



Personnel Action Form
Human Resources

Banner ID # @	Last Name Lynn, Barbara S	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="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input checked="" type="checkbox"/> Separation (date: 08/2022)	<input checked="" type="checkbox"/> Other (explain) Retirement (Barbara will remain on as part time faculty effective 08/01/22)
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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 Instruction-Technology & Business		Job Vacancy No.: (if applicable) n/a
Job Title/Position: Instructor of Education/Early Childhood Development		Specialized Area: Education/Early Childhood
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY22
Budget Number: 1110-14707-6091-102		Position No. (NBAPOSN): ELC001
Compensation: \$ 68,890	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/23/04	End Date: 06/30/22 (from FT only)	<input type="radio"/> At-will-employee <input checked="" 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)

PROPOSED Division/Unit:		Job Vacancy No.: (if applicable)
Job Title/Position:		Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee:	Funded in which FY?
Budget Number:		Position No. (NBAPOSN):
Compensation: \$	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ per hr x hrs/wk x wks = \$ per year
Start Date:	<input type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract	If temporary, anticipated termination date:

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

☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

Explanation of Action:
Only on WH campus

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=kucera@wcjc.edu, c=US Date: 2021.11.20 14:21:10 -0500</small>	Date	Approved by Dean Donald S Smith <small>Digitally signed by Donald S Smith Date: 2021.12.01 13:11:36 -0600</small>	Date
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Wharton County Junior College, ou=Division of Technology and Business, email=kucera@wcjc.edu, c=US Date: 2021.11.20 14:21:25 -0500</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.03.10 13:55:16 -0600</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i> 3/24/22	Date
Budget Approval <i>[Signature]</i>	Date 03/23/2022	Approved by President <i>[Signature]</i> 3-24-22	Date