



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID #	Last Name Ashburn Kimberly	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: <input checked="" 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 in Title/Assignment
<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: Instruction	Job Vacancy No.: (if applicable) 2007 A 008
Job Title/Position: Temporary Accessibility and Instructional Media Technologist	Specialized Area: Distance Education
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Budget Number: 21153-6068-6093-501	Position No. (NBAPOSN): DLD02T
Compensation: \$ 54,070 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 07/27/20 End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: 04/30/21

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Instruction	Job Vacancy No.: (if applicable) 2103 A 011
Job Title/Position: Accessibility and Instructional Media Technologist	Specialized Area: Distance Education
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY21
Name of Replaced Employee: n/a Budget Number: 1110-1412-6100-400 1110-1412-6093-400	Position No. (NBAPOSN): DLD002
Compensation: \$ 57,402 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 05/01/21 End Date:	<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 ½ months ☒ 12 months ☐ Other (specify)

Explanation of Action:
 Position initially funded with CARES funds and then continued through DE budget after reorganization approval

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Michele Betancourt	Date Digitally signed by Michele Betancourt Date: 2021.04.08 12:33:04 -05'00'	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date 4-12-21
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date 4-13-21
Budget Approval B. D. Kocia	Date 04/13/2021	Approved by President	Date 4-14-21

Reg. 821 HR Requisition Number A 2103 0009

Revised May 29, 2014

RECEIVED
 Vice President of Instruction
 Date: 4/18/21 Initial: TC