



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name SHROPSHIRE, ANDREA	First ANDREA	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input checked="" 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: Allied Health	Job Vacancy No.: (if applicable) 1312-F-096
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY17
Budget Number: 1110.14181.6091.102	Position No. (NBAPOSN): ADN005
Compensation: \$ 83,401	Hourly Rate: (Part-time only) \$ NA per hr x NA hrs/wk x NA wks = \$ NA per year
Start Date: 08-22-2016	End Date: NA
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Sched FAC Grade 7 Step 24	If temporary, anticipated termination date: NA

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: ALLIED HEALTH	Job Vacancy No.: (if applicable) 1312-F-096
Job Title/Position: INSTRUCTOR OF ASSOCIATE DEGREE NURSING	Specialized Area: NURSING
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Name of Replaced Employee: NA	
Budget Number: 1110.14181.6091.102	Position No. (NBAPOSN): ADN005
Compensation: \$ 84,067	Hourly Rate: (Part-time only) \$ NA per hr x NA hrs/wk x NA wks = \$ NA per year
Start Date: 08-21-2017	End Date: NA
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
Sched FAC Grade 7 Step 25	If temporary, anticipated termination date: NA

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other (specify)

Explanation of Action:
ADJUSTMENT FOR LONGEVITY AS AGREED UPON FEBRUARY/MARCH 2015

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN <small>Digitally signed by Andrea Shropshire, DNP, MSN, RN DN: cn=Andrea Shropshire, DNP, MSN, RN, o=Wharton County Junior College, ou=Associate Degree Nursing, email=ashropshire@wcjc.edu, c=US Date: 2017.07.19 13:34:21 -0500</small>	Date	Approved by Dean Megan Costanza <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=Vice President of Instruction, email=mcostanza@wcjc.edu, c=US Date: 2017.07.20 09:21:01 -0500</small>	Date
Approved by Division Chair Carol J. Derkowski <small>Digitally signed by Carol J. Derkowski Date: 2017.07.19 13:34:21 -0500</small>	Date	Approved by Vice President <i>[Signature]</i>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date 7/31/17	Approved by President <i>[Signature]</i>	Date 7-31-17

Reg. 821 HR Requisition Number F 1707 0034

RECEIVED Revised May 29, 2014

Vice President of Instruction
Date: 7/31/17 Initial: TC