



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # - @	Last Name Beair, Linda S.	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 type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Separation (date: 04/15/22)	<input type="checkbox"/> Other (explain) Retirement
<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: Instruction/Allied Health		Job Vacancy No.: (if applicable) N/A	
Job Title/Position: Instructor of Vocational Nursing		Specialized Area: Vocational Nursing	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY22	
Budget Number: 1110-14184-6091-102		Position No. (NBAPOSN): LVN004	
Compensation: \$ 77,401	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>25</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: 08/23/2004	End Date: 04/15/22	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:

☐ 9 months ☐ 10 1/4 months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit:		Job Vacancy No.: (if applicable)	
Job Title/Position:		Specialized Area:	
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee:	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:		<input type="checkbox"/> At-will-employee <input type="checkbox"/> Per contract	If temporary, anticipated termination date:

Position is funded for the following number of months/weeks:

☐ 9 months ☐ 10 1/4 months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Kayla Drabek <small>Digitally signed by Kayla Drabek DN: cn=Kayla Drabek, ou=Wharton County Junior College, ou=Director, email=kdrabek@wcjc.edu, c=US Date: 2022.03.31 11:21:31 -05'00'</small>	Date	Approved by Dean Donald S Smith <small>Digitally signed by Donald S Smith Date: 2022.03.31 13:28:51 -05'00'</small>	Date
Approved by Division Chair Carol Derkowski <small>Digitally signed by Carol Derkowski Date: 2022.03.31 12:54:06 -05'00'</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.03.31 16:55:24 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date 04/05/2022	Approved by President <i>[Signature]</i>	Date 4-8-22