



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Gustavus, Tina	First	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="radio"/> Temporary <input checked="" type="radio"/> Regular		<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 in title (going from temporary to regular full time)
<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: Math and Physical Sciences			Job Vacancy No.: (if applicable) 1905 F 025	
Job Title/Position: Temporary Instructor of Developmental Math			Specialized Area: Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY22	
Budget Number: 1110-14306-6091-100			Position No. (NBAPOSN): DVM05T	
Compensation: \$ 48,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 6	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/19/19	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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
PROPOSED Division/Unit: Math and Physical Sciences			Job Vacancy No.: (if applicable) 2202 F 008	
Job Title/Position: Instructor of Developmental Math			Specialized Area: Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Name of Replaced Employee: n/a	
Budget Number: 1110-14306-6091-100			Position No. (NBAPOSN): DVM005	
Compensation: \$ 50,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 9	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/22/22	<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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action: Benefits should be extended through summer months.				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Yvonne Smith Digitally signed by Yvonne Smith Date: 2022.03.08 09:21:03 -06'00'		Approved by Dean Date		
Approved by Division Chair Jennifer Mauch Digitally signed by Jennifer Mauch CN: jennifer.mauch, o: Wharton County Junior College, email=jmauch@wcjc.edu, c:US Date: 2022.03.08 14:22:33 -05'00'		Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.03.08 16:08:59 -06'00'		
Approved by Cabinet Level Supervisor Date		Reviewed by Human Resources [Signature] 3/9/22 Date		
Budget Approval [Signature] 03/09/2022 Date		Approved by President [Signature] 3/10/22 Date		