

Bank ID #	Last Name Lyford, Stephen	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 checked="" type="radio"/> Regular	<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time	<input type="checkbox"/> New Employee <input type="checkbox"/> Extension <input checked="" type="checkbox"/> Salary Adjustment <input type="checkbox"/> Separation (date: _____)	<input checked="" type="checkbox"/> Other (explain) Additional graduate hours completed
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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: Technology & Business Job Vacancy No.: (if applicable)

Job Title/Position: Instructor of Computer Science Specialized Area: Computer Science

Budgeted Position? Yes No Funded in which FY? FY17

Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10% Position No. (NBAPOSN): CST008

Compensation: \$ 63,057	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>3</u> Step <u>15</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/20/12	End Date: N/A	<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:
 9 months 10 1/2 months 12 months Other (specify)

PROPOSED Division/Unit: Technology & Business Job Vacancy No.: (if applicable)

Job Title/Position: Instructor of Computer Science Specialized Area: Computer Science

Budgeted Position? Yes No Name of Replaced Employee: N/A Funded in which FY? FY17

Budget Number: 1110-14809-6091-102 40%, 1210-14809-6091-102 50%, 1610-14809-6091-102 10% Position No. (NBAPOSN): CST008

Compensation: \$ 64,224	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain)	Sched <u>FAC</u> Grade <u>4</u> Step <u>15</u>	Hourly Rate: (Part-time only) \$ <u>N/A</u> per hr x _____ hrs/wk x _____ wks = \$ _____ per year
Start Date: 08/21/17		<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:
 9 months 10 1/2 months 12 months Other (specify)

Explanation of Action:
Completed additional 36 graduate hours

Part III: Position/Budget Authorization

Recommended by Supervisor/Department Head David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=dkucera@wcjc.edu, c=US Date: 2017.08.15 08:57:17 -0500</small>	Date	Approved by Dean Megan Costanza <small>Digitally signed by Megan Costanza DN: cn=Megan Costanza, o=WCJC, ou=Human Resources, email=mcostanza@wcjc.edu, c=US Date: 2017.08.15 16:23:08 -0500</small>	Date
Approved by Division Chair David Kucera <small>Digitally signed by David Kucera DN: cn=David Kucera, o=Technology and Business, ou=WCJC, email=dkucera@wcjc.edu, c=US Date: 2017.08.15 16:57:29 -0500</small>	Date	Approved by Vice President <i>[Signature]</i>	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources <i>[Signature]</i>	Date
Budget Approval B. Kucera	Date 9/11/17	Approved by President <i>[Signature]</i>	Date 9-12-17