



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID #	Last Name Woleslagle, Julie	First	Middle Initial	State	Zip
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 type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) change from temporary full time to regular full time
<input type="radio"/> Full-Time <input checked="" 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: Communications and Fine Arts		Job Vacancy No.: (if applicable) 1812 F 081	
Job Title/Position: Temporary Instructor of English		Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY19	
Budget Number: 1110-14503-6091-100 40%, 1210-14503-6091-100 60%		Position No. (NBAPOSN): ENG05T	
Compensation: \$ 23,025	<input type="radio"/> Annual <input type="radio"/> Hourly <input checked="" type="radio"/> Other (explain)	Sched FAC Grade 1A Step 1	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 01/14/19	End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/19

Position is funded for the following number of months/weeks:

☐ 9 months
 ☐ 10 1/2 months
 ☐ 12 months
 ☒ Other (specify) Spring 2019 semester

PROPOSED Division/Unit: Communications and Fine Arts		Job Vacancy No.: (if applicable) 1903 F 011	
Job Title/Position: Instructor of English		Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A		Funded in which FY? FY19
Budget Number: 1210-14503-6091-100		Position No. (NBAPOSN): ENG020	
Compensation: \$ 46,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1A Step 1	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 06/01/19	<input type="radio"/> At-will-employee <input checked="" type="radio"/> 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	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor Patrick Ralls	Date	Reviewed by Human Resources [Signature]	Date
Budget Approval	Date	Approved by President	Date
[Signature] 4/3/19		[Signature] 4-3-19	

Reg. 821 HR Requisition Number 1903 0008

RECEIVED Revised May 29, 2014

Vice President of Instruction
Date: 3/8/19 Initial: TC

[Handwritten mark]