally signed by Donald S Smith Date: 2023.06.28 14:37:58 -05'00'</small>	
Approved by Division Chair		Date	Approved by Vice President	
Timothy W Guin			Leigh Ann Collins	
<small>Digitally signed by Timothy W Guin DN: cn=Timothy W Guin, email=iguin@sbcglobal.net, c=US Date: 2023.06.28 14:25:34 -05'00'</small>			<small>Digitally signed by Leigh Ann Collins Date: 2023.06.28 08:35:56 -05'00'</small>	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources	
			<i>Patricia Johnson</i> 9/17/23	
Budget Approval		Date	Approved by President	
<i>B. D. Kocian</i>		07/11/2023	<i>Bray A. McLeod</i> 7-18-23	