



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Saenz, Marissa	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 type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Completion of 24 additional graduate hours for a total of 42.
<input type="radio"/> Full-Time <input checked="" 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: Instruction	Job Vacancy No.: (if applicable) 2010 F 036
Job Title/Position: Director of Library Information and Technical Services	Specialized Area: Library
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-1496-6093-402	Position No. (NBAPOSN): DIR009
Compensation: \$ 86,068 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/23/21 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:
☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Instruction	Job Vacancy No.: (if applicable) 2010 F 036
Job Title/Position: Director of Library Information and Technical Services	Specialized Area: Library
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Name of Replaced Employee: n/a	
Budget Number: 1110-1496-6093-402	Position No. (NBAPOSN): DIR009
Compensation: \$ 88,734 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	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:
☐ 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	Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.08.25 16:51:33 -05'00'	Date
Budget Approval	Date	Reviewed by Human Resources	Date
Approved by President 08/29/2022	Date	Approved by President 8-29-22	Date