

Personnel Action Form
Human Resources

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|------------------|-------------------------------------|-------|----------------|-----------|
| Banner ID # @ | Last Name Simmons-Willis, Tracey | First | Middle Initial | Telephone |
| Address | | City | State | Zip |

Part I: Check all that apply

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|--|---|--|---|
| Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular | <input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time | <input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain) Change from temporary full time to regular full 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.

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| CURRENT Division/Unit Life and Physical Sciences | Job Vacancy No.: (if applicable) 1604 F 022 |
| Job Title/Position: Temporary Instructor of Chemistry | Specialized Area Chemistry |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY17 |
| Budget Number: 1110-14302-6091-100 70% 1510-14302-6091-100 30% | Position No. (NBAPOSN): CHM02T |
| Compensation: \$ 55,050 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Sched FAC Grade 7 Step 9 | Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 08/22/17 | End Date: N/A |
| <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: 05/12/17 |

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

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| PROPOSED Division/Unit Life and Physical Sciences | Job Vacancy No.: (if applicable) 1611 F 052 |
| Job Title/Position: Instructor of Chemistry | Specialized Area: Chemistry |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: N/A |
| Budget Number: 1610-14302-6091-100 | Position No. (NBAPOSN): CHM002 |
| Compensation: \$ 55,050 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) |
| Sched FAC Grade 7 Step 9 | Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year |
| Start Date: 05/13/17 | End Date: N/A |
| <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 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

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|--|-----------------|---|----------------------------|
| Recommended by Supervisor/Department Head Kelley Whitley <small>Digitally signed by Kelley Whitley, DN: cn=Kelley Whitley, ou=Wharton County Junior College, ou=Chemistry Department, email=whitley@wcjc.edu, c=US, Date: 2017.03.20 15:18:06 -0500</small> | Date | Approved by Dean | Date |
| Approved by Division Chair Kevin Dees <small>Digitally signed by Kevin Dees, DN: cn=Kevin Dees, ou=Wharton County Junior College, ou=Division Chair, email=kevin@wcjc.edu, c=US, Date: 2017.03.20 15:18:06 -0500</small> | Date | Approved by Vice President | Date |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources <i>Judy J. Jones</i> | Date |
| Budget Approval <i>B. Kocian</i> | Date 3/28/17 | Approved by President <i>Bobby A. MacCreche</i> | Date 03/28/17 4-3-17 |

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