



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # @	Last Name Casteen, Anna Marie	First Anna	Middle Initial Marie	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"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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:	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 _____
Start Date: End Date:	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Math and Physical Sciences	Job Vacancy No.: (if applicable) 2011 F 045
Job Title/Position: Instructor of Developmental Math	Specialized Area: Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Lauren Herrmann
Funded in which FY? FY21	Position No. (NBAPOSN): DVM002
Budget Number: 1110-14306-6091-100 40%, 1210-14306-6091-100 60%	
Compensation: \$ 50,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 2 Step 8	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	<input checked="" type="radio"/> At-will-employee <input 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 Yvonne Smith Digitally signed by Yvonne Smith Date: 2021.03.02 11:43:40 -06'00'	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch Digitally signed by Jennifer Mauch, o, ou=Wharton County Junior College, email=jmauch@wcjc.edu, cn=J Date: 2021.03.02 15:42:45 -06'00'	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Okonai	Date	Approved by President	Date

Reg. 821 HR Requisition Number F 2103 0003

RECEIVED  
Vice President of Instruction  
Date: 3/3/21 Initial: K

Revised May 29, 2014