



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Myers	First Traci	Middle Initial L	Telephone
Address			City	State Zip

Part I: Check all that apply

Classification: ☒ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☒ Temporary ☒ Full-Time ☐ Regular ☐ Part-Time	☐ New Employee ☒ Extension ☐ Salary Adjustment ☐ Separation (date: _____)	☐ 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: Instruction/Senior Citizens		Job Vacancy No.: (if applicable)	
Job Title/Position: Director of Senior Citizens' Program		Specialized Area: Senior Citizens	
Budgeted Position? ☒ Yes ☐ No		Funded in which FY? FY 2026	
Budget Number: See Attachment		Position No. (NBAPOSN): GND01T	
Compensation: \$ 66,076	☒ Annual ☐ Hourly ☐ Other (explain)	Sched GNT Grade 2 Step 12	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09-01-2025	End Date: N/A	☒ At-will-employee ☐ Per contract	If temporary, anticipated termination date: 08-31-2026
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/4 months ☒ 12 months ☐ Other (specify)			

PROPOSED Division/Unit: Instruction/Senior Citizens		Job Vacancy No.: (if applicable)	
Job Title/Position: Director of Senior Citizens' Program		Specialized Area: Senior Citizens	
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: N/A	Funded in which FY? FY 2027	
Budget Number: See Attachment		Position No. (NBAPOSN): GND01T	
Compensation: \$ 66,076	☒ Annual ☐ Hourly ☐ Other (explain)	Sched GNT Grade 2 Step 12	Hourly Rate: (Part-time only) \$ N/A per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 09-01-2026		☒ At-will-employee ☐ Per contract	If temporary, anticipated termination date: 08-31-2027
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/4 months ☒ 12 months ☐ Other (specify)			

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Traci Myers Digitally signed by Traci Myers Date: 2026.07.07 09:03:06 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2026.07.21 13:00:03 -05'00'	Date
Budget Approval	Date	Reviewed by Human Resources	Date
		Approved by President	Date

Reg. 821

HR Requisition Number A 2607 0029

Revised May 29, 2014