



**Personnel Action Form**  
Human Resources

Banner ID # @	Last Name Grosser, Gina	First	Middle Initial	Telephone
Address		City		State Zip
<b>Part I: Check all that apply</b>				
Classification: <input type="radio"/> Administrative/Professional Staff <input type="radio"/> Faculty <input type="radio"/> Support Staff <input type="radio"/> Temporary <input checked="" 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				
<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:			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 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 type="radio"/> Other (specify)				
<b>PROPOSED</b> Division/Unit:			Job Vacancy No.: (if applicable)	
Vocational Instruction/Allied Health			2301 F 005	
Job Title/Position:			Specialized Area:	
Instructor of Vocational Nursing			Vocational Nursing	
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: Linda Bear		Funded in which FY? FY23	
Budget Number: 1110-14184-6091-102			Position No. (NBAPOSN): LVN004	
Compensation:	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched FAC Grade 1 Step 10	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 04/17/23		<input checked="" type="radio"/> At-will-employee <input 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 type="radio"/> 10 ½ months <input checked="" type="radio"/> 12 months <input type="radio"/> Other (specify)				
Explanation of Action:				
<b>Part III: Position/Budget Authorization</b>				
Recommended by Supervisor/Department Head		Approved by Dean		
Kayla Drabek <small>Digitally signed by Kayla Drabek DN: cn=Kayla Drabek, o=Wharton County Junior College, ou=Director, email=drabek@wcjc.edu, c=US Date: 2023.03.29 15:42:51 -0500</small>		Donald S Smith <small>Digitally signed by Donald S Smith Date: 2023.03.30 09:03:49 -05'00'</small>		
Approved by Division Chair		Approved by Vice President		
Carol Derkowski <small>Digitally signed by Carol Derkowski Date: 2023.03.29 16:33:55 -05'00'</small>		Leigh Ann Collins <small>Digitally signed by Leigh Ann Collins Date: 2023.03.30 12:24:21 -05'00'</small>		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources		
		 Rachel Dahlsen 3/30/23		
Budget Approval		Approved by President		
 Barry A. Melnick 4/4/23		04/03/2023		