Wharton County Junior College

Personnel Action Form
Human Resources

Banner ID # @	Last Name First Reyes, Eric		Middle Initial	Telephone
Address		City		State Zip

Part I: Check *all* that apply

Classification:
- ○ Administrative/Professional Staff
- ◉ Faculty
- ○ Support Staff
- ○ Temporary   ◉ Full-Time
- ◉ Regular   ○ Part-Time

- ☑ New Employee
- ☐ Extension
- ☐ Salary Adjustment
- ☐ Separation (date:_____)

☐ Other (explain)

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? ○ Yes ○ No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):

Compensation: $	○ Annual ○ Hourly ○ Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) $ _____ per hr x _____ hrs/wk x _____ wks = $ _____ per year
Start Date:	End Date:	○ At-will-employee ○ 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:
Communications and Fine Arts

	Job Vacancy No.: (if applicable) 1802 F 010
Job Title/Position: Instructor of English	Specialized Area: English
Budgeted Position? ◉ Yes ○ No Name of Replaced Employee: Robin Nealy	Funded in which FY? FY18
Budget Number: 1110-14503-6091-100 50%, 1210-14503-6091-100 50%	Position No. (NBAPOSN): ENG012

Compensation: $ 47,550	◉ Annual ○ Hourly ○ Other (explain)	Sched FAC Grade 1 Step 6	Hourly Rate: (Part-time only) $ n/a per hr x n/a hrs/wk x n/a wks = $ n/a per year
Start Date: 08/20/2018		◉ At-will-employee ◉ 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
Approved by Division Chair **Patrick Ralls** *Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou=Speech Department, email=rallsp@wcjc.edu, c=US Date: 2018.05.14 14:50:01 -05'00'*	Date	Approved by Vice President _hc_	Date 5/18/18
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources _Judy J Jones_ DP	Date 05/21/18
Budget Approval B. DAccia	Date 5/21/18	Approved by President _Betty H. McCuke_	Date 5-21-18

Reg. 821   HR Requisition Number F 1805 0034

Revised May 29, 2014   DP

5/16/18   TC