



**Wharton County
Junior College**

Personnel Action Form
Human Resources

Banner ID # @	Last Name Darrough, Cimperli	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:	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 1/4 months ☐ 12 months ☐ Other (specify)

PROPOSED Division/Unit: Vocational Instruction	Job Vacancy No.: (if applicable) 2607 A 025
Job Title/Position: Assistant Director of Continuing Education	Specialized Area: Continuing Education
Budgeted Position? ☒ Yes ☐ No	Name of Replaced Employee: n/a
Budget Number: 1110-14034-6000-401	Funded in which FY? FY26-27
Compensation: 1210- \$ 68,487	☒ Annual ☐ Hourly ☐ Other (explain) Sched AA Grade AD4 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	☒ 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 1/4 months ☒ 12 months ☐ Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Kim Ashburn Digitally signed by Kim Ashburn Date: 2026.08.24 17:21:41 -05'00'	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President Pam Millsap Digitally signed by Pam Millsap Date: 2026.08.24 16:52:13 -05'00'	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date