



Personnel Action Form
Human Resources

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|------------------|-----------------------------|------------|----------------|-----------|
| Banner ID # @ | Last Name Myers, Traci L | First L | Middle Initial | Telephone |
| Address | | City | | State Zip |

Part I: Check all that apply

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|--|---|--|
| Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Regular | <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"/> 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.

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| CURRENT Division/Unit: Instruction/Senior Citizens | Job Vacancy No.: (if applicable) 2208 A 032 |
| Job Title/Position: Director of Senior Citizens' Programs | Specialized Area: Senior Citizens |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY 2023 |
| Budget Number: See Attachment | Position No. (NBAPSN): GND01T |
| Compensation: \$ 59,406 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Sched GNT Grade 1 Step 9 | Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 09/01/2022 | End Date: N/A |
| <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract | If temporary, anticipated termination date: 08/31/2023 |

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

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| PROPOSED Division/Unit: Instruction/Senior Citizens | Job Vacancy No.: (if applicable) 2208 A 032 |
| Job Title/Position: Director of Senior Citizens' Programs | Specialized Area: Senior Citizens |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: N/A |
| Funded in which FY? FY 2023 | Position No. (NBAPSN): GND01T |
| Budget Number: See Attachment | |
| Compensation: \$ 61,407 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Sched GNT Grade 1 Step 10 | Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 09/01/2023 | End Date: N/A |
| <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract | If temporary, anticipated termination date: 08/31/2024 |

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

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|--|--------------------|---|------|
| Recommended by Supervisor/Department Head DocuSigned by: Traci Myers 21C9DC79FEFE42A... | Date 9/1/2023 | Approved by Dean Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2023.09.01 16:42:01 -05'00' | Date |
| Approved by Division Chair | Date | Approved by Vice President Rachel Dahman 09/22/23 | Date |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources Approved by President Betty A. McCree 9-25-23 | Date |
| Budget Approval B. B. K... | Date 09/21/2023 | | Date |