



# Wharton County Junior College

## Personnel Action Form Human Resources

Banner ID # ( )	Last Name Simmons-Willis	First Tracey	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 checked="" type="radio"/> Temporary <input type="radio"/> Regular	<input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Full-Time <input 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:	Job Vacancy No.: (if applicable)
Job Title/Position:	Specialized Area:
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No	Funded in which FY?
Budget Number:	Position No. (NBAPOSN):
Compensation: \$	<input type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date:	End Date:
<input 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 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

<b>PROPOSED</b> Division/Unit: Life & Physical Sciences/Chemistry	Job Vacancy No.: (if applicable) 1604 F 022
Job Title/Position: Instructor of Chemistry	Specialized Area: Chemistry
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Frank Carey
Funded in which FY? FY16	Position No. (NBAPOSN): CHM002
Budget Number: 1110.14302.6091.100 (70%) 1510.14302.6091.100 (30%)	
Compensation: \$ 54,050.00	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)
Sched F _____ Grade 7 _____ Step 9 _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: August 22, 2016	End Date:
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	
If temporary, anticipated termination date: May 12, 2017	
Position is funded for the following number of months/weeks: <input checked="" type="radio"/> 9 months <input type="radio"/> 10 1/2 months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

### Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>Bellamy</i>	Date 5-11-16	Approved by Dean	Date
Approved by Division Chair <i>[Signature]</i>	Date 5/11/16	Approved by Vice President <i>[Signature]</i>	Date 5-13-16
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date 05/20/16
Budget Approval <i>B. Okon</i>	Date 5/20/16	Approved by President <i>[Signature]</i>	Date 5-23-16