



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Tamayo, Wendy D.	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 type="radio"/> Regular	<input type="radio"/> Full-Time <input type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input checked="" type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
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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: Vocational Instruction	Job Vacancy No.: (if applicable) 2206 A 027
Job Title/Position: Continuing Education Interim Facilitator	Specialized Area: Continuing Education
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY22
Budget Number: 1110-14034-6093-401	Position No. (NBAPOSN): CEF01T
Compensation: \$ 46,525 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 06/06/22 End Date: n/a	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 08/31/22	

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

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

PROPOSED Division/Unit: Vocational Instruction	Job Vacancy No.: (if applicable) 2206 A 027
Job Title/Position: Continuing Education Interim Facilitator	Specialized Area: Continuing Education
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1110-14034-6093-401	Funded in which FY? FY23
Position No. (NBAPOSN): CEF01T	
Compensation: \$ 47,859 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/22 End Date:	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract
If temporary, anticipated termination date: 09/30/22	

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 Donald S Smith Digitally signed by Donald S Smith Date: 2022.08.25 10:54:52 -05'00'	Approved by Dean Donald S Smith Digitally signed by Donald S Smith Date: 2022.08.25 10:55:16 -05'00'
Approved by Division Chair _____ Date:	Approved by Vice President Leigh Ann Collins Digitally signed by Leigh Ann Collins Date: 2022.08.25 17:05:41 -05'00'
Approved by Cabinet Level Supervisor _____ Date:	Reviewed by Human Resources _____ Date:
Budget Approval B. S. Smith Date: 08/29/2022	Approved by President Betty A. McElwain Date: 8-29-22