



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Beltran, Michael	First	Middle Initial	Telephone	
Address		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)	
☐ Full-Time ☒ Part-Time					
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 Instruction			Job Vacancy No.: (if applicable) 2511 F 056		
Job Title/Position: Instructor of Continuing Education-Plumbing			Specialized Area: Continuing Education		
Budgeted Position? ☒ Yes ☐ No			Funded in which FY? FY26		
Budget Number: 1510-14027-6093-103			Position No. (NBAPOSN): PLB01T		
Compensation: \$ 63,054	☒ Annual ☐ Hourly ☐ Other (explain)	Sched FAC Grade 1 Step 9	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year		
Start Date: 03/25/26	End Date: n/a	☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: 07/17/26		
Position is funded for the following number of months/weeks: ☐ 9 months ☒ 10 1/2 months ☐ 12 months ☐ Other (specify)					
PROPOSED Division/Unit: Vocational Instruction			Job Vacancy No.: (if applicable) 2511 F 056		
Job Title/Position: Instructor of Continuing Education-Plumbing			Specialized Area: Continuing Education		
Budgeted Position? ☒ Yes ☐ No			Name of Replaced Employee: n/a		
Budget Number: 1510-14027-6093-103			Position No. (NBAPOSN): PLB01T		
Compensation: \$ 63,054	☒ Annual ☐ Hourly ☐ Other (explain)	Sched FAC Grade 1 Step 9	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: 07/16/27		
Position is funded for the following number of months/weeks: ☐ 9 months ☒ 10 1/2 months ☐ 12 months ☐ Other (specify)					
Explanation of Action: In addition to Fall 2026 and Spring 2027, benefits should be extended during Summer 2027 months					
Part III: Position/Budget Authorization					
Recommended by Supervisor/Department Head Kim Ashburn Digitally signed by Kim Ashburn Date: 2026.07.22 16:07:22 -05'00'		Date		Approved by Dean Date	
Approved by Division Chair		Date		Approved by Vice President Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2026.08.03 15:19:59 -05'00'	
Approved by Cabinet Level Supervisor		Date		Reviewed by Human Resources Date	
Budget Approval Digitally signed by [Signature] Date: 8-4-26		Date		Approved by President Digitally signed by [Signature] Date: 08/04/26	