



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Garza, Ezekiel D.	First	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

Classification: ☐ Administrative/Professional Staff ☒ Faculty ☐ Support Staff	☐ New Employee ☒ Extension ☐ Salary Adjustment ☐ Separation (date: _____)	☐ Other (explain)
☒ Temporary ☐ Regular	☒ 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 055
Job Title/Position: Instructor of Continuing Education - Pipefitting	Specialized Area: Continuing Education
Budgeted Position? ☒ Yes ☐ No	Funded in which FY? FY26
Budget Number: 1510-14027-6093-103	Position No. (NBAPOSN): PPF01T
Compensation: \$ 66,637	☒ Annual ☐ Hourly ☐ 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: 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 055
Job Title/Position: Instructor of Continuing Education - Pipefitting	Specialized Area: Continuing Education
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: n/a
Budget Number: 1510-14027-6093-103	Funded in which FY? FY27
Compensation: \$ 63,637	☒ Annual ☐ Hourly ☐ 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: 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 16:07:42 -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 15:20:30 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date