



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Jeffery, Jennifer	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" 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 type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Adjustment from 9 to 10.5 month contract
<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: Life Science	Job Vacancy No.: (if applicable)
Job Title/Position: Instructor of Biology	Specialized Area: Biology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1110.14301.6091.100	Position No. (NBAPOSN): BIO005
Compensation: \$ 57,050 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x _____ hrs/wk x _____ wks = \$ n/a per year
Start Date: 8/23/99 End Date: n/a <input checked="" type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date:
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: Life Science	Job Vacancy No.: (if applicable) 2208 F 050
Job Title/Position: Instructor of Biology	Specialized Area: Biology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Kimberly Raun
Budget Number: 1110.14301.6091.100	Position No. (NBAPOSN): BIO006
Compensation: \$ 66,556 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x _____ hrs/wk x _____ wks = \$ n/a per year
Start Date: 1/09/2023 <input checked="" type="radio"/> At-will-employee <input checked="" 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 checked="" type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:
J. Jeffery will assume Biology Dept head duties effective Spring 2023 and will be placed on 10.5 month contract

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Kim Raun <small>Digitally signed by Kim Raun DN: cn=Kim Raun, o, ou, email=kimberlyr@wcjc.edu, c=US Date: 2022.09.06 13:54:41 -05'00'</small>	Date	Approved by Dean	Date
Approved by Division Chair Kevin Dees <small>Digitally signed by Kevin Dees Date: 2022.09.06 14:18:51 -05'00'</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2022.09.06 14:52:12 -05'00'</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 9/7/22
Budget Approval <i>[Signature]</i>	Date 09/07/2022	Approved by President <i>[Signature]</i>	Date 8/8/22