



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID #	Last Name Moore, Melissa	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input type="radio"/> Regular	<input type="radio"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) extending to include Spring 2020 semester
<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: Math & Physical Sciences		Job Vacancy No.: (if applicable) 1908 F 044	
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics		Specialized Area: Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY20	
Budget Number: 1110-14306-6091-100		Position No. (NBAPOSN): DVM06T	
Compensation: \$ 23,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/19	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 12/13/19

Position is funded for the following number of months/weeks:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other (specify) Fall 2019 Semester

PROPOSED Division/Unit: Math & Physical Science		Job Vacancy No.: (if applicable) 1908 F 044	
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics		Specialized Area: Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a		Funded in which FY? FY20
Budget Number: 1110-14306-6091-100		Position No. (NBAPOSN): DVM06T	
Compensation: \$ 23,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 12/14/19		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/20

Position is funded for the following number of months/weeks:

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other (specify) Spring 2020 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, ou=Wharton County Junior College, email=smithy@wcjc.edu, c=US Date: 2019.10.30 12:21:06 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, ou=Wharton County Junior College, email=jmauch@wcjc.edu, c=US Date: 2019.10.30 13:04:20 -0500</small>	Date	Approved by Vice President Luc 10-30-19	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources Judy Jones 11-5-19	Date
Budget Approval B. E. K... 11/5/19	Date	Approved by President Bryce Mel... 11-6-19	Date

Reg. 821

HR Requisition Number F 1910 0060

Revised May 29, 2014
Vice President of Instruction
Date: 10/30/19 Initial: TC