



Wharton County Junior College

Personnel Action Form

Human Resources

| | | | | |
|------------------|-----------------------------|-------|----------------|-----------|
| Banner ID # @ | Last Name Blanks, Lesley | 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 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 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.

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|--|--|
| 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 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify) | |

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|---|--|
| PROPOSED Division/Unit: WCJC Foundation | Job Vacancy No.: (if applicable) 2507 A 023 |
| Job Title/Position: WCJC Foundation Development Coordinator | Specialized Area: WCJC Foundation |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: n/a |
| Budget Number: 23012-1161-6093-400 | Funded in which FY? FY26 |
| Compensation: \$ 66,072 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Sched AA Grade 1 Step 7 | Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year |
| Start Date: 01/05/26 | <input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract If temporary, anticipated termination date: n/a |
| Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify) | |

Explanation of Action:

Part III: Position/Budget Authorization

| | | | |
|--|------|---|------|
| Recommended by Supervisor/Department Head Jonathan Jeter Digitally signed by Jonathan Jeter Date: 2025.10.31 10:05:16 -05'00' | Date | Approved by Dean | Date |
| Approved by Division Chair | Date | Approved by Vice President Amanda A. Allen Digitally signed by Amanda A. Allen Date: 2025.11.04 13:14:20 -06'00' | Date |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources | Date |
| Budget Approval Cynthia Ward 11.10.25 | Date | Approved by President M. Allen 11/10/25 | Date |

Reg 821 HR Requisition Number A 2510 0039

Revised May 29, 2014