Wharton County Junior College

Personnel Action Form

Human Resources

Banner ID #	Last Name	First	Middle Initial	Telephone
@	Williams, Timinka			
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:			Hourly Rate: (Part-time only)
$	○ Annual ○ Hourly ○ Other (explain)	Sched _____ Grade _____ Step _____	$ _____ 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:
Vocational Science / Vocation Instruction

Job Vacancy No.: (if applicable)
2605 F 029

Job Title/Position:
Instructor of Cosmetology

Specialized Area:
Cosmetology

Budgeted Position? ◉ Yes ○ No

Name of Replaced Employee: Sandra Kolafa

Funded in which FY? FY27

Budget Number:
1210-14022-6091-102

Position No. (NBAPOSN): COS02T

Compensation:			Hourly Rate: (Part-time only)
$ 60,570	◉ Annual ○ Hourly ○ Other (explain)	Sched T2 Grade AAB Step n/a	$ n/a per hr x n/a hrs/wk x n/a wks = $ n/a per year
Start Date: 08/31/26		☐ At-will-employee ◉ Per contract	If temporary, anticipated termination date: 07/16/27 KW

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 Bethany A Steffek Digitally signed by Bethany A Steffek Date: 2026.08.26 09:21:57 -05'00'	Approved by Dean Kim Ashburn Digitally signed by Kim Ashburn Date: 2026.08.26 10:58:29 -05'00'
Approved by Division Chair Robert Sanchez Digitally signed by Robert Sanchez Date: 2026.08.26 09:48:19 -05'00'	Approved by Vice President Pam Millsap Digitally signed by Pam Millsap Date: 2026.08.26 15:56:56 -05'00'
Approved by Cabinet Level Supervisor	Reviewed by Human Resources 09-01-26
Budget Approval 8/31/26	Approved by President 09/08/26

Reg. 821 HR Requisition Number [2608 0052

Revised May 29, 2014