WENATCHEE VALLEY COLLEGE

Position Action Form - Classified, Exempt & Faculty

INSTRUCTIONS

- Sections 1, & 2: administrator completes (**blue highlighted cells**).
- Section 3 signed by appropriate personnel
- Section 4: Finalization HR received (Humanresources@wvc.edu)

☐ New Position (email job description to HR)

☐ Replacement For:_____

SECTION 1 – TYPE OF ACTION

Job Title	FTE (% of full-time)	Term (months per year)

Department	Supervisor

Combo Code	Fund (101,149)	Class Field (081, 083)	Department (1T020)	% of Total
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Potential Effective Dates Begin: End:	Posting Salary Range

SECTION 2 – Additional information

Additional Information (if necessary)

SECTION 3 – SIGNATURES / APPROVALS

Administrator/Supervisor Date	Vice President (if needed) Date	Human Resources/AA Officer Date
Budget Manager Date	Other (if needed) Date	President (required for new positions) Date

SECTION 4 – Finalize

Human Resource Received:	Date

Distribution: Original to human resources; copy to all the people with signatures attached