



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID:	Last Name Porras, Andrew "Trey"	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification:	<input type="checkbox"/> New Employee	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Administrative/Professional Staff	<input checked="" type="checkbox"/> Extension	
<input type="radio"/> Faculty	<input type="checkbox"/> Salary Adjustment	
<input type="radio"/> Support Staff	<input type="checkbox"/> Separation (date: _____)	
<input type="radio"/> Temporary	<input checked="" type="radio"/> Full-Time	
<input type="radio"/> Regular	<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.

CURRENT Division/Unit: Administration	Job Vacancy No.: (if applicable) 1908 F 046
Job Title/Position: Head Baseball Coach/Instructor of Kinesiology	Specialized Area: Athletics/Baseball
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 1110-14309-6091-100 70.9%, 3914-354-6091-901 29.1%	Position No. (NBAPOSN): BBC01T
Compensation: \$ 49,050	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/24/20	End Date: n/a
<input checked="" type="radio"/> Annual	<input type="radio"/> At-will-employee
<input type="radio"/> Hourly	<input checked="" type="radio"/> Per contract
<input type="radio"/> Other (explain)	If temporary, anticipated termination date: 05/31/21
Sched FAC	
Grade 1	
Step 7	

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

PROPOSED Division/Unit: Administration	Job Vacancy No.: (if applicable) 1908 F 046
Job Title/Position: Head Baseball Coach/Instructor of Kinesiology	Specialized Area: Athletics/Baseball
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Name of Replaced Employee: n/a	
Budget Number: 1110-14309-6091-100 70.9%, 3914-354-6091-901 29.1%	Position No. (NBAPOSN): BBC01T
Compensation: \$ 49,050	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/23/21	End Date: n/a
<input checked="" type="radio"/> Annual	<input type="radio"/> At-will-employee
<input type="radio"/> Hourly	<input checked="" type="radio"/> Per contract
<input type="radio"/> Other (explain)	If temporary, anticipated termination date: 05/31/22
Sched FAC	
Grade 1	
Step 7	

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

Explanation of Action:
In addition to Fall 2021 and Spring 2022, benefits should be extended during 2022 summer months.

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>Kelli Eade</i>	Date 4/27/21	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Debra Johnson</i>	Date 4-30-21
Budget Approval <i>B. Kocian</i>	Date 04/29/2021	Approved by President <i>Debra Johnson</i>	Date 4-30-21