



Personnel Action Form

Human Resources

Banner ID # @	Last Name Nguyen, Yennie	First	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 checked="" type="radio"/> Regular	<input checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____) <input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> Other (explain)
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Support Staff employees are at-will employees.

CURRENT Division/Unit:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$ <input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	
If temporary, anticipated termination date:	
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 type="radio"/> Other (specify)	

PROPOSED Division/Unit: Math and Physical Science/Instruction	Job Vacancy No.: (if applicable) 2506 F 034
Job Title/Position: Instructor of Chemistry	Specialized Area: Chemistry
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Brian Trinh
Budget Number: 1610-14302-6091-100	Funded in which FY? FY25
Position No. (NBAPOSN): CHM002	
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 the Wharton County Junior College (Part-time) Procedures. \$ 55,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Grade 7 Step 0 Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/18/25	End Date:
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	
If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization	
Recommended by Supervisor/Department Head Rocio Doherty Date 8/08/25	
Approved by Division Chair Jennifer Mauch Digitally signed by Jennifer Mauch, on Wharton County Junior College, ou, email=mauchj@wcjc.edu, cn=JMS Date: 2025.08.12 09:13:39 -05'00'	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2025.08.12 15:16:30 -05'00'
Approved by Cabinet Level Supervisor Betty A. McCreeh Date 8/13/25	Reviewed by Human Resources Michael Quinn Date 8/13/25
Budget Approval Betty A. McCreeh Date 8/13/25	Approved by President Betty McCreeh Date 8-13-25