

Personnel Action Form

Human Resources

Banner ID # @	Last Name Wetz, Amanda K.	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: ☐ Administrative/Professional Staff ☒ Faculty ☐ Support Staff ☒ Temporary ☐ Full-Time ☒ Regular ☐ Part-Time	☐ New Employee ☒ Extension ☐ Salary Adjustment ☐ Separation (date: _____)	☐ Other (explain)
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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.

CURRENT Division/Unit: Vocational Science / Instruction			Job Vacancy No.: (if applicable) 2501 F 002
Job Title/Position: Instructor of EMS			Specialized Area: EMS
Budgeted Position? ☒ Yes ☐ No			Funded in which FY? FY26
Budget Number: 1210-14026-6091-102			Position No. (NBAPOSN): EMT07T
Compensation: \$ 73,404	☒ Annual ☐ Hourly ☐ Other (explain)	Sched FAC Grade 1 Step 11	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/25	End Date: n/a	☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: 08/31/26
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)			

PROPOSED Division/Unit: Vocational Science / Instruction			Job Vacancy No.: (if applicable) 2501 F 002
Job Title/Position: Instructor of EMS			Specialized Area: EMS
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: n/a		Funded in which FY? FY27
Budget Number: 1210-14026-6091-102			Position No. (NBAPOSN): EMT07T
Compensation: \$ 73,403	☒ Annual ☐ Hourly ☐ Other (explain)	Sched FAC Grade 1 Step 11	Hourly Rate: (Part-time only) \$ n/a per hr x na/ hrs/wk x na/ wks = \$ n/a per year
Start Date: 09/01/26		☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: 08/31/27
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)			

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Karl Johnson	Digitally signed by Karl Johnson Date: 2026.07.23 15:03:15 -05'00'	Approved by Dean Date
Approved by Division Chair Carol J. Derkowski, RDH, MAIE	Digitally signed by Carol J. Derkowski, RDH, MAIE Date: 2026.07.27 09:38:44 -05'00'	Approved by Vice President Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2026.07.27 11:07:36 -05'00'
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources Date
Budget Approval <i>Scott Campbell</i>	Date 7-28-26	Approved by President <i>Michelle R...</i> Date 08/31/26