Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID #	Last Name	First	Middle Initial	Telephone
@	Moore, Renee			

Address | City | State | Zip

Part I: Check *all* that apply

Classification:
- ○ Administrative/Professional Staff
- ◉ Faculty
- ○ Support Staff

- ◉ Temporary / ○ Regular
- ◉ Full-Time / ○ Part-Time

- ☐ New Employee
- ☑ Extension
- ☐ Salary Adjustment
- ☐ Separation (date:_____)

☑ Other (explain)
Extension of TFT from Fall 2026 through Spring 2027

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: Academic Instruction/ Life Sciences
Job Vacancy No.: (if applicable) 2608 F 043

Job Title/Position: Instructor of Biology
Specialized Area: Biology

Budgeted Position? ◉ Yes ○ No
Funded in which FY? FY27

Budget Number: 1610-14301-6091-100
Position No. (NBAPOSN): BIO005T

Compensation: $ 25,525
- ○ Annual
- ○ Hourly
- ◉ Other (explain)

Sched T1 / Grade MAS / Step n/a

Hourly Rate: (Part-time only)
$ _____ per hr x _____ hrs/wk x _____ wks =
$ _____ per year

Start Date: 8/17/26
End Date: n/a
- ○ 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) Fall 2026

PROPOSED Division/Unit: Academic Instruction/ Life Sciences
Job Vacancy No.: (if applicable) 2608 F 043

Job Title/Position: Instructor of Biology
Specialized Area: Biology

Budgeted Position? ◉ Yes ○ No
Name of Replaced Employee: Joe Reeve
Funded in which FY? FY27

Budget Number: 1610-14301-6091-100
Position No. (NBAPOSN): BIO005T

Compensation: $ 25,525
- ○ Annual
- ○ Hourly
- ◉ Other (explain)

Sched T1 / Grade MAS / Step n/a

Hourly Rate: (Part-time only)
$ _____ per hr x _____ hrs/wk x _____ wks =
$ _____ per year

Start Date: 1/11/2027
- ○ At-will-employee
- ◉ Per contract

If temporary, anticipated termination date: 5/14/2027

Position is funded for the following number of months/weeks:
○ 9 months ○ 10 ½ months ○ 12 months ◉ Other (specify) Spring 2027

Explanation of Action:
extension of TFT fall 2026 through Spring 2027

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head: Jennifer Mahlmann — Digitally signed by Jennifer Mahlmann Date: 2026.10.13 15:48:53 -05'00' — Date	Approved by Dean — Date
Approved by Division Chair: Kevin Dees — Digitally signed by Kevin Dees Date: 2026.10.13 16:03:30 -05'00' — Date	Approved by Vice President: Pam Millsap — Digitally signed by Pam Millsap Date: 2026.10.14 11:05:10 -05'00' — Date
Approved by Cabinet Level Supervisor — Date	Reviewed by Human Resources: Rachel Dahmen 10/19/26 — Date
Budget Approval: [signature] 10/15/26 — Date	Approved by President: [signature] 10/19/26 — Date

Reg. 821 HR Requisition Number F 2610 0059

Revised May 29, 2014