

Personnel Action Form
Human Resources

Banner ID # @	Last Name Gustavus, Tina	First Tina	Middle Initial	Telephone	
Address		City		State Zip	
Part I: Check all that apply					
Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular		<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)		<input checked="" type="checkbox"/> Other (explain) extending to include Fall 2020 semester	
<input type="radio"/> Full-Time <input checked="" 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: Math & Physical Science			Job Vacancy No.: (if applicable) 1905 F 025		
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics			Specialized Area: Mathematics		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY20		
Budget Number: 1110-14306-6091-100			Position No. (NBAPOSN): DVM05T		
Compensation: \$ 24,275		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>6</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: 12/14/19		End Date: n/a		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	
If temporary, anticipated termination date: 05/31/20					
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) Spring 2020 Semester					
PROPOSED Division/Unit: Math & Physical Science			Job Vacancy No.: (if applicable) 1905 F 025		
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics			Specialized Area: Mathematics		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: n/a		
Budget Number: 1110-14306-6091-100			Position No. (NBAPOSN): DVM05T		
Compensation: \$ 24,275		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>6</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: 08/24/20		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract		If temporary, anticipated termination date: 12/18/20	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) Fall 2020 Semester					
Explanation of Action:					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, ou=WCJC, ou=Math and Physical Science, email=yvonne.smith@wcjc.edu, o=WCJC Date: 2020.04.17 09:08:29 -0500</small>			Approved by Dean _____ Date _____		
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=jmauch@wcjc.edu, ou=WCJC Date: 2020.04.16 14:47:03 -0500</small>			Approved by Vice President _____ Date _____		
Approved by Cabinet Level Supervisor _____ Date _____			Reviewed by Human Resources Judy J. Jones <i>5-7-20</i> _____ Date _____		
Budget Approval B. Atkinson _____ Date _____			Approved by President Dwight H. McLeod <i>5-12-20</i> _____ Date _____		

RECEIVED
 Vice President of Accounting
 Date: 5/7/20 Initial: JG