

Banner ID #	Last Name Staude, Dolly	First	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 type="radio"/> Regular	<input type="radio"/> New Employee <input checked="" type="radio"/> Extension <input type="radio"/> Salary Adjustment <input type="radio"/> Separation (date: _____)	<input type="checkbox"/> Other (explain)
<input checked="" type="radio"/> Full-Time <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.

CURRENT Division/Unit: Vocational Sciences	Job Vacancy No.: (if applicable) 1811 F 074
Job Title/Position: Temporary Instructor of Cosmetology	Specialized Area: Cosmetology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY20
Budget Number: 1210-14022-6091-102	Position No. (NBAPOSN): COS04T
Compensation: \$ 63,401	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/19	End Date: n/a
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Sched FAC	
Grade 1	
Step 4	
If temporary, anticipated termination date: 08/31/20	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Vocational Sciences	Job Vacancy No.: (if applicable) 1811 F 074
Job Title/Position: Temporary Instructor of Cosmetology	Specialized Area: Cosmetology
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Name of Replaced Employee: n/a
Budget Number: 1210-14022-6091-102	Position No. (NBAPOSN): COS04T
Compensation: \$ 63,411 63,401	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
Start Date: 09/01/20	End Date: n/a
<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Sched FAC	
Grade 1	
Step 4	
If temporary, anticipated termination date: 08/31/21	

Position is funded for the following number of months/weeks:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head <i>Jacqueline Kuller</i>	Date 7-14-20	Approved by Dean	Date
Approved by Division Chair <i>Vincent</i>	Date 7-14-2020	Approved by Vice President <i>LHC</i>	Date 7-15-20
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>Judy Jones</i>	Date 7/17/2020
Budget Approval <i>B. Stacion</i>	Date 7/17/2020	Approved by President <i>Dolly Staude</i>	Date 7-20-20