



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Jones, Lacy	First 	Middle Initial 	Telephone
Address 		City 		State Zip

Part I: Check all that apply

Classification: <input checked="" type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Full-Time <input type="radio"/> Regular <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) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Change in title/assignment</div>
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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: Administration	Job Vacancy No.: (if applicable) 2212 S 105
Job Title/Position: Admin Asst to the Executive Vice President	Specialized Area: Executive Vice President
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY26
Budget Number: 1110-13029-6101-602	Position No. (NBAPOSN): AD2003
Compensation: \$ 40,150	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Sched P _____ Grade 13 _____ Step 13 _____
Start Date: 06/06/2022	End Date: n/a <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Administration	Job Vacancy No.: (if applicable) 2507 A 025
Job Title/Position: Manager of Institutional Effectiveness	Specialized Area: Administration
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: n/a	Funded in which FY? FY26
Budget Number: 1110-110-6093-6001	Position No. (NBAPOSN): MIE001
Compensation: \$ 48,528	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Sched A _____ Grade 8 _____ Step 6 _____
Start Date: 09/17/25	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date