



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Escobedo, Gabriel	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 checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Changing from part time faculty to full time faculty.
<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:		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 _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ 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:
☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit:		Job Vacancy No.: (if applicable)	
Vocational Instruction / Technology & Business		2305 F 025	
Job Title/Position:		Specialized Area:	
Instructor of Electronics Engineering Technology		Electronics Engineering	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Laurence Jenkins	Funded in which FY? FY23	
Budget Number: 1110-14805-6091-102		Position No. (NBAPOSN): ELE002	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 4	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/21/23		<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:
☒ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization			
Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
David Kucera		Donald S Smith	
<small>Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidk@wcjc.edu, c=US Date: 2023.06.27 13:04:33 -0500</small>		<small>Digitally signed by Donald S Smith Date: 2023.06.27 13:09:24 -05'00'</small>	
Approved by Division Chair	Date	Approved by Vice President	Date
David Kucera		Leigh Ann Collins	
<small>Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=davidk@wcjc.edu, c=US Date: 2023.06.27 13:04:33 -0500</small>		<small>Digitally signed by Leigh Ann Collins Date: 2023.06.28 09:10:08 -05'00'</small>	
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
		<i>Gabe Johnson</i>	6/30/23
Budget Approval	Date	Approved by President	Date
<i>B. Kucera</i>	06/29/2023	<i>Boyd A. McLeod</i>	7-8-23