



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Barta, Walter J.	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 type="radio"/> Regular	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Part time instructor moving to temporary full time instructor for Spring 2022 semester.
<input type="radio"/> Full-Time <input 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:	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)	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:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Instruction	Job Vacancy No.: (if applicable) 2111 F 051
Job Title/Position: Instructor of English (Temporary)	Specialized Area: Communications & Fine Arts
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Name of Replaced Employee: Mary Lang	
Budget Number: 1110-14503-6091-100 40%, 1210-14503-6091-100 60%	Position No. (NBAPOSN): ENG05T
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/10/22 <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/22

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other (specify) Spring 2022 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Sharon L. Prince Digitally signed by Sharon L. Prince Date: 2021.11.23 12:37:54 -06'00'	Approved by Dean Date
Approved by Division Chair Patrick Ralls Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=ralls@wcjc.edu, c=US Date: 2021.11.29 09:16:51 -06'00'	Approved by Vice President Date
Approved by Cabinet Level Supervisor	Reviewed by Human Resources Date
Budget Approval B. R. Kocian Date: 12/07/2021	Approved by President Billy A. Molinski Date: 12-8-21