



Personnel Action Form
Human Resources

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|------------------|-----------------------------|-------|----------------|-----------|
| Banner ID # @ | Last Name Moore, Melissa | First | Middle Initial | Telephone |
| Address | | City | | State Zip |

Part I: Check all that apply

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|--|--|--|
| Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular | <input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain) Change in title/assignment |
| <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: Math and Physical Sciences | | | Job Vacancy No.: (if applicable) 1908 F 044 |
| Job Title/Position: Instructor of Developmental Math | | | Specialized Area: Mathematics |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? FY22 |
| Budget Number: 1110-14306-6091-100 | | | Position No. (NBAPOSN): DVM06T |
| Compensation: \$ 47,050 | <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: 08/19/19 | End Date: <u>n/a</u> | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: <u>n/a</u> |

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

| | | | |
|--|--|---|--|
| PROPOSED Division/Unit: Math and Physical Sciences | | | Job Vacancy No.: (if applicable) 2106 F 020 |
| Job Title/Position: Instructor of Mathematics | | | Specialized Area: Mathematics |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? FY22 |
| Name of Replaced Employee: Nelli Avetisyan | | | |
| Budget Number: 1610-14305-6091-100 | | | Position No. (NBAPOSN): MAT013 |
| Compensation: \$ 48,050 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched <u>FAC</u> Grade <u>1</u> Step <u>5</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: 08/22/22 | | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: <u>n/a</u> |

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

Explanation of Action:
Changed TET to Regular FT

Part III: Position/Budget Authorization

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|---|-------------------------------------|
| Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith Date: 2022.02.18 14:35:42 -06'00'</small> | Approved by Dean |
| Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch, cn=Jennifer Mauch, o=Wharton County Junior College, email=jmauch@wcjc.edu, c=US Date: 2022.02.18 15:26:04 -05'00'</small> | Approved by Vice President |
| Approved by Cabinet Level Supervisor | Reviewed by Human Resources |
| Budget Approval B. Racion | Approved by President |