

## Personnel Action Form

Human Resources

Banner ID # @	Last Name Sakry, Angelique W	First W	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 checked="" type="radio"/> Temporary <input type="radio"/> Full-Time <input type="radio"/> Regular <input type="radio"/> Part-Time		<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)
<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 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: Communications and Fine Arts			Job Vacancy No.: (if applicable) <b>2112 F 056</b>	
Job Title/Position: Temporary Instructor of English			Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No     Name of Replaced Employee:			Funded in which FY? <b>FY22</b>	
Budget Number: <b>1210-14503-6091-100</b>			Position No. (NBAPOSN): <b>ENG21T</b>	
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>3</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	
Start Date: <b>01/10/22</b>		<input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: <b>05/31/22</b>	
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 checked="" type="radio"/> Other (specify) <b>Spring 2022 Semester</b>				
Explanation of Action: TFT needed to cover increase in student need for college readiness courses; funded from vacant position in BUS Division				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head <b>Sharon L. Prince</b>		Date Digitally signed by Sharon L. Prince Date: 2021.12.10 13:32:12 -06'00'	Approved by Dean Date	
Approved by Division Chair <b>Patrick Ralls</b>		Date Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=rallsp@wcjc.edu, c=US Date: 2021.12.10 10:43:36 -06'00'	Approved by Vice President <b>Leigh Ann Collins</b> Date: 2021.12.10 15:26:40 -06'00'	
Approved by Cabinet Level Supervisor		Date	Reviewed by Human Resources Date	
Budget Approval <i>B. Ralls</i>		Date <b>12/17/2021</b>	Approved by President <i>Gay Melton</i> <b>12-16-21</b>	