



# Wharton County Junior College

## Personnel Action Form

Human Resources

|                  |                              |       |                |           |
|------------------|------------------------------|-------|----------------|-----------|
| Banner ID #<br>@ | Last Name<br>Scott, Chloe D. | First | Middle Initial | Telephone |
| Address          |                              | City  |                | State Zip |

### Part I: Check all that apply

|                                                         |                                                   |                                          |
|---------------------------------------------------------|---------------------------------------------------|------------------------------------------|
| Classification:                                         | <input checked="" type="checkbox"/> New Employee  | <input type="checkbox"/> Other (explain) |
| <input type="radio"/> Administrative/Professional Staff | <input type="checkbox"/> Extension                |                                          |
| <input type="radio"/> Faculty                           | <input type="checkbox"/> Salary Adjustment        |                                          |
| <input type="radio"/> Support Staff                     | <input type="checkbox"/> Separation (date: _____) |                                          |
| <input type="radio"/> Temporary                         | <input type="radio"/> Full-Time                   |                                          |
| <input checked="" type="radio"/> Regular                | <input type="radio"/> 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.

|                                                                       |                                              |
|-----------------------------------------------------------------------|----------------------------------------------|
| <b>CURRENT</b> Division/Unit:                                         | Job Vacancy No.: (if applicable)             |
| Job Title/Position:                                                   | Specialized Area:                            |
| Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No | Funded in which FY?                          |
| Budget Number:                                                        | Position No. (NBAPOSN):                      |
| Compensation:                                                         | Hourly Rate: (Part-time only)                |
| \$                                                                    | \$ _____ per hr x _____ hrs/wk x _____ wks = |
| <input type="radio"/> Annual                                          | \$ _____ per year                            |
| <input type="radio"/> Hourly                                          |                                              |
| <input type="radio"/> Other (explain)                                 |                                              |
| Start Date:                                                           | If temporary, anticipated termination date:  |
| End Date:                                                             |                                              |
| <input checked="" type="radio"/> At-will-employee                     |                                              |
| <input type="radio"/> Per contract                                    |                                              |

Position is funded for the following number of months/weeks:

☐ 9 months ☐ 10 ½ months ☐ 12 months ☐ Other (specify)

|                                                                                  |                                             |
|----------------------------------------------------------------------------------|---------------------------------------------|
| <b>PROPOSED</b> Division/Unit:                                                   | Job Vacancy No.: (if applicable)            |
| Academic Instruction / Communication and Fine Arts                               | 2603 F 014                                  |
| Job Title/Position:                                                              | Specialized Area:                           |
| Instructor of English                                                            | English                                     |
| Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No | Funded in which FY? FY27                    |
| Name of Replaced Employee: Angelique Sakry                                       |                                             |
| Budget Number:                                                                   | Position No. (NBAPOSN):                     |
| 1110-14503-6091-100                                                              | ENG002                                      |
| Compensation:                                                                    | Hourly Rate: (Part-time only)               |
| \$ 55,550                                                                        | \$ n/a per hr x n/a hrs/wk x n/a wks =      |
| <input checked="" type="radio"/> Annual                                          | \$ n/a per year                             |
| <input type="radio"/> Hourly                                                     |                                             |
| <input type="radio"/> Other (explain)                                            |                                             |
| Start Date: 08/17/26                                                             | If temporary, anticipated termination date: |
|                                                                                  | n/a                                         |
| <input checked="" type="radio"/> At-will-employee                                |                                             |
| <input type="radio"/> Per contract                                               |                                             |

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 | Date                                                                    | Approved by Dean            | Date                                                                       |
| Tom-Kody Krpec                            | Digitally signed by Tom-Kody Krpec<br>Date: 2026.06.17 16:06:45 -05'00' |                             |                                                                            |
| Approved by Division Chair                | Date                                                                    | Approved by Vice President  | Date                                                                       |
| Patrick Ralls                             | Digitally signed by Patrick Ralls<br>Date: 2026.06.24 11:32:54 -05'00'  | Lindsey McPherson           | Digitally signed by Lindsey McPherson<br>Date: 2026.06.24 12:19:59 -05'00' |
| Approved by Cabinet Level Supervisor      | Date                                                                    | Reviewed by Human Resources | Date                                                                       |
|                                           |                                                                         |                             |                                                                            |
| Budget Approval                           | Date                                                                    | Approved by President       | Date                                                                       |
|                                           |                                                                         |                             |                                                                            |