

Banner ID # @	Last Name Krpec, Tom-Kody	First Tom	Middle Initial K	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"/> Full-Time <input checked="" type="radio"/> Regular <input type="radio"/> Part-Time	<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) moving from 9 month to 10.5-month Dev Ed Department Head
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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: Communications and Fine Arts	Job Vacancy No.: (if applicable) 1808 F 048
Job Title/Position: Instructor of Developmental English	Specialized Area: English
Budgeted Position? <input checked="" type="radio"/> Yes <input type="radio"/> No	Funded in which FY? FY23
Budget Number: 1610-14506-6091-100	Position No. (NBAPOSN): DEV003
Compensation: \$ 51,550	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Sched FAC _____ Grade 5A _____ Step 3 _____
Start Date: 08/20/18	End Date: n/a
<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract	Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year
If temporary, anticipated termination date: n/a	

Position is funded for the following number of months/weeks:
 9 months 10 ½ months 12 months Other (specify)

PROPOSED Division/Unit: Communications and Fine Arts	Job Vacancy No.: (if applicable) 2303 F 015
Job Title/Position: Instructor of Developmental English	Specialized Area: English
Budgeted Position? <input type="radio"/> Yes <input type="radio"/> No Name of Replaced Employee:	Funded in which FY? FY24
Budget Number: 1110-14506-6091-100 75%, 1610-14506-6091-100 25%	Position No. (NBAPOSN): DEV002
Compensation: \$ 61,889	<input checked="" type="radio"/> Annual <input type="radio"/> Hourly <input type="radio"/> Other (explain) Sched FAC _____ Grade 5 _____ Step 4 _____
Start Date: 08/21/23	<input checked="" type="radio"/> At-will-employee <input type="radio"/> Per contract
Hourly Rate: (Part-time only) \$ n/a per hr x n/a hrs/wk x n/a wks = \$ n/a per year	
If temporary, anticipated termination date: n/a	

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
Approved by Division Chair	Date	Approved by Vice President	Date
Patrick Ralls		Leigh Ann Collins	
<small>Digitally signed by Patrick Ralls DN: cn=Patrick Ralls, o, ou, email=rallsp@wcjc.edu, c=US Date: 2023.08.31 10:21:35 -05'00'</small>		<small>Digitally signed by Leigh Ann Collins Date: 2023.08.31 07:44:22 -05'00'</small>	
Approved by Cabinet Level Supervisor	Date	Reviewed by Human Resources	Date
		<i>Rachel Johnson</i>	9/5/23
Budget Approval	Date	Approved by President	Date
<i>B. Skocian</i>	09/05/2023	<i>Leigh Ann Collins</i>	9-6-23