

## Personnel Action Form

Human Resources

Banner ID # @	Last Name Lanoux, Michelle	First	Middle Initial	Telephone
Address		City		State    Zip
<b>Part I: Check all that apply</b>				
Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input type="radio"/> Full-Time <input type="radio"/> Regular <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)
<b>Part II: Assignment/Accounting</b> 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 _____	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 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 type="radio"/> 10 ¼ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit: Math and Physical Science / Instruction			Job Vacancy No.: (if applicable) 2408 F 032	
Job Title/Position: Temporary Developmental Math Instructor			Specialized Area: Mathematics	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Melissa Moore		Funded in which FY? FY25	
Budget Number: 1110-14305-6091-100			Position No. (NBAPOSN): DVM06T	
Compensation:	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>10</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: 08/19/24		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 12/13/24	
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ¼ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) <b>Fall 2024 Semester</b>				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head Yvonne Smith Digitally signed by Yvonne Smith Date: 2024.08.15 15:08:41 -05'00'		Approved by Dean Date		
Approved by Division Chair Jennifer Mauch Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, ou=Wharton County Junior College, c=US Date: 2024.08.15 15:43:31 -05'00'		Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.08.15 15:28:49 -05'00'		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources <i>Steph Johnson</i> 8/15/24		
Budget Approval <i>[Signature]</i>		Approved by President <i>Steph Johnson</i> 8-15-24		