Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # / @	Last Name	First	Middle Initial	Telephone
	Buentello, Patrick J.			

Address _____ City _____ State _____ Zip _____

Part I: Check *all* that apply

Classification			
○ Administrative/Professional Staff ◉ Faculty ○ Support Staff		☑ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date:_____)	☐ Other (explain)
◉ Temporary ○ Regular	◉ Full-Time ○ 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:			Job Vacancy No.: (if applicable)
Job Title/Position:			Specialized Area:
Budgeted Position? ○ Yes ○ No			Funded in which FY?
Budget Number:			Position No. (NBAPOSN):
Compensation: $	○ Annual ○ Hourly ○ Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) $ _____ per hr x _____ hrs/wk x _____ wks = $ _____ per year
Start Date:	End Date:	○ At-will-employee ○ Per contract	If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:
○ 9 months ○ 10 ½ months ○ 12 months ○ Other (specify)

PROPOSED Division/Unit: Vocational Instruction/Vocational Science			Job Vacancy No.: (if applicable) 2610 F 051
Job Title/Position: Instructor of Process Technology			Specialized Area: Process Technology
Budgeted Position? ◉ Yes ○ No	Name of Replaced Employee: Brian Troquille		Funded in which FY? FY27
Budget Number: 1510-14308-6091-102			Position No. (NBAPOSN): PTC01T

Compensation: $ 69,223	◉ Annual
	○ Hourly
	○ Other (explain)
		Sched T3
		Grade AAB
		Step n/a
			Hourly Rate: (Part-time only)
			$ n/a per hr x n/a hrs/wk x n/a wks =
			$ n/a per year

Start Date: 10/26/26		☐ At-will-employee ◉ Per contract	If temporary, anticipated termination date: n/a

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	Date	Approved by Dean Kim Ashburn Digitally signed by Kim Ashburn Date: 2026.10.16 11:41:49 -05'00'	Date
Approved by Division Chair Robert Sanchez Digitally signed by Robert Sanchez Date: 2026.10.16 11:32:14 -05'00'	Date	Approved by Vice President Pam Millsap Digitally signed by Pam Millsap Date: 2026.10.16 13:02:39 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources Rachel Johnson 10-19-26	Date
Budget Approval 10-19-26	Date	Approved by President Amended 10/19/26	Date

Reg. 821 HR Requisition Number ⌐ 2610 0061

Revised May 29, 2014