



# Wharton County Junior College

## Personnel Action Form

Human Resources

Banner ID #	Last Name Goins, Natasha	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 type="checkbox"/> Other (explain) Completed 6 additional graduate hours for a total of 24 hours.
<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.

<b>CURRENT</b> Division/Unit: Allied Health	Job Vacancy No.: (if applicable) 1302 F 024
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: Associate Degree Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 1610-14181-6091-102	Position No. (NBAPOSN): ADN009

Compensation: \$ 64,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <del>FAC</del> Grade 2A Step 34	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 08/20/12	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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Position is funded for the following number of months/weeks:  
☒ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

<b>PROPOSED</b> Division/Unit: Allied Health	Job Vacancy No.: (if applicable) 1302 F 024
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: Associate Degree Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: n/a	Funded in which FY? FY22
Budget Number: 1610-14181-6091-102	Position No. (NBAPOSN): ADN009

Compensation: \$ 64,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <del>FAC</del> Grade 3 Step 34	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
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Start Date: 08/23/21	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: n/a
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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 <i>[Signature]</i>	Date 9/9/21	Approved by Dean <i>[Signature]</i>	Date 9/16/21
Approved by Division Chair <i>[Signature]</i>	Date 9/9/21	Approved by Vice President Leigh Ann Collins	Date 9/16/21
Approved by Cabinet Level Supervisor <i>[Signature]</i>	Date 10/04/2021	Reviewed by Human Resources <i>[Signature]</i>	Date 10/5/21
Budget Approval <i>[Signature]</i>	Date 10/04/2021	Approved by President <i>[Signature]</i>	Date 10/8/21