



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Martinez, Mara R.	First	Middle Initial	Telephone
Address 161 v		City		State Zip
Part I: Check all that apply				
Classification: ☐ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☐ Temporary ☒ Regular		☒ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date: _____)		☐ Other (explain)
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:			Job Vacancy No.: (if applicable)	
Job Title/Position:			Specialized Area:	
Budgeted Position? ☐ Yes ☐ No			Funded in which FY?	
Budget Number:			Position No. (NBAPOSN):	
Compensation: \$	☐ Annual ☐ Hourly ☐ Other (explain)	Sched _____ Grade _____ Step _____	Hourly Rate: (Part-time only) \$ _____ per hr x _____ hrs/wk x _____ wks = \$ _____ per year	
Start Date:	End Date:	☒ At-will-employee ☐ Per contract	If temporary, anticipated termination date:	
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)				
PROPOSED Division/Unit: Academic Instruction / Math and Physical Science			Job Vacancy No.: (if applicable) 2607 F 038	
Job Title/Position: Instructor of Mathematics			Specialized Area: Mathematics	
Budgeted Position? ☒ Yes ☐ No			Funded in which FY? FY27	
Name of Replaced Employee: Travis Knodel				
Budget Number: 1110-14305-6091-100 -TBD			Position No. (NBAPOSN): MAT014	
Compensation: \$ 53,050	☒ Annual ☐ Hourly ☐ Other (explain)	Sched FAC Grade 2A Step 4	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
Start Date: 08/17/26		☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: n/a	
Position is funded for the following number of months/weeks: ☒ 9 months ☐ 10 1/2 months ☐ 12 months ☐ Other (specify)				
Explanation of Action:				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head Yvonne Smith Digitally signed by Yvonne Smith Date: 2026.07.22 09:54:50 -05'00'		Approved by Dean Date		
Approved by Division Chair Jennifer Mauch Digitally signed by Jennifer Mauch Date: 2026.07.22 10:12:48 -05'00'		Approved by Vice President Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2026.07.22 10:40:09 -05'00'		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources Date		
Budget Approval Date		Approved by President Date		