



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # @	Last Name CRUZ, CYNTHIA A.	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="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)  <b>MOVE FROM 10.5 MONTH TO 9 MONTH CONTRACT</b>
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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.

<b>CURRENT</b> Division/Unit: Allied Health	Job Vacancy No.: (if applicable) 1312-F-098
Job Title/Position: Instructor of Associate Degree Nursing	Specialized Area: Nursing
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? <b>FY17</b>
Budget Number: <b>1110.14181.6091.102</b>	Position No. (NBAPOSN): <b>ADN002</b>
Compensation: \$ <b>67,141</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ <u>NA</u> per hr x <u>NA</u> hrs/wk x <u>NA</u> wks = \$ <u>NA</u> per year
Start Date: 08-22-2016	End Date: NA <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract

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

<b>PROPOSED</b> Division/Unit: ALLIED HEALTH	Job Vacancy No.: (if applicable) 1312-F-098
Job Title/Position: INSTRUCTOR OF ASSOCIATE DEGREE NURSING	Specialized Area: NURSING
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? <b>FY18</b>
Budget Number: <b>1110.14181.6091.102</b>	Position No. (NBAPOSN): <b>ADN002</b>
Compensation: \$ <b>58,050</b> <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ <u>NA</u> per hr x <u>NA</u> hrs/wk x <u>NA</u> wks = \$ <u>NA</u> per year
Start Date: 08-21-2017	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract

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

Explanation of Action:  
ADJUSTMENT FOR LONGEVITY AS AGREED UPON FEBRUARY/MARCH 2015

### Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Andrea Shropshire, DNP, MSN, RN <small>Digitally signed by Andrea Shropshire, DNP, MSN, RN DN: cn=Andrea Shropshire, DNP, MSN, RN, o=Wharton County Junior College, ou=Wharton County Junior College, email=ashropshire@wcjc.edu, c=US Date: 2017.07.17 08:25:47 -0500</small>	Approved by Dean Megan Costanza <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=Wharton County Junior College, email=mcostanza@wcjc.edu, c=US Date: 2017.07.21 15:22:01 -0500</small>
Approved by Division Chair Carol J. Derkowski <small>Digitally signed by Carol J. Derkowski Date: 2017.07.19 13:14:58 -0500</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, o=WCJC, ou=Wharton County Junior College, email=lcollins@wcjc.edu, c=US Date: 2017.07.20 15:24:49 -0500</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources <i>[Signature]</i> 7-31-17
Budget Approval <i>[Signature]</i> 7/31/17	Approved by President <i>[Signature]</i> 7-31-17

*[Handwritten signature]*