

Personnel Action Form
Human Resources

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|---|--|---|--|--|
| Banner ID # @ | Last Name Borg, Nicole C. | 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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | | <input type="checkbox"/> Other (explain) |
| <input type="radio"/> Temporary <input type="radio"/> Regular | <input 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? <input type="radio"/> Yes <input type="radio"/> No | | | Funded in which FY? | |
| Budget Number: | | | Position No. (NBAPOSN): | |
| Compensation: \$ | <input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched _____ Grade _____ Step _____ | Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: | End Date: | <input type="radio"/> At-will-employee <input type="radio"/> Per contract | If temporary, anticipated termination date: | |
| Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify) | | | | |
| PROPOSED Division/Unit: Math & Physical Science | | | Job Vacancy No.: (if applicable) 1907 F 037 | |
| Job Title/Position: Temporary Instructor of Math | | | Specialized Area: Math | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | | Name of Replaced Employee: Amanda Celaya | |
| Budget Number: 1110-14305-6091-100 | | | Funded in which FY? FY19 | |
| Budget Number: 1110-14305-6091-100 | | | Position No. (NBAPOSN): MAT04T | |
| Compensation: \$ 46,550 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched FAC Grade 1 Step 3 | Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year | |
| Start Date: 08/19/19 | | <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract | If temporary, anticipated termination date: 05/31/20 | |
| Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) Fall 2019/Spring 2020 | | | | |
| Explanation of Action: | | | | |
| Part III: Position/Budget Authorization | | | | |
| Recommended by Supervisor/Department Head Yvonne Smith | | Date Digitally signed by Yvonne Smith Date: 2019.07.11 15:13:24 -05'00' | Approved by Dean Date | |
| Approved by Division Chair Jennifer Mauch | | Date Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, o=Wharton County Junior College, email=jmauch@wcjc.edu, c=US Date: 2019.07.16 08:47:53 -05'00' | Approved by Vice President Date Luc 7-16-19 | |
| Approved by Cabinet Level Supervisor | | Date | Reviewed by Human Resources Date Greg J. Jones 7-22-19 | |
| Budget Approval B. R. Kocian | | Date 7/22/19 | Approved by President Date Daryl Malorka 7-22-19 | |