

Personnel Action Form
 Human Resources

Banner ID # @	Last Name Elamami, Elgaddafi	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 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? <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 checked="" 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 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Math and Physical Science / Instruction	Job Vacancy No.: (if applicable) 2408 F 029
Job Title/Position: Temporary Instructor of Mathematics	Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Nicole Parks
Funded in which FY? FY25	
Budget Number: 4110-14100-6093-501 1110-14305-6091-100 ^{80K}	Position No. (NBAPOSN): MAT04T
Compensation: <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC _____ Grade 7 Step 9
\$ 58,050	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/19/24	<input checked="" type="checkbox"/> At-will-employee <input type="checkbox"/> Per contract
If temporary, anticipated termination date: 05/31/24	
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	
Explanation of Action:	

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith DN: cn=Yvonne Smith, ou=Math Department Head, ou=WCJC, email=smithy@wcjc.edu, c=US Date: 2024.08.13 12:53:52 -0500</small>	Date _____ Approved by Dean _____ Date _____
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch DN: cn=Jennifer Mauch, ou=Wharton County Junior College, ou, email=jmauch@wcjc.edu, c=US Date: 2024.08.13 13:42:47 -0500</small>	Date _____ Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2024.08.13 11:52:29 -05'00'</small>
Approved by Cabinet Level Supervisor _____ Date _____	Reviewed by Human Resources  Date 8/15/24
Budget Approval ^{130K}  Date _____	Approved by President  Date 8-15-24