



**Wharton County  
Junior College**

**Personnel Action Form**  
Human Resources

Banner ID # @	Last Name Herndon, Latasha	First	Middle Initial	Telephone
Address		City		State Zip

**Part I: Check all that apply**

<b>Classification:</b> <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 type="radio"/> Part-Time	<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) <b>Change in title/assignment (going from temporary to regular full time)</b>
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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.

<b>CURRENT</b> Division/Unit: Math and Physical Sciences		Job Vacancy No.: (if applicable) 2107 F 029	
Job Title/Position: Temporary Instructor of Chemistry		Specialized Area: Chemistry	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY22	
Budget Number: 1110-14302-6091-100 60%, 1610-14302-6091-100 40%		Position No. (NBAPOSN): CHM06T	
Compensation: \$ 54,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 7 Step 5	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/23/21	End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/22

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) 2111 F 054	
Job Title/Position: Instructor of Chemistry		Specialized Area: Chemistry	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Sean Derrickson		Funded in which FY? FY22
Budget Number: 1110-14302-6091-100 60%, 1610-14302-6091-100 40%		Position No. (NBAPOSN): CHM006	
Compensation: \$ 55,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 7 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: 08/22/22		<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)

Explanation of Action:  
Benefits should be extended through summer months.

**Part III: Position/Budget Authorization**

Recommended by Supervisor/Department Head <i>Latasha Herndon</i>	Date 2/24/2022	Approved by Dean	Date
Approved by Division Chair <i>Jeffrey Mauer</i>	Date 2-25-2022	Approved by Vice President <i>L. G.</i>	Date 3-1-22
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Carol Dahmer</i>	Date 3/3/22
Budget Approval <i>B. K. Kocian</i>	Date 03/03/2022	Approved by President <i>Betty R. McLaughlin</i>	Date 3-3-22