



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID #	Last Name Herrmann, Lauren F	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 type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain)  change from temp to regular
<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: Math and Physical Sciences		Job Vacancy No.: (if applicable) 1712 F 090	
Job Title/Position: Temporary Instructor of Dev Mathematics		Specialized Area: Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY19	
Budget Number: 1110-14506-6091-100 60% 1610-14506-6091-100 40%		Position No. (NBAOSN): DVM02T	
Compensation: \$ 45,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>0</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/18	End Date: N/A	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/19

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: Math and Physical Sciences		Job Vacancy No.: (if applicable) 1902 F 009	
Job Title/Position: Instructor of Dev Mathematics		Specialized Area: Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Kathy Rod	Funded in which FY? FY19	
Budget Number: 1110-14506-6091-100 60% 1610-14506-6091-100 40%		Position No. (NBAOSN): DVM002	
Compensation: \$ 45,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>0</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 06/01/19		<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 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 Jennifer Mauch	Date	Approved by Vice President <i>[Signature]</i>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval <i>[Signature]</i>	Date 2/14/19	Approved by President <i>[Signature]</i>	Date 2-15-19

Reg. 821 HR Requisition Number F 1902 0007

Revised May 29, 2014

**RECEIVED**

Vice President of Instruction

Date: 2/7/19 Initial: TC