

**Personnel Action Form**  
Human Resources

Banner ID #	Last Name Cruz, Cynthia	First	Middle Initial	Telephone
Address		City		State      Zip

**Part I: Check all that apply**

<b>Classification:</b> <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  <b>Completed 9 additional grad hours for a total of 27 hours</b>
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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.

<b>CURRENT</b> Division/Unit: Allied Health			Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of Associate Degree Nursing			Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? <b>FY19</b>
Budget Number: <b>1110-14181-6091-102</b>			Position No. (NBAPOSN): <b>ADN002</b>
Compensation: \$ <b>61,550</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>2A</u> Step <u>30</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: <b>01/13/14</b>	End Date: N/A	<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:  
☒ 9 months    ☐ 10 1/2 months    ☐ 12 months    ☐ Other (specify)

<b>PROPOSED</b> Division/Unit: Allied Health			Job Vacancy No.: (if applicable) N/A
Job Title/Position: Instructor of Associate Degree Nursing			Specialized Area: ADN
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No      Name of Replaced Employee: <b>N/A</b>			Funded in which FY? <b>FY19</b>
Budget Number: <b>1110-14181-6091-102</b>			Position No. (NBAPOSN): <b>ADN002</b>
Compensation: \$ <b>62,050</b>	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>3</u> Step <u>30</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: <b>08/20/18</b>	<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:  
☒ 9 months    ☐ 10 1/2 months    ☐ 12 months    ☐ Other (specify)

Explanation of Action:  
**Completed 9 additional grad hours for a total of 27 hours**

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head 10/29/18	Approved by Dean Date
Approved by Division Chair 10-30-18	Approved by Vice President Date
Approved by Cabinet Level Supervisor Date	Reviewed by Human Resources 11-9-18
Budget Approval 11/9/18	Approved by President 11-9-18