



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # @	Last Name Binkley-Webb, Ophelia	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)  Completion of additional 25 gsh for a total of 43 hours.
<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.

<b>CURRENT</b> Division/Unit: Social and Behavioral Science		Job Vacancy No.: (if applicable) na	
Job Title/Position: Instructor of Psychology		Specialized Area: Psychology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY23	
Budget Number: 1210-14704-6091-100 50%, 1610-14704-6091-100 50%		Position No. (NBAPOSN): PSY007	
Compensation: \$ 56,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>2A</u> Step <u>18</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 08/20/12	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:

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

<b>PROPOSED</b> Division/Unit: Social and Behavioral Science		Job Vacancy No.: (if applicable) n/a	
Job Title/Position: Instructor of Psychology		Specialized Area: Psychology	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY23	
Budget Number: 1210-14704-6091-100 50%, 1610-14704-6091-100 50%		Position No. (NBAPOSN): PSY007	
Compensation: \$ 58,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>4A</u> Step <u>18</u>	Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year
Start Date: 08/21/23		<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 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		Date		Approved by Vice President		Date	
Amanda Shelton		Digitally signed by Amanda Shelton Date: 2023.06.21 09:07:56 -05'00'		Leigh Ann Collins		Digitally signed by Leigh Ann Collins Date: 2023.06.20 17:19:56 -05'00'	
Approved by Cabinet Level Supervisor		Date		Reviewed by Human Resources		Date	
Budget Approval		Date		Approved by President		Date	
B. B. Kocian		06/29/2023		Leigh Ann Collins		7-5-23	