



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Cooley, Aaron C.	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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:		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:
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Social and Behavioral Science / Instruction		Job Vacancy No.: (if applicable) 2312 F 065	
Job Title/Position: Instructor of Government		Specialized Area: Government	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Amy Acord	Funded in which FY? FY24	
Budget Number: 1110-14703-6091-100 20%, 1610-14703-6091-100 80%		Position No. (NBAPOSN): GOV004	
Compensation: \$ 58,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>7</u> Step <u>10</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: 08/19/24		<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date: n/a

Position is funded for the following number of months/weeks:
☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Elizabeth A. Rexford Digitally signed by Elizabeth A. Rexford Date: 2024.03.22 12:32:15 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair Amanda Shelton Digitally signed by Amanda Shelton Date: 2024.03.22 12:45:52 -05'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.03.22 16:52:32 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Trishel Dahman</i> 3/25/2024	Date
Budget Approval <i>B. A. Acian</i>	Date 03/25/2024	Approved by President <i>Betty A. Moore</i> 3-25-24	Date