Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID # / @	Last Name	First	Middle Initial	Telephone
	Thomas, Dorothy			

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)

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:

Job Vacancy No.: (if applicable)

Job Title/Position:

Specialized Area:

Budgeted Position? ○ Yes ○ No

Funded in which FY?

Budget Number:

Position No. (NBAPOSN):

Compensation: $

- ○ Annual
- ○ Hourly
- ○ Other (explain)

Sched _____ Grade _____ Step _____

Hourly Rate: (Part-time only)
$ _____ per hr x _____ hrs/wk x _____ wks =
$ _____ per year

Start Date:

End Date:

- ○ At-will-employee
- ○ Per contract

If temporary, anticipated termination date:

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

PROPOSED Division/Unit:
Allied Health/ADN

Job Vacancy No.: (if applicable)
2608 F 041

Job Title/Position:
Instructor of Associate Degree Nursing

Specialized Area:
Associate Degree Nursing

Budgeted Position? ◉ Yes ○ No

Name of Replaced Employee: Jennifer Boyd

Funded in which FY? FY26

Budget Number: 1110-14181-6091-102

Position No. (NBAPOSN): ADN008

Compensation: $ 82,887

- ◉ Annual
- ○ Hourly
- ○ Other (explain)

Sched FAC Grade 7 Step 30

Hourly Rate: (Part-time only)
$ n/a per hr x n/a hrs/wk x n/a wks =
$ n/a per year

Start Date: 08/24/26

- ☐ 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 Sandra Davis Digitally signed by Sandra Davis Date: 2026.08.19 13:38:54 -05'00'	Approved by Dean Kim Ashburn Digitally signed by Kim Ashburn Date: 2026.08.19 14:15:41 -05'00'
Approved by Division Chair Carol J. Derkowski, RDH, MAIE Digitally signed by Carol J. Derkowski, RDH, MAIE Date: 2026.08.19 13:55:43 -05'00'	Approved by Vice President Pam Millsap Digitally signed by Pam Millsap Date: 2026.08.19 14:49:32 -05'00'
Approved by Cabinet Level Supervisor	Reviewed by Human Resources 08-19-26
Budget Approval 8-19-26	Approved by President 8/22/26

Reg. 821 HR Requisition Number F 2608 0050

Revised May 29, 2014