



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # _____		Last Name <b>Jeter, Jonathan B.</b>		First	Middle Initial	Telephone
Address				City	State	Zip
<b>Part I: Check all that apply</b>						
Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input 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 type="checkbox"/> Other (explain)		
<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time						
<b>Part II: Assignment/Accounting</b> 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.						
<b>CURRENT</b> 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 _____	Hourly Rate: (Part-time only)			
\$		Grade _____	\$ _____ per hr x _____ hrs/wk x _____ wks =			
		Step _____	\$ _____ 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: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)						
<b>PROPOSED</b> Division/Unit:				Job Vacancy No.: (if applicable)		
Administration				2106 A 019		
Job Title/Position:				Specialized Area:		
Director of the WCJC Foundation				Foundation		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: n/a		Funded in which FY? FY22		
Budget Number: 23012-1161-6093-400				Position No. (NBAPOSN): DIR034		
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched CA	Hourly Rate: (Part-time only)			
\$ 75,402		Grade 15	\$ n/a per hr x n/a hrs/wk x n/a wks =			
		Step 10	\$ n/a per year			
Start Date: 10/20/21			<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract		If temporary, anticipated termination date:	
n/a						
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)						
Explanation of Action:						
<b>Part III: Position/Budget Authorization</b>						
Recommended by Supervisor/Department Head			Date	Approved by Dean		
Approved by Division Chair			Date	Approved by Vice President		
Approved by Cabinet Level Supervisor			Date	Reviewed by Human Resources		
Budget Approval			Date	Approved by President		
B. Okonai			09/28/2021	Buddy L. M... 9-29-21		