



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # @	Last Name McCarstle, Sandra	First Sandra	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 checked="" type="radio"/> Regular	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Completion of 6 additional graduate hours for a total of 51.
<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.

<b>CURRENT</b> Division/Unit: Technology and Business		Job Vacancy No.: (if applicable) 2203 F 020	
Job Title/Position: Instructor of Education and Early Childhood		Specialized Area: Education and Early Childhood	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY22	
Budget Number: 1110-14707-6091-102		Position No. (NBAPOSN): ELC001	
Compensation: \$ 57,807	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 4A Step 1	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/22/22	End Date: n/a	<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)

<b>PROPOSED</b> Division/Unit: Technology and Business		Job Vacancy No.: (if applicable) 2203 F 020	
Job Title/Position: Instructor of Education and Early Childhood		Specialized Area: Education and Early Childhood	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a	Funded in which FY? FY22	
Budget Number: 1110-14707-6091-102		Position No. (NBAPOSN): ELC001	
Compensation: \$ 58,390	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 5 Step 1	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 08/22/22		<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 David Kucera	Date	Approved by Dean Donald S Smith	Date
Approved by Division Chair David Kucera	Date	Approved by Vice President Leigh Ann Collins	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval B. D. Kucera	Date 08/11/2020	Approved by President Betty McCarstle	Date 8-11-22