



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Steffek, Bethany	First	Middle Initial	Telephone
Address		City		State Zip

Part I: Check all that apply

Classification: ☐ Administrative/Professional Staff ☐ Faculty ☐ Support Staff ☐ Temporary ☐ Regular	☐ Full-Time ☐ Part-Time	☐ New Employee ☐ Extension ☐ Salary Adjustment ☐ Separation (date: _____)	☒ Other (explain) changing from temporary full time to regular full time faculty
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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: Vocational Science / Vocational Instruction		Job Vacancy No.: (if applicable) 2601 F 001	
Job Title/Position: Instructor of Cosmetology (Temporary)		Specialized Area: Cosmetology	
Budgeted Position? ☒ Yes ☐ No		Funded in which FY? FY26	
Budget Number: 1110-14022-6091-102		Position No. (NBAPOSN): COS01T	
Compensation: \$ 68,070	☒ Annual ☐ Hourly ☐ Other (explain)	Sched FAC Grade 1 Step 3	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 01/05/26	End Date: n/a	☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: 08/31/26

Position is funded for the following number of months/weeks:
☐ 9 months ☐ 10 ½ months ☒ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Vocational Science / Vocational Instruction		Job Vacancy No.: (if applicable) 2607 F 039	
Job Title/Position: Instructor of Cosmetology		Specialized Area: Cosmetology	
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: Jacqueline Kuehn	Funded in which FY? FY27	
Budget Number: 1110-14022-6091-102		Position No. (NBAPOSN): COS001	
Compensation: \$ 68,737	☒ Annual ☐ Hourly ☐ Other (explain)	Sched FAC Grade 1 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: 09/01/26		☐ 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 ½ months ☒ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head	Date	Approved by Dean	Date
Approved by Division Chair Robert Sanchez	Date	Approved by Vice President Lindsey McPherson	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date