



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID #	Last Name Mathews, Telma H.	First	Middle Initial	Telephone
Address		City		State Zip

### Part I: Check all that apply

Classification:	<input checked="" type="checkbox"/> New Employee	<input type="checkbox"/> Other (explain)
<input type="radio"/> Administrative/Professional Staff	<input type="checkbox"/> Extension	
<input type="radio"/> Faculty	<input type="checkbox"/> Salary Adjustment	
<input type="radio"/> Support Staff	<input type="checkbox"/> Separation (date: _____)	
<input type="radio"/> Temporary	<input checked="" type="radio"/> Full-Time	
<input checked="" type="radio"/> Regular	<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.

<b>CURRENT</b> 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:	Hourly Rate: (Part-time only)
\$	\$ _____ per hr x _____ hrs/wk x _____ wks =
<input type="radio"/> Annual	\$ _____ per year
<input type="radio"/> Hourly	
<input type="radio"/> Other (explain)	
Sched _____	
Grade _____	
Step _____	
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:  
☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)

<b>PROPOSED</b> Division/Unit:	Job Vacancy No.: (if applicable)
Math and Physical Science	1812 F 079
Job Title/Position:	Specialized Area:
Instructor of Math	Math
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY19
Name of Replaced Employee: Lindsay Buckingham	
Budget Number: 1110-14305-6091-100	Position No. (NBAPOSN): MAT002
Compensation:	Hourly Rate: (Part-time only)
\$ 50,050	\$ N/A per hr x _____ hrs/wk x _____ wks =
<input checked="" type="radio"/> Annual	\$ _____ per year
<input type="radio"/> Hourly	
<input type="radio"/> Other (explain)	
Sched FAC	
Grade 1	
Step 10	
Start Date: 08/19/19	
	<input checked="" type="checkbox"/> At-will-employee
	<input checked="" type="checkbox"/> 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
Yvonne Smith			
Approved by Division Chair	Date	Approved by Vice President	Date
Jennifer Mauch			
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date
B. P. Kocia	3/8/19		

Reg. 821

HR Requisition Number F 1903 0012

Revised May 29, 2014

Vice President of Instruction

Date: 3/6/19 Initial: J