



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # @	Last Name Wetz, Amanda	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 type="radio"/> Full-Time <input type="radio"/> Part-Time	<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) Change in title/assignment

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: Vocational Science	Job Vacancy No.: (if applicable) 2008 F 033
Job Title/Position: Temporary Instructor of Emergency Medical Services	Specialized Area: Emergency Medical Services
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 1110-14026-6091-102	Position No. (NBAPOSN): EMT04T
Compensation: \$ 24,775	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 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: 01/11/21	End Date: n/a
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/21

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☒ Other (specify) Fall 2020 Semester

PROPOSED Division/Unit: Vocational Science	Job Vacancy No.: (if applicable) 2010 F 038
Job Title/Position: Instructor of Emergency Medical Services	Specialized Area: Emergency Medical Services
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Obie Adkins
Budget Number: 1110-14026-6091-102	Funded in which FY? FY21
Compensation: \$ 49,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 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	End Date: n/a
<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:
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

Explanation of Action:
In addition to Spring 2021, benefits should be extended during summer months.

Part III: Position/Budget Authorization	
Recommended by Supervisor/Department Head Gary Bonewald <small>Digitally signed by Gary Bonewald DN: cn=Gary Bonewald, ou=Wharton County Junior College, ou=EMS Program, email=bonewaldg@wcjc.edu, c=US Date: 2021.02.25 14:36:59 -06'00'</small>	Date
Approved by Division Chair Timothy Guin <small>Digitally signed by Timothy Guin DN: cn=Timothy Guin, ou=Division Chair, ou=VOCS, email=timguin@wcjc.edu, c=US Date: 2021.02.25 14:48:51 -06'00'</small>	Date
Approved by Cabinet Level Supervisor	Date
Budget Approval B. Kocian	Date 03/08/2021
Approved by Dean	Date
Approved by Vice President	Date
Reviewed by Human Resources	Date 3-1-21
Approved by President	Date 3-8-21