



Wharton County Junior College

COPY

Personnel Action Form

Human Resources

Banner ID # @	Last Name Wilcox	First Megan	Middle Initial	Telephone
City		State		Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
---	--	---	--

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: Instruction/Senior Citizens		Job Vacancy No.: (if applicable) N/A	
Job Title/Position: Director		Specialized Area: Senior Citizen Program	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY17	
Budget Number: See Attached - numbers are good until 09/30/17, new contract year begins 10/1/17		Position No. (NBAPOSN): GND01T	
Compensation: \$ 51,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>1</u> Step <u>1</u>	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 10/03/16	End Date: 08/31/17	<input type="radio"/> At-will-employee <input checked="" 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/Senior Citizens		Job Vacancy No.: (if applicable) N/A	
Job Title/Position: Director		Specialized Area: Senior Citizen Program	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY 18	
Budget Number: See Attached - numbers are good until 09/30/17, new contract year begins 10/1/17		Position No. (NBAPOSN): GND01T	
Compensation: \$ 51,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>GNT</u> Grade <u>1</u> Step <u>1</u>	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09/01/17		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 08/31/18

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

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>B. P. Korian</i>	Date 7/24/17	Approved by President <i>Betty A. M. ...</i>	Date 7-24-17

DP