



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Snider, Jessi	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Completed Ph.D degree in August of 2020
<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: Communications and Fine Arts		Job Vacancy No.: (if applicable) n/a	
Job Title/Position: Instructor of English		Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY21	
Budget Number: 1110-14503-6091-100		Position No. (NBAPOSN): ENG019	
Compensation: \$ 51,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 4 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: 08/20/18	End Date: n/a	<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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)			

PROPOSED Division/Unit: Communications and Fine Arts		Job Vacancy No.: (if applicable) n/a	
Job Title/Position: Instructor of English		Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY21	
Budget Number: 1110-14503-6091-100		Position No. (NBAPOSN): ENG019	
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: 08/24/20		<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: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)			

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Sharon L. Prince <small>Digitally signed by Sharon L. Prince DN: cn=Sharon L. Prince, o=Communications and Fine Arts, ou=English, Humanities, and Foreign Languages, email=sharon@wcjc.edu, c=US Date: 2020.09.11 11:45:42 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Patrick Ralls <small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=ralls@wcjc.edu, c=US Date: 2020.09.11 09:38:38 -0500</small>	Date	Approved by Vice President <i>Luc</i> 9-24-20	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Jeff J. Jones</i> 9-30-2020	Date
Budget Approval <i>B. K. Kocian</i>	Date 09/30/2020	Approved by President <i>Scott A. Malachuk</i> 10-5-20	Date

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Revised May 29, 2014

Vice President of Instruction

Date: 9/14/20 Initial: K