



Personnel Action Form
Human Resources

Banner ID #, @	Last Name Wetz, Amanda K.	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 checked="" type="radio"/> Temporary <input checked="" type="radio"/> Full-Time <input type="radio"/> Regular <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: Vocational Science / Instruction	Job Vacancy No.: (if applicable) 2501 F 002
Job Title/Position: Instructor of EMS	Specialized Area: EMS
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY25
Budget Number: 1210-14026-6091-102	Position No. (NBAPOSN): EMT07T
Compensation: \$ 71,403	<input checked="" type="radio"/> Annual Sched FAC <input type="radio"/> Hourly Grade 1 <input type="radio"/> Other (explain) Step 10
Start Date: 01/22/25	End Date: n/a
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
If temporary, anticipated termination date: 08/31/25	

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

PROPOSED Division/Unit: Vocational Science / Instruction	Job Vacancy No.: (if applicable) 2501 F 002
Job Title/Position: Instructor of EMS	Specialized Area: EMS
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: n/a	Funded in which FY? FY26
Budget Number: 1210-14026-6091-102	Position No. (NBAPOSN): EMT07T
Compensation: \$ 73,403	<input checked="" type="radio"/> Annual Sched FAC <input type="radio"/> Hourly Grade 1 <input type="radio"/> Other (explain) Step 11
Start Date: 09/01/25	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: 08/31/26	

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 <div style="display: flex; align-items: center;"> <div style="flex: 1;"> Karl Johnson </div> <div style="font-size: small; flex: 1;"> Digitally signed by Karl Johnson DN: cn=Karl Johnson, o=Wharton County Junior College, email=karl.johnson@wcjc.edu Reason: I attest to the accuracy and integrity of this document Location: your signing location here Date: 2025.08.28 13:33:20 -05'00' Full Reason: Version: 1.0.1.0 </div> </div>	Approved by Dean <div style="display: flex; align-items: center;"> <div style="flex: 1;"> Danny Bacot </div> <div style="font-size: small; flex: 1;"> Digitally signed by Danny Bacot Date: 2025.09.02 08:34:51 -05'00' </div> </div>
Approved by Division Chair <div style="display: flex; align-items: center;"> <div style="flex: 1;"> Gary Bonewald </div> <div style="font-size: small; flex: 1;"> Digitally signed by Gary Bonewald Date: 2025.08.29 15:53:40 -05'00' </div> </div>	Approved by Vice President <div style="display: flex; align-items: center;"> <div style="flex: 1;"> Leigh Ann Collins </div> <div style="font-size: small; flex: 1;"> Digitally signed by Leigh Ann Collins Date: 2025.09.02 11:23:54 -05'00' </div> </div>
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources <div style="display: flex; align-items: center;"> <div style="flex: 1;"> </div> <div style="flex: 1;"> Date: 09-04-25 </div> </div>
Budget Approval <div style="display: flex; align-items: center;"> <div style="flex: 1;"> </div> <div style="flex: 1;"> Date: 09/04/25 </div> </div>	Approved by President <div style="display: flex; align-items: center;"> <div style="flex: 1;"> </div> <div style="flex: 1;"> Date: 09/04/25 </div> </div>