



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Giesalhart, Darlene	First Darlene	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) Changing from TFT to Regular FT Instructor of EMS
<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: Vocational Science / Instruction		Job Vacancy No.: (if applicable) 2401 F 004	
Job Title/Position: Instructor of EMS		Specialized Area: EMS / Vocational Science	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY24	
Budget Number: 1110-14026-6091-102		Position No. (NBAPOSN): EMT05T	
Compensation: \$ 69,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 02/12/24	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 02/20/24

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

☐ 9 months
 ☐ 10 ½ months
 ☒ 12 months
 ☐ Other (specify)

PROPOSED Division/Unit: Vocational Science / Instruction		Job Vacancy No.: (if applicable) 2401 F 005	
Job Title/Position: Instructor of EMS		Specialized Area: EMS / Vocational Science	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a		Funded in which FY? FY24
Budget Number: 1110-14026-6091-102		Position No. (NBAPOSN): EMT005	
Compensation: \$ 69,402	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 02/21/24	<input type="radio"/> At-will-employee <input checked="" 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)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Gary Bonewald Digitally signed by Gary Bonewald Date: 2024.01.30 13:11:32 -06'00'	Date	Approved by Dean	Date
Approved by Division Chair Timothy Guin Digitally signed by Timothy Guin Date: 2024.01.30 16:57:23 -06'00'	Date	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.01.31 08:29:19 -06'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval <i>[Signature]</i>	Date 02/26/2024	Approved by President <i>[Signature]</i>	Date 2-29-24