

Personnel Action Form
 Human Resources

Banner ID # @	Last Name Lippolis	First Nicole	Middle Initial	Telephone
Address			City	State Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input checked="" type="radio"/> New Employee <input type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<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: _____ Job Vacancy No.: (if applicable) _____

Job Title/Position: _____ Specialized Area: _____

Budgeted Position? Yes No Funded in which FY? _____

Budget Number: _____ Position No. (NBAPOSN): _____

Compensation: Annual Hourly Other (explain) _____

Sched _____ Grade _____ Step _____ Hourly Rate: (Part-time only)
 \$ _____ per hr x _____ hrs/wk x _____ wks =
 \$ _____ per year

Start Date: _____ End Date: _____ At-will-employee Per contract

If temporary, anticipated termination date: _____

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify) _____

PROPOSED Division/Unit: Life and Physical Sciences Job Vacancy No.: (if applicable) 1611 F 053

Job Title/Position: Instructor of Chemistry Specialized Area: Chemistry

Budgeted Position? Yes No Name of Replaced Employee: Sean Collins Funded in which FY? FY17

Budget Number: 1110-14302-6091-100 (70%) 1510-14302-6091-100 (30%) Position No. (NBAPOSN): CHM005

Compensation: Annual Hourly Other (explain) \$ 49,050

Sched FAC _____ Grade 1 _____ Step 10 Hourly Rate: (Part-time only)
 \$ n/a per hr x n/a hrs/wk x n/a wks =
 \$ n/a per year

Start Date: 08/21/2017 At-will-employee 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: _____

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Kelley Whitley <small>Digitally signed by Kelley Whitley DN: cn=Kelley Whitley, ou=Wharton County Junior College, ou=Chemistry Department, email=KelleyWhitley@wcjc.edu, c=US Date: 2017.03.28 13:14:16 -0500</small>	Date _____ Approved by Dean _____ Date _____
Approved by Division Chair Kevin Dees <small>Digitally signed by Kevin Dees DN: cn=Kevin Dees, ou=Wharton County Junior College, ou=Division Chair, email=KevinD@wcjc.edu, c=US Date: 2017.03.21 14:50:09 -0500</small>	Approved by Vice President _____ Date _____
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources _____ Date _____
Budget Approval B. Deacia	Approved by President _____ Date _____