



Personnel Action Form
Human Resources

Banner ID # - @	Last Name Le, Tri	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"/> Full-Time <input type="radio"/> Regular <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: Math and Physical Science/ Instruction			Job Vacancy No.: (if applicable) 2408 F 030
Job Title/Position: Temporary Instructor of Mathematics			Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No			Funded in which FY? FY25
Budget Number: 1110-14305-6091-100			Position No. (NBAPOSN): MAT19T
Compensation: \$ 24,775	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 5	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: 08/19/24	End Date: 12/13/24	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 12/13/24

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

☐ 9 months
 ☐ 10 ½ months
 ☐ 12 months
 ☒ Other (specify) Fall Semester (Hopson)

PROPOSED Division/Unit: Math and Physical Science/ Instruction			Job Vacancy No.: (if applicable) 2408 F 030
Job Title/Position: Temporary Instructor of Mathematics			Specialized Area: Mathematics
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: N/A		Funded in which FY? FY25
Budget Number: 1110-14305-6091-100			Position No. (NBAPOSN): MAT19T
Compensation: \$ 25,525	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 5	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: 01/06/2025		<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract	If temporary, anticipated termination date: 05/31/2025

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

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

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Yvonne Smith <small>Digitally signed by Yvonne Smith Date: 2024.11.06 10:33:04 -06'00'</small>	Approved by Dean
Approved by Division Chair Jennifer Mauch <small>Digitally signed by Jennifer Mauch, cn=Jennifer Mauch, o=Wharton County Junior College, ou, email=mauchj@wcjc.edu, c=US Date: 2024.11.06 10:48:10 -06'00'</small>	Approved by Vice President Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2024.11.06 10:29:45 -06'00'</small>
Approved by Cabinet Level Supervisor 	Reviewed by Human Resources
Budget Approval Betty A. McCracken <small>Digitally signed by Betty A. McCracken Date: 2024.11.06 10:48:10 -06'00'</small>	Approved by President Betty Messer <small>Digitally signed by Betty Messer Date: 2024.11.06 10:48:10 -06'00'</small>