

Banner ID # @	Last Name Espinosa.	First Marci	Middle Initial	Telephone
Address		City	State	Zip

Part I: Check all that apply

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

CURRENT Division/Unit: Allied Health	Job Vacancy No.: (if applicable) 1706 F 038
Job Title/Position: Temporary Instructor of PTA	Specialized Area: PTA
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY18
Budget Number: 1110-14186-6091-102	Position No. (NBAPOSN): PHY02T
Compensation: \$ 52,557 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>1</u> Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/21/17 End Date: N/A	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: 07/06/18
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

PROPOSED Division/Unit: Allied Health	Job Vacancy No.: (if applicable) 1804 F 027
Job Title/Position: Instructor of PTA	Specialized Area:
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee: Kelly Wallace	Funded in which FY? FY18
Budget Number: 1110-14186-6091-102	Position No. (NBAPOSN): PHY002
Compensation: \$ 52,557 <input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>1</u> Step <u>1</u> Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 07/07/18	<input type="radio"/> At-will-employee <input checked="" type="radio"/> Per contract If temporary, anticipated termination date: N/A
Position is funded for the following number of months/weeks: <input type="radio"/> 9 months <input checked="" type="radio"/> 10 ½ months <input type="radio"/> 12 months <input type="radio"/> Other (specify)	

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head Kelly Wallace <small>Digitally signed by Kelly Wallace Date: 2018.04.09 14:51:11 -05'00'</small>	Approved by Dean
Approved by Division Chair Carol J. Derkowski <small>Digitally signed by Carol J. Derkowski Date: 2018.04.09 15:40:55 -05'00'</small>	Approved by Vice President Leigh Ann collins <small>Digitally signed by Leigh Ann Collins DN: cn=Leigh Ann Collins, o=WCJC, ou=VPI, email=lacollins@wcjc.edu, c=US Date: 2018.04.11 08:55:41 -05'00'</small>
Approved by Cabinet Level Supervisor	Reviewed by Human Resources  4-19-18
Budget Approval  4/19/18	Approved by President  4-24-18