



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID #	Last Name Gustavus, Tina	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) extending to include Spring 2020 semester
<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: Math & Physical Science	Job Vacancy No.: (if applicable) 1905 F 025
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY20
Budget Number: 1110-14306-6091-100	Position No. (NBAPOSN): DVM05T
Compensation: \$ 24,275	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 6	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/19	End Date: n/a
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 12/13/19

Position is funded for the following number of months/weeks:

☐ 9 months
 ☐ 10 1/2 months
 ☐ 12 months
 ☒ Other (specify) Fall 2019 Semester

PROPOSED Division/Unit: Math & Physical Science	Job Vacancy No.: (if applicable) 1905 F 025
Job Title/Position: Temporary Full Time Instructor of Developmental Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-14306-6091-100	Position No. (NBAPOSN): DVM05T
Compensation: \$ 24,275	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched FAC Grade 1 Step 6	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 12/14/19	End Date: n/a
<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/20

Position is funded for the following number of months/weeks:

☐ 9 months
 ☐ 10 1/2 months
 ☐ 12 months
 ☒ Other (specify) Spring 2020 Semester

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith	Date	Approved by Dean	Date
Approved by Division Chair Jennifer Mauch	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. Skocian	Date 11/5/19	Approved by President	Date 11-6-19

Reg. 821

HR Requisition Number F 1910 0059

Revised May 29, 2014

RECEIVED
Vice President of Instruction
Date: 10/30/19 Initial: K