

Personnel Action Form
Human Resources

Banner ID # @	Last Name VerNooy, Colin D.	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 checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
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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:	Job Vacancy No.: (if applicable)		
Job Title/Position:	Specialized Area:		
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?		
Budget Number:	Position No. (NBAPOSN):		
Compensation: \$	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date:	End Date:	<input type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date:
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)			

PROPOSED Division/Unit: Instruction/Mathematics	Job Vacancy No.: (if applicable) 2405 F 015		
Job Title/Position: Developmental Math Instructor	Specialized Area: Mathematics		
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Tina Gustavus		
Budget Number: 1110.14306.6091.100	Position No. (NBAPOSN): DVM005		
Compensation: \$ 54,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched F _____ Grade 7 _____ Step 2 _____ Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year	
Start Date: 8/19/24	<input checked="" 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 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)			

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith, o=Wharton County Junior College, ou=WCJC, email=yvsmith@wcjc.edu, c=US Date: 2024.07.02 15:06:28 -0500</small>	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch, o=Wharton County Junior College, ou=WCJC, email=jmauch@wcjc.edu, c=US Date: 2024.07.02 15:13:13 -0500</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2024.07.02 15:45:10 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 7/12/2024
Budget Approval <i>[Signature]</i>	Date	Approved by President <i>[Signature]</i>	Date 7-15-24