



Wharton County Junior College

Personnel Action Form Human Resources

Banner ID # - @	Last Name Woods, David J.	First David	Middle Initial J.	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="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain) Completed additional 27 graduate hours
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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: Technology & Business		Job Vacancy No.: (if applicable) 1201 F 005	
Job Title/Position: Instructor of Computer Science		Specialized Area: Computer Science	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY16	
Budget Number: 1110-14809-6091-102		Position No. (NBAPOSN): CST009	
Compensation: \$ 51,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 2A Step 13	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/12	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)

PROPOSED Division/Unit: Technology & Business		Job Vacancy No.: (if applicable) 1201 F 005	
Job Title/Position: Instructor of Computer Science		Specialized Area: Computer Science	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A	Funded in which FY? FY17	
Budget Number: 1110-14809-6091-102		Position No. (NBAPOSN): CST009	
Compensation: \$ 53,050	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 3 Step 14	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/22/16		<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 Stephen Lyford <small>Digitally signed by Stephen Lyford DN: cn=Stephen Lyford, o=Wharton County Junior College, ou, email=lyford@wcjc.edu, c=US Date: 2016.08.18 10:41:59 -0500</small>	Date	Approved by Dean Megan Costanza <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=Wharton County Junior College, ou=Vocational Instruction, email=mcostanza@wcjc.edu, c=US Date: 2016.08.19 13:42:16 -0500</small>	Date
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=dkucera@wcjc.edu, c=US Date: 2016.08.19 13:58:37 -0500</small>	Date	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, o=Wharton County Junior College, ou=Vice President of Instruction, email=leann@wcjc.edu, c=US Date: 2016.08.19 16:28:50 -0500</small>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy J. Jones</i>	Date 09/02/16
Budget Approval <i>B. Kucera</i>	Date 8/31/16	Approved by President <i>Betty A. McLaughlin</i>	Date 9-6-16