



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID #	Last Name Sullivan, Lauren	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<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 from Temporary Full Time to Regular Full Time
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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: Communications & Fine Arts		Job Vacancy No.: (if applicable) 1509 F 053	
Job Title/Position: Temporary Instructor of English		Specialized Area: English	
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No		Funded in which FY? FY16	
Budget Number: 1610-14503-6091-100		Position No. (NBAPOSN): ENG10T	
Compensation: \$ 21,775	<input type="radio"/> Annual <input type="radio"/> Hourly <input checked="" type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>1</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/31/15	End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/16

Position is funded for the following number of months/weeks:

☐ 9 months
 ☐ 10 ½ months
 ☐ 12 months
 ☒ Other (specify) Spring 2016 semester

PROPOSED Division/Unit: Communications & Fine Arts		Job Vacancy No.: (if applicable) 1601 F 003	
Job Title/Position: Instructor of English		Specialized Area: English	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Scott Stripling		Funded in which FY? FY16
Budget Number: 1110-14503-6041-100		Position No. (NBAPOSN): ENG009	
Compensation: \$ 43,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>1</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 06/01/16		<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:

☒ 9 months
 ☐ 10 ½ months
 ☐ 12 months
 ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

Reg. 821 HR Requisition Number F-1606 0038

RECEIVED

Revised May 29, 2014

Vice President of Instruction

Date: 6/1/16 Initial: K