

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="radio"/> New Employee <input checked="" type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> 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	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: 12/14/19	<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 <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, o=WCJC, ou=Math and Physical Science, email=smithy@wcjc.edu, c=US Date: 2019.10.30 12:20:31 -0500</small>	Date Approved by Dean Date
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=jmauch@wcjc.edu, c=US Date: 2019.10.30 13:05:11 -0500</small>	Date Approved by Vice President Date
Approved by Cabinet Level Supervisor	Date Reviewed by Human Resources Date
Budget Approval B. Stokian	Date Approved by President Date

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