



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Reardon, Kayson	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:	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: Instruction	Job Vacancy No.: (if applicable) 2607 A 026
Job Title/Position: Accessibility & Instructional Media Technologist	Specialized Area: Distance Education
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: Kim Ashburn
Funded in which FY? FY27	
Budget Number: 1110-1412-6093-400	Position No. (NBAPOSN): DLD002
Compensation: \$ 68,680	☒ Annual ☐ Hourly ☐ Other (explain)
Sched AA Grade AD5 Step n/a	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/16/26	End Date:
☒ 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 Michele Betancourt Digitally signed by Michele Betancourt Date: 2026.08.26 16:34:30 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Pam Millsap Digitally signed by Pam Millsap Date: 2026.08.26 16:16:41 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date