



Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # @	Last Name Hamlin, Evett M.	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) 2504 A 012		
Job Title/Position: Coordinator of Vocational Support Services		Specialized Area: Perkins Grant		
Budgeted Position? ☒ Yes ☐ No		Funded in which FY? FY26		
Budget Number: 218401-6003-6143-102		Position No. (NBAPOSN): GNC02T		
Compensation: \$ \$64,742	☒ Annual ☐ Hourly ☐ Other (explain)	Sched GNT 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: 9/1/2025	End Date:	☐ 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 1/2 months ☒ 12 months ☐ Other (specify)				
PROPOSED Division/Unit: Vocational Instruction		Job Vacancy No.: (if applicable) 2504 A 012		
Job Title/Position: Coordinator of Vocational Support Services		Specialized Area: Perkins Grant		
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: n/a		Funded in which FY? FY27	
Budget Number: 218401-6003-6143-102		Position No. (NBAPOSN): GNC02T		
Compensation: \$ \$64,742	☒ Annual ☐ Hourly ☐ Other (explain)	Sched GNT 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: 9/1/2026		☐ At-will-employee ☒ Per contract	If temporary, anticipated termination date: 8/31/2027	
Position is funded for the following number of months/weeks: ☐ 9 months ☐ 10 1/2 months ☒ 12 months ☐ Other (specify)				
Explanation of Action: Continuation of Grant Cycle				
Part III: Position/Budget Authorization				
Recommended by Supervisor/Department Head		Approved by Dean		
Approved by Division Chair		Approved by Vice President Lindsey McPherson Digitally signed by Lindsey McPherson Date: 2026.08.03 15:25:50 -05'00'		
Approved by Cabinet Level Supervisor		Reviewed by Human Resources		
Budget Approval <i>[Signature]</i>		Approved by President <i>[Signature]</i>		