



**Wharton County
Junior College**

Personnel Action Form

Human Resources

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|---|--|--|--|-----------|
| Banner ID # @ | Last Name Davis, Sandra | First | Middle Initial | Telephone |
| Address | | City | | State Zip |
| Part I: Check all that apply | | | | |
| Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input checked="" 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) Salary adjustment per BOT approval 10/15/24. | | |
| <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: Allied Health/Vocational Instruction | | Job Vacancy No.: (if applicable) N/A | | |
| Job Title/Position: Instructor of Associate Degree Nursing | | Specialized Area: Associate Degree Nursing | | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | Funded in which FY? 25 | | |
| Budget Number: 1110-14181-6091-102 | | Position No. (NBAPOSN): ADN005 | | |
| Compensation: \$ 90,069 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched FAC Grade 1 Step 38 | Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year | |
| Start Date: 01/13/14 | 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: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify) | | | | |
| PROPOSED Division/Unit: Allied Health/Vocational Instruction | | Job Vacancy No.: (if applicable) n/a | | |
| Job Title/Position: Instructor of Associate Degree Nursing | | Specialized Area: Associate Degree Nursing | | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | Name of Replaced Employee: n/a | | |
| Funded in which FY? 25 | | | | |
| Budget Number: 1110-14181-6091-102 | | Position No. (NBAPOSN): ADN005 | | |
| Compensation: \$ 96,736 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched FAC Grade 1 Step 48 | Hourly Rate: (Part-time only) \$ N/A per hr x N/A hrs/wk x N/A wks = \$ N/A per year | |
| Start Date: 11/01/2024 | | <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: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify) | | | | |
| Explanation of Action: Salary Increase. | | | | |
| Part III: Position/Budget Authorization | | | | |
| Recommended by Supervisor/Department Head Carol Derkowski Digitally signed by Carol Derkowski Date: 2024.10.18 10:37:52 -05'00' | | Approved by Dean Date | | |
| Approved by Division Chair Carol Derkowski Digitally signed by Carol Derkowski Date: 2024.10.18 10:37:43 -05'00' | | Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2024.10.21 09:59:41 -05'00' | | |
| Approved by Cabinet Level Supervisor | | Reviewed by Human Resources Date | | |
| Budget Approval Betty A. McCracken Date | | Approved by President Date | | |