



Banner ID # @	Last Name Herrmann, Lauren F	First	Middle Initial	Telephone
Address		City	State	Zip

**Part I: Check all that apply**

<b>Classification:</b> <input type="radio"/> Administrative/Professional Staff <input checked="" type="radio"/> Faculty <input checked="" type="radio"/> Support Staff <input checked="" type="radio"/> Temporary <input checked="" type="radio"/> Regular	<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)  <b>Change in title/assignment</b>
<input checked="" 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: Instruction

Job Vacancy No.: (if applicable) 1708 S 071

Job Title/Position: Part Time Math Tutor

Specialized Area: Learning Assistance Center-Wharton

Budgeted Position?  Yes  No

Funded in which FY? FY18

Budget Number: 1110-1493-6094-100

Position No. (NBAPOSN): TUTW99

Compensation: \$ 15.00

Annual  
 Hourly  
 Other (explain)

Sched N/A  
 Grade \_\_\_\_\_  
 Step \_\_\_\_\_

Hourly Rate: (Part-time only)  
 \$ 15.00 per hr x 18 hrs/wk x 23 wks =  
 \$ 6,555.00 per year

Start Date: 02/26/18

End Date: N/A

At-will-employee  
 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) 23 weeks

**PROPOSED** Division/Unit: Math and Physical Science

Job Vacancy No.: (if applicable) 1712 F 090

Job Title/Position: Temporary Full Time Instructor of Developmental Math

Specialized Area: College Readiness Math

Budgeted Position?  Yes  No

Name of Replaced Employee: Kathy Rod

Funded in which FY? FY18

Budget Number: 1110-14506-6091-100 60%; 1610-14506-6091-100 40%

Position No. (NBAPOSN): DVM02T

Compensation: \$ 44,550

Annual  
 Hourly  
 Other (explain)

Sched FAC  
 Grade 1  
 Step 0

Hourly Rate: (Part-time only)  
 \$ N/A per hr x \_\_\_\_\_ hrs/wk x \_\_\_\_\_ wks =  
 \$ \_\_\_\_\_ per year

Start Date: 08/20/18

At-will-employee  
 Per contract

If temporary, anticipated termination date: 05/31/19

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	Date	Approved by Dean	Date
Approved by Division Chair	Date	Approved by Vice President	Date
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
Budget Approval	Date	Approved by President	Date

*Digitally signed by Kelley Whitley  
 DN: cn=Kelley Whitley, o=Wharton County Junior College, ou=Chemistry Department, email=whitley@wcjc.edu, c=US  
 Date: 2018.05.25 15:25:46 -0500*

*5-22-18*

*Judy J. Jones 05/24/18*

*5/24/18*

*5-25-18*