

**Personnel Action Form**  
 Human Resources

Banner ID # @		Last Name Wetz, Amanda		First Amanda	Middle Initial	Telephone	
Address				City		State	Zip
<b>Part I: Check all that apply</b>							
Classification: <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input 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) <b>Temporary change in title/assignment</b>			
<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time		<b>Part II: Assignment/Accounting</b> 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: Vocational Science				Job Vacancy No.: (if applicable) 1901 S 010			
Job Title/Position: Part Time EMS Lab Assistant				Specialized Area: EMS			
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No				Funded in which FY? <b>FY21</b>			
Budget Number: <b>1210-14026-6112-102 / 1110-14026-6112-102</b>				Position No. (NBAPOSN): <b>ELWW99</b>			
Compensation: \$ <b>20.00</b>		<input type="radio"/> Annual <input checked="" type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched <u>n/a</u> Grade <u>n/a</u> Step <u>n/a</u>		Hourly Rate: (Part-time only) \$ <u>20.00</u> per hr x <u>2</u> hrs/wk x <u>40</u> wks = \$ <u>1600.00</u> per year	
Start Date: 11/05/19		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 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify)							
<b>PROPOSED</b> Division/Unit: Vocational Science				Job Vacancy No.: (if applicable) 2008 F 033			
Job Title/Position: Temporary Instructor of EMS				Specialized Area: EMS			
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No		Name of Replaced Employee: <b>Obie Adkins</b>		Funded in which FY? <b>FY21</b>			
Budget Number: <b>1110-14026-6091-102</b>				Position No. (NBAPOSN): <b>EMT04T</b>			
Compensation: \$ <b>24,775</b>		<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)		Sched <u>FAC</u> Grade <u>1</u> Step <u>8</u>		Hourly Rate: (Part-time only) \$ <u>n/a</u> per hr x <u>n/a</u> hrs/wk x <u>n/a</u> wks = \$ <u>n/a</u> per year	
Start Date: <b>10/1/20</b>		<input checked="" type="checkbox"/> At-will-employee <input checked="" type="checkbox"/> Per contract		If temporary, anticipated termination date: <b>12/18/20</b>			
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input type="radio"/> 10 ½ months <input type="radio"/> 12 months <input checked="" type="radio"/> Other (specify) <b>Fall 2020 Semester</b>							
Explanation of Action:							
<b>Part III: Position/Budget Authorization</b>							
Recommended by Supervisor/Department Head <b>Gary Bonewald</b> <small>Digitally signed by Gary Bonewald          DN: cn=Gary Bonewald, o=Wharton County Junior College, ou=EMS Program,          email=bonewaldg@wcjc.edu, c=US          Date: 2020.09.29 15:55:12 -0500</small>				Approved by Dean Date			
Approved by Division Chair <b>Timothy Guin</b> <small>Digitally signed by Timothy Guin          DN: cn=Timothy Guin, o=Wharton County Junior College, ou=VOCS, email=timguin@wcjc.edu, c=US          Date: 2020.09.29 15:03:26 -0500</small>				Approved by Vice President <b>Leigh Ann Collins</b> <small>Digitally signed by Leigh Ann Collins          Date: 2020.09.30 09:00:21 -05'00'</small>			
Approved by Cabinet Level Supervisor				Reviewed by Human Resources <i>[Signature]</i> <b>10-1-2020</b>			
Budget Approval <i>[Signature]</i>				Approved by President <i>[Signature]</i> <b>10-1-20</b>			