



**Wharton County
Junior College**

Personnel Action Form
Human Resources

| | | | | |
|-------------|---------------------------|-------|----------------|-----------|
| Banner ID # | Last Name Ruiz, Haydee | First | Middle Initial | Telen |
| 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="checkbox"/> New Employee <input type="checkbox"/> Extension <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____) | <input checked="" type="checkbox"/> Other (explain) Change in title/assignment (moving from 9 month to 10.5 month) <i>Dept. Head Duties Lnc</i> |
| <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.

| | | | |
|---|--|---|--|
| CURRENT Division/Unit: Technology & Business | | Job Vacancy No.: (if applicable) N/A | |
| Job Title/Position: Instructor of Engineering Design | | Specialized Area: Engineering Design | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | | Funded in which FY? FY21 | |
| Budget Number: 50%:1110-14804-6091-102, 50%:1210-14804-6091-102 | | Position No. (NBAPOSN): DRF001 | |
| Compensation: \$ 53,050 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched FAC Grade 1 Step 15 | Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year |
| Start Date: 08/20/07 | End Date: n/a | <input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract | If temporary, anticipated termination date: |
| 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) | | | |

| | | | |
|---|--|---|--|
| PROPOSED Division/Unit: Technology & Business | | Job Vacancy No.: (if applicable) 2104 F 009 | |
| Job Title/Position: Instructor of Engineering Design | | Specialized Area: Engineering Design | |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Name of Replaced Employee: | Funded in which FY? FY22 | |
| Budget Number: 50%:1110-14804-6091-102, 50%:1210-14804-6091-102 | | Position No. (NBAPOSN): DRF001 | |
| Compensation: \$ 61,890 | <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) | Sched FAC Grade 1 Step 15 | Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year |
| Start Date: 08/23/2021 | | <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: <input type="radio"/> 9 months <input checked="" 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 David Kucera | Date | Approved by Dean | Date |
| Approved by Division Chair David Kucera | Date | Approved by Vice President | Date |
| Approved by Cabinet Level Supervisor | Date | Reviewed by Human Resources | Date |
| Budget Approval B. Kucera | Date 04/21/2021 | Approved by President | Date |

Reg. 821 HR Requisition Number F 2104 0006

RECEIVED

Vice President of Instruction
Date: 4/21/21 Initial: TC

Revised May 29, 2014
RECEIVED
Dean of Vocational Instruction
Date: 4-18-21 Initials: Jm